



# BRITTONS SCHOOL & TECHNOLOGY COLLEGE



Dear Parent/Guardian  
On behalf of all members of staff, I welcome your children back to school at the start of this new term. We look forward to everyone enjoying a happy and successful year.

Science Module examinations and GNVQ and Key Skills examinations.

### DATES FOR KS3 SATS EXAMINATIONS

Tuesday 3 May – Friday 6 May 2005

### IMPORTANT DATES

### NEWS ITEMS

#### TERM AND HOLIDAY DATES SCHOOL YEAR 2004 – 2005

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

#### OCCASIONAL SCHOOL CLOSURES

Monday 6 September, Tuesday 7 September,  
Directed afternoon Friday 22 October, Directed  
afternoon Wednesday 16 March 2005, Monday 6  
June 2005.

#### DATES TO NOTE

|  |                               |
|--|-------------------------------|
| Monday 27 September –<br>Friday 1 October          | <b>OPEN WEEK</b>              |
| Wednesday 29 September                             | 6.30 – 9.00pm Open<br>Evening |
| Friday 22 October                                  | <b>DIRECTED AFTERNOON</b>     |
| Monday 25 October –<br>Friday 29 October inclusive | <b>HALF TERM</b>              |

#### 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,

## FREE COMPUTER TRAINING FACILITIES AND TUTORING FOR ALL ADULTS AT BRITTONS LEARNING VILLAGE

- o In a quiet and private area exclusively used for adults
- o Drop in to study at any time
- o Study at your own pace
- o Study for as long as you like
- o Gain formal qualifications
- o Learn how to use the internet and send e-mails
- o Study from home or at work

It does not matter if you have never touched a keyboard before, or you have already acquired considerable skills. We have a course that suits you and provide a modern, fully air conditioned welcoming environment for you to study in peace.

We also offer:

- o **FREE** careers advise
- o **FREE** crèche
- o **FREE** job centre advice

|                      |                      |                    |
|----------------------|----------------------|--------------------|
| Centre Opening Times | Monday – Friday      | 9.00 am – 5.00 pm  |
| Free Crèche Facility | Wednesday – Thursday | 12.30 pm – 2.30 pm |

| COURSES                   | WHAT IT COSTS                                    |
|---------------------------|--|
| Introduction to computers | Free and between 3 – 12 hours of study time      |
| ECDL Standard             | £25 and 18 hours of study per module £5 per test |
| ECDL Advanced Word        | £35 and between 30 – 40 hours of study time      |

**FREE  
FREE  
FREE  
COMPUTER  
TRAINING!**

## LONDON RIVERSIDE ADULT TRAINING CENTRE

The purpose of this training centre is to provide facilities to train adults who wish to work in kindergartens, playschools and crèches and also those who wish to take up positions as Professional Assistants working alongside teachers in secondary schools. The role of the Professional Assistant will include working within a subject area carrying out general administration tasks, and ultimately covering for teachers who may be absent through illness. In addition, Havering Adult Education Service will be running a wide variety of adult education courses.

### GCSE EXAMINATION RESULTS – CONGRATULATIONS TO LAST YEAR'S YEAR 11

We are very pleased with the individual and group success in last year's GCSE examinations.

Particular congratulations go to the following students who achieved tremendous results. It must be noted that these results include GNVQ grades in ICT for many students. The Government gives the following table of equivalence:

| GNVQ        | GCSE                      |
|-------------|---------------------------|
| DISTINCTION | 4 Passes at A* or A grade |
| MERIT       | 4 Passes at B grade       |
| PASS        | 4 Passes at C Grade       |

### 13 PASSES A\* – C GRADES

**Marc Shorey**

**Tegan Cullwick** including A Passes in English Language and Double Science

**Katie White** including GNVQ ICT Distinction, A\* Pass in Drama and A Passes in Design & Technology : Food Technology, English Language and English Literature

### 12 PASSES A\* – C GRADES

**Mark Barnard** including A Pass in Religious Education (SC)

**Julie Burns** including A Passes in Design & Technology : Food Technology, English Language and English Literature

**Kayleigh Collins** including A Passes in Design & Technology : Food Technology and English Language

**Leanne Green** including A Passes in English Language and English Literature

**Nicola Hart**

**Julie Leyland** including A Passes in Design & Technology : Food Technology and Child Development

**Kayleigh Rogers** including A Passes in Design & Technology : Graphic Products and English Literature

**Sarah Spencer**

**Laura Webb**

### 11 PASSES A\* – C GRADES

**Carly Amos**

**Jonjo Brewster**

**Sharon Denoon**

**Ian Gregory** including A Pass in Geography

**David Hogsden**

**Lauren Newby**

**Helen Richards** including A Passes in Design & Technology : Textiles and Geography

**Tom Stannard** including A Pass in Double Science

### 10 PASSES A\* – C GRADES

**Danielle Beach** including A Pass in Design & Technology : Graphic Products

**Stacey Bean**

**Zachary Chapman**

**Joanne Claeys** including A\* in English Literature and Music and A Passes in English Language, Mathematics and Double Science

**James Finn** including A Pass in Design & Technology : Industrial Technology

**Robert Heritage** including A Pass in Design & Technology : Industrial Technology

**Neil Howlett**

**Chloe Martin** including A Passes in English Language and English Literature

**Sara Northfield** including A Passes in Design & Technology : Food Technology and Geography

**Lauren Seager**

**Taranjeet Singh** including A Passes in Design & Technology : Industrial Technology and Double Science

**Samantha Tillin** including A Passes in Design & Technology : Food Technology and Double Science

**Letitia Wells** including A\* in Design & Technology : Food Technology and A Passes in Modern World History, English Language, English Literature, Mathematics, Double Science and Religious Education (SC)

**Matthew Whitbread** including A Passes in Geography and Double Science

**Dean Wilcox**

**Stuart Williams** including A Passes in Modern World History, Design & Technology : Food Technology, English Language, English Literature, Geography and Double Science

### 9 PASSES A\* – C GRADES

**Kelly Barham**

**Nicky Dalley**

**David Fribbins** including A Passes in English Language and English Literature

**Nicole Green**

**Andrew Hall** including A Pass in Geography

**Ben Herrington**

**Victoria Marshall** including A Passes in Design & Technology : Food Technology, English Language and Double Science

**Beth Moran** including A Pass in English Literature

**Laura Rust** including A Passes in Modern World History, Geography and Religious Education (SC)

**John Towler**

There are eight other students who have received nine or more A\* - C grades - three with twelve A\* - C grades including one with three A Passes, one with eleven A\* - C grades, three with 10 A\* - C grades with one with two A Passes and one with nine A\* - C grades.

The overall A\* - C pass rate this year (subject to appeals and verification) is 49% and the A\* - G rate is 98%.

### GIFTED AND TALENTED

Congratulations to the fifteen students who have been awarded full membership of the National Academy for Gifted and Talented Youth, the University of Warwick.

|                     |        |
|---------------------|--------|
| Zack Allington      | 9 PMA  |
| Karen Chan          | 10 SKS |
| Helena Chaplin      | 9 KSL  |
| Reece Croom         | 10 LPD |
| Alex Devlin         | 9 PTH  |
| Jack Charles Fray   | 10 CTH |
| Christopher Hill    | 8 EGS  |
| Leigha-Erin Hislop  | 10 SKS |
| Jack Leech          | 8 SKS  |
| Sam Manful          | 8 LPD  |
| Olivia Mead         | 8 KSL  |
| Hannah Ratford      | 9 PMA  |
| Sophie Richardson   | 9 LPD  |
| Richard Shorey      | 9 SKS  |
| Charlotte Langridge | 9 EGS  |

The top 5% of Britain's young achievers. WOW!

Ms S Reddington, Gifted and Talented Co-ordinator

### EX BRITTONS STUDENTS

Congratulations go to the following ex Brittons students who were in Havering Sixth Form College's top 70 of A Level results :

Kim Kiernan who achieved 7 'A's' at A Level

Rosanna Poll who achieved 3 'A's' and one 'B' at A Level

Amritpal Lidher who achieved 2 'A's', 2 'B's', 1 'C' and 1 'D' at A Level.

Well done!

### VACANCIES

#### **MIDDAY ASSISTANT**

Vacancies exist for Midday Assistants to join our existing team of ladies. Hours are 12.10 - 1.35 pm Monday to Friday, term time only. The rate of pay is £6.94 per hour.

If you are interested, please can you contact Mrs K Rawling on 01708 630002 extension 165, who will arrange an appointment for you to discuss this role in more detail.

### DEVELOPMENTS

During the summer break a number of projects designed to enhance the facilities of the school for pupils have been completed. These include:

#### School Heating Project

The new school central heating system has now been installed with a new central boiler and new radiators and pipework almost throughout the school. This should ensure that we have constant heating and hot water throughout the school. The exception being the music block which will be completed in the next few weeks.

#### New staircase/exit doors

In order to eliminate a major stairwell congestion issue, new external stairs have been constructed to enable access directly to the first floor in the main building. In addition, new exit doors have been fitted throughout the main block.

#### Student toilets/shower facilities

Student toilet facilities have been refurbished to a modern standard and also both the shower facilities in the boys' and girls' gymnasium. This includes the fitting of individual shower cubicles for use when taking a shower.

#### Weights/Fitness Room

A new weights/fitness room complete with new equipment has been created next to Brittons Babes.

#### Brittons Babes

The refurbishment of this area to create one large classroom, including a kitchen, toilet facilities and an external play area, was completed at the end of July. This now provides an excellent facility for the local community.

#### New Flooring

The refurbishment of the school flooring continues apace, with the foyer and canteen and weights corridor and several classrooms now complete. Later this year similar work will commence in classrooms where carpets need replacing.

#### Offices / Atrium

In order to accommodate additional administrative staff, minor remodelling has taken place. The Atrium in the central court will be completed in the next week. This will also

provide valuable space for our staff to work with students and parents on a variety of tasks.

### Interactive whiteboards/laptops

Seventeen classrooms have been fitted with new projectors, interactive whiteboards and sound systems. These have been located in every science and mathematics classroom and three English classrooms.

This, in addition to the provision of fourteen new laptops, will raise the ability of our teachers to enhance the teaching and learning in the classroom.

### Work still to be completed

This includes the provision of several offices, the creation of an electronics room, re-flooring classrooms and the provision of blackouts for classrooms. This work will be on-going throughout this year.

### SPORTS DAY

Congratulations to all students who took part in Sports Day, and many thanks to all staff who helped. The day was very successful.

**Overall Sports Day winners for 2004 was: EGS**

Merit winners were:

|         |     |
|---------|-----|
| Year 7  | KSL |
| Year 8  | CTH |
| Year 9  | SKS |
| Year 10 | LPD |

**Overall House winners for 2004 was: KSL**

### Sports Day winners for 2004

#### **YEAR 7 GIRLS**

|               |  |
|---------------|--|
| Javelin       | Charlotte Mills PMA<br><b>*new school record</b>                               |
| Long Jump     | Jessica Emmins LPD<br><b>*new school record</b>                                |
| Shot Put      | Victoria Cox KSL   |
| 100m          | Amanda Flowers TGS   |
| 200m          | Shanie Page SKS  |
| 300m          | Victoria Oluwalana EGS   |
| 800m          | Francesca Hurndall EGS   |
| Relay winners | SKS  |
| High Jump     | Francesca Humphries PMA<br><b>*new school record with Victoria Flowers PTH</b> |

#### **YEAR 7 BOYS**

|             |   |
|-------------|---|
| Javelin     | Dean Smallwood EGS<br><b>*new school record</b> |
| Long Jump   | Liam Dunn PTH                                   |
| High Jump   | Aaron Beach SKS<br><b>*new school record</b>    |
| Shot Put    | Bobby Peck PMA                                  |
| Triple Jump | Lewis Farrell TGS                               |

|               |                   |
|---------------|-------------------|
| 100m          | Liam Dunn PTH     |
| 200m          | Clarke Berry KSL  |
| 300m          | Daniel Watson CTH |
| 800m          | Sean Londors LPD  |
| Relay winners | PTH               |

#### **YEAR 8 GIRLS**

|               |  |
|---------------|--|
| Javelin       | Lacey Amato CTH<br><b>*new school record</b>           |
| Shot Put      | Stevie-lee Montgomery TGS<br><b>*new school record</b> |
| Long Jump     | Clare Savage EGS                                       |
| High Jump     | Anna Hall EGS  |
| 100m          | Keasha Issac PTH                                       |
| 200m          | Rachel Blackabee EGS                                   |
| 300m          | Rebecca Sibthorpe PMA                                  |
| 800m          | Danielle Hole CTH                                      |
| Relay winners | CTH  |

#### **YEAR 8 BOYS**

|               |   |
|---------------|---|
| Javelin       | Michael Perkins PMA                             |
| Shot Put      | Carl Creasey CTH                                |
| Long Jump     | Aaron Lawrence PMA<br><b>*new school record</b> |
| High Jump     | Chris McGilley PTH                              |
| Triple Jump   | Chris   |
| 100m          | Paul Gymiah PMA                                 |
| 200m          | Peter Gymiah SKS                                |
| 400m          | Billy O'Sullivan EGS                            |
| 800m          | Craig Janes LPD                                 |
| Relay winners | TGS   |

#### **YEAR 9 GIRLS**

|               |  |
|---------------|--|
| Javelin       | Charlotte Wakefield PTH                        |
| Shot Put      | Karen Chan SKS<br><b>*new school record</b>    |
| High Jump     | Rochelle Hunt LPD<br><b>*new school record</b> |
| Long Jump     | Laura Wyatt LPD<br><b>*new school record</b>   |
| 100m          | Jamoke Bamgbose SKS                            |
| 200m          | Robyn Chaplin PMA                              |
| 300m          | Lauren Simmons SKS                             |
| 800m          | Keeley Lewis CTH                               |
| Relay winners | LPD  |

#### **YEAR 9 BOYS**

|               |  |
|---------------|--|
| Javelin       | Jack Buttwell KSL                              |
| Shot Put      | Danny Londors EGS<br><b>*new school record</b> |
| High Jump     | Domonic Silcott PMA                            |
| Long Jump     | Mark Walters LPD<br><b>*new school record</b>  |
| Triple Jump   | Robert Lagden TGS                              |
| 100m          | Danny Londors EGS<br><b>*new school record</b> |
| 200m          | Ryan Parrot PTH                                |
| 400m          | Craig Herbert KSL                              |
| 800m          | Matthew Smith SKS                              |
| Relay winners | CTH  |

#### **YEAR 10 GIRLS**

|          |   |
|----------|---|
| Javelin  | Melissa Wood LPD                                |
| Shot Put | Fae Montgomery LPD<br><b>*new school record</b> |

|               |                    |
|---------------|--------------------|
| Long Jump     | Melissa Prowse EGS |
| High Jump     | Vanessa Ngoma PMA  |
| 100m          | Melissa Prowse EGS |
| 200m          | Sarah Hancock PMA  |
| 300m          | Laura Spencer TGS  |
| 800m          | Jade Mackie PMA    |
| Triple Jump   | Emma Whitman KSL   |
| Relay winners | PTH                |

#### YEAR 10 BOYS

|          |  |
|----------|--|
| Javelin  | Jack Cooper PTH                                |
| Shot Put | Shand O'Boyle SKS<br><b>*new school record</b> |

|           |  |
|-----------|--|
| Long Jump | Joe Cox TGS                                  |
| High Jump | Ben Clifton KSL<br><b>*new school record</b> |

|               |                   |
|---------------|-------------------|
| Triple Jump   | Danny Knight KSL  |
| 100m          | Scott Sim TGS     |
| 200m          | Scott Everett KSL |
| 400m          | Danny Knight KSL  |
| 800m          | Robert Seaman SKS |
| Relay winners | EGS               |

#### ATHLETICS INDIVIDUAL WINNERS

##### GIRLS

##### YEAR 7

|                    |                 |
|--------------------|-----------------|
| Jessica Emmins LPD | Aaron Beach SKS |
|--------------------|-----------------|

##### YEAR 8

|                 |                    |
|-----------------|--------------------|
| Lacey Amato CTH | Aaron Lawrence PMA |
|-----------------|--------------------|

##### YEAR 9

|                 |                   |
|-----------------|-------------------|
| Laura Wyatt LPD | Danny Londors EGS |
|-----------------|-------------------|

##### LOWER SCHOOL

|                         |                   |
|-------------------------|-------------------|
| Victorex Ludorum Trophy | Shanie Page 7 SKS |
| Victor Victorex Trophy  | Liam Dunn 7 PTH   |

##### UPPER SCHOOL

|                         |                       |
|-------------------------|-----------------------|
| Victorex Ludorum Trophy | Melissa Prowse 10 EGS |
| Victor Victorex Trophy  | Danny Knight 10 KSL   |

#### PREFECTS AND HEAD PERSONS 2004 – 2005

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

|                   |              |
|-------------------|--------------|
| <b>HEAD BOY:</b>  | Ben Clifton  |
| <b>HEAD GIRL:</b> | Melissa Wood |

|                    |               |                |
|--------------------|---------------|----------------|
| <b>ASSISTANTS:</b> | Danny Deag    | Lauren Wiggins |
|                    | Katie Pidgeon |                |

|                         |                  |                        |
|-------------------------|------------------|------------------------|
| <b>SENIOR PREFECTS:</b> | Nenna Chuku      | Sarah Montgomery       |
|                         | Katie Lambert    | Helen Luderman         |
|                         | Billy McGuinness | Laura Skelton          |
|                         | Sam Peck         | Richard Ravenhill-Bell |
|                         | Leanne Stokes    | Steven Long            |
|                         | Eniola Owodunni  | Leanne Weatherall      |

|                  |                   |                   |
|------------------|-------------------|-------------------|
| <b>PREFECTS:</b> | Matthew Bailey    | Rochelle Caughlin |
|                  | Michael Davies    | Aimee Donnelly    |
|                  | Amanda Jennings   | Hayley Nottage    |
|                  | Andrea Palmer     | Paul Sims         |
|                  | Alex Sullivan     | Danny Balkwill    |
|                  | Anne-Marie Barham | Stacey Flowers    |
|                  | Kara Howard       | Craig Hyams       |
|                  | Victoria Johnson  | Carlie Medley     |
|                  | (Hamilton)        |                   |
|                  | Joanne Millard    | Melissa Prowse    |
|                  | Daniel Waine      | Liam Warren       |
|                  | Clare Beaumont    | Nichola Bridge    |
|                  | Nathan Chuku      | Lauren Hazell     |
|                  | Amy Pearson       | Niki Saunders     |
|                  | Hayley Smallwood  | Kayleigh Thwaites |
|                  | Charlotte True    | Emma White        |
|                  | Laura Bailey      | Daniel Boltwood   |
|                  | Amy Clark         | John Krepka       |
|                  | Jack Rampling     | Aimee Scott       |
|                  | Scott Butler      | Aaron Hall        |
|                  | Sarah Hancock     | Joanne Howes      |
|                  | Vincent Jones     | Jade Mackie       |
|                  | Brooke Penny      | Daniel Smith      |
|                  | Kirsti Sparrow    | Frankie Stead     |
|                  | Ricky Cornell     | Kayleigh Dearman  |
|                  | Jenny Dyer        | Lauren Jacob      |
|                  | Robyn Koumarkis   | Emma Longhurst    |
|                  | Nicola Lynam      | Kelly Rotheram    |
|                  | Amy Medley        | Rebecca Wicks     |
|                  | Ashley Baker      | Karl Baverstock   |
|                  | Peter Borg        | Ashleigh Curl     |
|                  | Matthew Frappell  | Kerry-Ann Johnson |
|                  | Sarah Langley     | Laura Sammons     |
|                  | Claire Stanley    | John Watts        |
|                  | Tiffany Brett     | Sean Davis        |
|                  | Ally Hussain      | Amy Jarentowski   |
|                  | Claire Logan      | Bradley Melville  |
|                  | Teri Richardson   | 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               |
|---------------|-------------------------|----------------------|
| <b>YEAR 7</b> |                         |                      |
| <b>CTH</b>    | Dean Ainsworth          | Victoria Lloyd       |
| <b>EGS</b>    | Joseph Gulliver         | Christina Stuckfield |
| <b>KSL</b>    | Bamgbose<br>Melchizadok | Rachel Thevaraj      |
| <b>LPD</b>    | Vinny Murphy            | Chelsey Furneaux     |
| <b>PMA</b>    | Danny Ungane            | Chloe Wagstaff       |
| <b>PTH</b>    | Samuel Swain            | Jasmine Berry        |
| <b>SKS</b>    | Charlie O'Donaghue      | Courtney Hunt        |
| <b>TGS</b>    | Robbie Wyatt            | Maxine Okwabi        |
| <b>YEAR 8</b> |                         |                      |
| <b>CTH</b>    | Jake London             | Jade Clarkson        |
| <b>EGS</b>    | Christopher Hill        | Amy Allington        |
| <b>KSL</b>    | Bradley Wakenell        | Kimberley Friend     |
| <b>LPD</b>    | Sam Manful              | Claire Wiggins       |
| <b>PMA</b>    | Jack Burton **          | Jesutomi Bamgbose    |
| <b>PTH</b>    | Mitchell Robertson      | Ashleigh Donnelly    |
| <b>SKS</b>    | Shane Johnston          | Jessica Lourenco     |
| <b>TGS</b>    | 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   |

## CANTEEN MANAGERESS

The new Canteen Manageress is **Miss Anne Phipps** who will be introducing a number of new initiatives/pilots this term. Details will follow in due course.

## REMINDERS

### STUDENT SWIPE CARDS

All Year 7 pupils have 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**.

Please note that the school now supplies **LANYARDS** (a nylon neck strap with rigid card holder) in maroon with the school logo so that pupils can secure their card. These cost £2.00 and are available from Reception.

## SCHOOL PROSPECTUS

The new school prospectus is now available from reception. This latest update includes all necessary amendments. It can also be viewed on our website at [www.brittons.havering.sch.uk](http://www.brittons.havering.sch.uk).

We welcome your feedback with regard to this publication which will be considered by the compilers of the next booklet.

## BRITTONS SCHOOL BUS/LUNCH PASSES

Would parents please check the expiry date on their child/children's pass/passes and ensure they renew them in good time. Bus and meal passes are renewed by contacting the Education Department at The Broxhill Centre, Broxhill Road, Harold Hill, Romford RM4 1XN – Telephone number 01708 434343. Other passes are renewed via the school.

Please note that should bus or meal passes expire, the bus company or school canteen cannot provide your child with the necessary service.

## LUNCH TIME ARRANGEMENTS

**Students will only be able to leave school at lunch time if their swipe card has been activated to allow this to happen.**

**In line with Government Guidelines we wish to discourage students from wandering the local streets at lunch time. Therefore we will only activate cards for those students who seek to return to their home for lunch each school day.**

**In order to do this we require a formal letter from Parents/Guardians, stating that your child/ren will return to your home for lunch each school day i.e. 12.20 to 1.20 pm each day** (students will only be permitted to exit between 12.20 and 12.30 pm). The letter should also contain a telephone number so that we can verify its authenticity.

Therefore, if you wish your child to return to your home for lunch each school day please ensure that your letter reaches the school by **FRIDAY 1 OCTOBER 2004.**

## LUNCH MONEY

Please note that the school does not lend money to students. However, we do permit a telephone call home to parents in order that students can make the appropriate arrangements.

## HOMEWORK POLICY

The school believes that homework is an essential part of students' learning. Homework will be set regularly, and students will be encouraged to establish good homework habits from the beginning of their school career. Assessment of homework will form an important part of the overall Assessment, Recording and Reporting procedures.

**The purpose of homework is:**

- To provide opportunities for students to work independently and to take responsibility for organising their work.
- To help students recognise the links between good study habits and higher standards of achievement.
- To act as a check that students have understood classwork.
- To consolidate or extend work covered in school.
- To prepare for future lessons.
- To extend lesson time to enable the National Curriculum to be covered.
- To raise students' standard of achievement.
- To improve students' attitudes to learning.
- To improve organisational and study skills.

**Duration of homework:**

Years 7/8            30 minutes per subject  
 Year 9                45 minutes per subject  
 Years 10/11        1 hour 30 minutes per subject

**The nature of homework**

No one form of homework is prescribed and, as such, homework may take many forms, taking into account the nature of the subject and the ages and abilities of the students. Some of the forms homework may take will include:

- Specially prepared homework tasks that extend classwork;
- Learning homework;
- Research assignments;
- Practical exercises
- Longer term assignments/projects/coursework

**HOMEWORK TIMETABLE**

**YEAR 7**

7 PMA (Mr M Russell)

|           |                                     |
|-----------|-------------------------------------|
| MONDAY    | ART, SCIENCE                        |
| TUESDAY   | FRENCH, MATHEMATICS                 |
| WEDNESDAY | ENGLISH, TECHNOLOGY                 |
| THURSDAY  | GEOGRAPHY                           |
| FRIDAY    | HISTORY, MUSIC, RELIGIOUS EDUCATION |

7 EGS (Ms R Harper)

|           |   |
|-----------|---|
| MONDAY    | HISTORY, SCIENCE                        |
| TUESDAY   | FRENCH                                  |
| WEDNESDAY | ENGLISH, TECHNOLOGY                     |
| THURSDAY  | ART, GEOGRAPHY                          |
| FRIDAY    | MATHEMATICS, MUSIC, RELIGIOUS EDUCATION |

7 SKS (Mr M Jones)

|           |                                      |
|-----------|--------------------------------------|
| MONDAY    | SCIENCE, GEOGRAPHY                   |
| TUESDAY   | MATHEMATICS, MUSIC                   |
| WEDNESDAY | ENGLISH, FRENCH, RELIGIOUS EDUCATION |
| THURSDAY  | TECHNOLOGY                           |
| FRIDAY    | ART, HISTORY                         |

7 CTH (Ms L Pulford)

|           |                                  |
|-----------|----------------------------------|
| MONDAY    | SCIENCE, HISTORY                 |
| TUESDAY   | MATHEMATICS, RELIGIOUS EDUCATION |
| WEDNESDAY | ENGLISH, FRENCH, MUSIC           |
| THURSDAY  | TECHNOLOGY                       |
| FRIDAY    | ART, GEOGRAPHY                   |

7 KSL (Ms N Willison)

|           |                                  |
|-----------|----------------------------------|
| MONDAY    | MATHEMATICS, RELIGIOUS EDUCATION |
| TUESDAY   | ART, HISTORY                     |
| WEDNESDAY | FRENCH, MUSIC, TECHNOLOGY        |
| THURSDAY  | GEOGRAPHY                        |
| FRIDAY    | ENGLISH, SCIENCE                 |

7 PTH (Ms L Cossey)

|           |                                |
|-----------|--------------------------------|
| MONDAY    | HISTORY, MATHEMATICS           |
| TUESDAY   | GEOGRAPHY, RELIGIOUS EDUCATION |
| WEDNESDAY | FRENCH, TECHNOLOGY             |
| THURSDAY  | ART                            |
| FRIDAY    | ENGLISH, MUSIC, SCIENCE        |

7 LPD (Ms A Bahadoor)

|           |  |
|-----------|--|
| MONDAY    | ART, ENGLISH, MUSIC                      |
| TUESDAY   | HISTORY, RELIGIOUS EDUCATION, TECHNOLOGY |
| WEDNESDAY | FRENCH                                   |
| THURSDAY  | GEOGRAPHY, MATHEMATICS                   |
| FRIDAY    | SCIENCE                                  |

7 TGS (Ms A Goff)

|           |  |
|-----------|--|
| MONDAY    | ENGLISH, MATHEMATICS, MUSIC            |
| TUESDAY   | TECHNOLOGY                             |
| WEDNESDAY | FRENCH, GEOGRAPHY, RELIGIOUS EDUCATION |
| THURSDAY  | ART, HISTORY                           |
| FRIDAY    | SCIENCE                                |

## YEAR 8

### BAND A

8 PMA (Ms E Chicote) 8 EGS (Ms M Walsh)  
8 SKS (Ms V Collyer) 8 CTH (Mr L Fisher)

|           |  |
|-----------|--|
| MONDAY    | FRENCH, HISTORY                              |
| TUESDAY   | TECHNOLOGY                                   |
| WEDNESDAY | ART, MUSIC                                   |
| THURSDAY  | GEOGRAPHY, SCIENCE                           |
| FRIDAY    | ENGLISH, MATHEMATICS,<br>RELIGIOUS EDUCATION |

### BAND B

8 KSL (Ms N Turner) 8 PTH (Ms D O'Brien)  
8 LPD (Ms G Sconce) 8 TGS (Mr L Collins)

|           |  |
|-----------|--|
| MONDAY    | HISTORY, MUSIC (KSL),<br>ART (LPD), TECHNOLOGY |
| TUESDAY   | GEOGRAPHY                                      |
| WEDNESDAY | ART (KSL : PTH), MUSIC (LPD :<br>TGS), SCIENCE |
| THURSDAY  | ENGLISH, FRENCH,<br>MUSIC (PTH), ART (TGS)     |
| FRIDAY    | MATHEMATICS, RELIGIOUS<br>EDUCATION            |

## YEAR 9

### BAND A

9 PMA (Mr T Freelander) 9 EGS (Ms A Pickett)  
9 SKS (Ms M Donnelly) 9 CTH (Ms A Berchem)

|           |   |
|-----------|---|
| MONDAY    | ENGLISH, GEOGRAPHY (PMA :<br>EGS), ART (SKS : CTH)              |
| TUESDAY   | FRENCH/SPANISH, HISTORY,<br>MUSIC (PMA : EGS)                   |
| WEDNESDAY | MATHEMATICS, SCIENCE  |
| THURSDAY  | RELIGIOUS EDUCATION,<br>TECHNOLOGY                              |
| FRIDAY    | ART (PMA : EGS),<br>GEOGRAPHY (SKS : CTH),<br>MUSIC (SKS : CTH) |

### BAND B

9 KSL (Ms J Gray) 9 PTH (Mr S Tibbitt)  
9 LPD (Ms F Guest) 9 TGS (Ms T Say)

|           |   |
|-----------|---|
| MONDAY    | ART (KSL : PTH), GEOGRAPHY<br>(LPD : TGS), SCIENCE    |
| TUESDAY   | HISTORY, MATHEMATICS                                  |
| WEDNESDAY | GEOGRAPHY (KSL : PTH), ART<br>(LPD : TGS), TECHNOLOGY |
| THURSDAY  | MUSIC (KSL : PTH),<br>RELIGIOUS EDUCATION             |
| FRIDAY    | ENGLISH, MUSIC (LPD : TGS),<br>FRENCH                 |

## YEAR 10

### BAND A

10 PMA (Ms V Fournet) 10 EGS (Mr C Davis)  
10 SKS (Mr L Mugombe) 10 CTH (Ms G Fitnum)

|           |                                     |
|-----------|-------------------------------------|
| MONDAY    | MATHEMATICS, RELIGIOUS<br>EDUCATION |
| TUESDAY   | OPTION B, SCIENCE<br>(ADDITIONAL)   |
| WEDNESDAY | SCIENCE                             |
| THURSDAY  | OPTION A                            |
| FRIDAY    | ENGLISH, OPTION C                   |

### BAND B

10 KSL (Mr N Jones) 10 PTH (Mr D Newton)  
10 LPD (Ms H Laity) 10 TGS (Mrs R Jaques)

|           |                                   |
|-----------|-----------------------------------|
| MONDAY    | ENGLISH                           |
| TUESDAY   | OPTION B, SCIENCE<br>(ADDITIONAL) |
| WEDNESDAY | SCIENCE, RELIGIOUS<br>EDUCATION   |
| THURSDAY  | MATHEMATICS, OPTION A             |
| FRIDAY    | OPTION C,                         |

## YEAR 11

### BAND A

11 PMA (Mr R Ratford) 11 EGS (Ms C Bosch)  
11 SKS (Mr R Hulbert) 11 CTH (Ms S Morin)

|           |                                 |
|-----------|---------------------------------|
| MONDAY    | RELIGIOUS EDUCATION,<br>SCIENCE |
| TUESDAY   | OPTION B, OPTION C              |
| WEDNESDAY | FRENCH, MATHEMATICS             |
| THURSDAY  | OPTION A                        |
| FRIDAY    | ENGLISH, SCIENCE (ADDITIONAL)   |

### BAND B

11 KSL (Mr G Pritchard) 11 PTH (Mrs N Breen)  
11 LPD (Ms M Rolle) 11 TGS (Mr P Clark)

|           |                                 |
|-----------|---------------------------------|
| MONDAY    | SCIENCE                         |
| TUESDAY   | OPTION B, OPTION C              |
| WEDNESDAY | ENGLISH, RELIGIOUS<br>EDUCATION |
| THURSDAY  | MATHEMATICS, OPTION A           |
| FRIDAY    | FRENCH, SCIENCE<br>(ADDITIONAL) |

### HOMEWORK CLUB

*Pupils who wish to find a quiet place to complete their homework can use the Library from Monday to Friday 3.20 – 4.15 pm.*

## STUDENT ORGANISERS

Each student has been issued with an organiser. Parents are requested to work in partnership with the school by **reading and signing the homework section each week.**

## ANNUAL REMINDERS

### PUNCTUALITY

Please can all parents ensure that students arrive at school in good time i.e. **before 08.35 in the morning and 1.15 in the afternoon.**

### STUDENT ABSENCES/DENTAL/DOCTORS' APPOINTMENTS

It would be most helpful if all parents could arrange for dental and doctor's appointments to be made, whenever possible, outside of normal school hours. Students who are absent for more than three days will need to present to the school a doctor's note. Parental notes covering absence are scrutinised weekly by the Pastoral Directors and the school's Educational Welfare Officer, Mrs D Arrow, who will, if the authenticity of a note is queried, initiate a home visit. If your child is ill and cannot attend, it is most helpful to us if you can telephone Mrs Bolton (Student Services Secretary) on the first day of their absence. Please note that **if we do not receive a note of absence or a telephone call such absences are recorded as unauthorised on your child's record.**

The school may also initiate a telephone call to parents to ascertain why a student is not present at school. For holiday absences, please help the school by giving two weeks' notice. Ten days is the legal amount that can be taken for a holiday in a single school year. Any additional time has to be recorded as unauthorised absence.

### ATTENDANCE POLICY AND CALL DIRECT

The Government has set a minimum attendance target of 90% for all students. Following a review by the Chief Education Welfare Office the following procedures were agreed:

- i. Where a student's attendance falls below 90%, the Pastoral Director of the year concerned may send out an 'alert' letter and a copy of the attendance record to parents. The content of the record can be discussed with the Pastoral Director. The school's Education Welfare Officer will also be notified that a letter has been sent. The objective of this letter is to seek to improve the attendance rate of the student concerned. If there is not an immediate improvement, the case will be formally referred to the Education Welfare Officer and strategies suggested to improve attendance.

- ii. Where no improvement is made, the school will refer the student to the Chief Education Welfare Officer who will instigate a pre-court meeting. All concerned will then be called to a meeting with local Education Officers to discuss the attendance record and identify why strategies to improve the attendance rate have failed. Attendance targets will be set and assistance given to meet these targets.
- iii. If there is no improvement over an agreed period of time, the Chief Education Welfare officer will instigate court proceedings.
- iv. **FIRST DAY ABSENCE CHECK – IT IS THE SCHOOL'S POLICY TO INITIATE, ON THE FIRST DAY OF ANY ABSENCE, AN ABSENCE CHECK. TO DO THIS THE SCHOOL EMPLOYS A SPECIALIST COMPANY (CALL DIRECT) TO ACT ON OUR BEHALF. THEY WILL CONTACT PARENTS ON THE FIRST DAY OF ABSENCE IF WE DO NOT HAVE AN EXPLANATION FOR THE ABSENCE.**

### CYCLING TO SCHOOL SEPTEMBER 2004

Students who wish to cycle to school should contact Mr Pritchard. They will need to produce a valid cycling proficiency certificate, and a helmet. They will then 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 bicycles are adequately insured). For those students who do not possess a cycling proficiency certificate, Mr Pritchard will make arrangements for students to obtain one.

Students who cycle to school must arrive at 08.30 am. At this time a member of the school's site team will open the gate to allow them to proceed to the cycle racks.

### LIBRARY

The Library is open from 8.30 am – 4.15 pm (closed at recess) for students to borrow books, find information, use the computers or read or study quietly.

In addition, we run a stationery shop selling pens, pencils, rulers, rubbers, floppy disks and protectors, colouring pencils, calculators, pencil cases and geometry sets.

Also, could any outstanding library books please be returned as soon as possible.

H HANDLEY, Librarian

## HUMANITIES DEPARTMENT

Congratulations to Year 8 who produced the best collection of Motte and Bailey castles ever last year, many of which have been kept and will be on display in the History Department on Open Evening.

Special congratulations to Charlie Theobald, Olivia Mead, Samantha Iveney, Luke Ruffell and Abby Kestla whose castles were particularly outstanding.

D NEWTON, Academic Director – Humanities

## SCHOOL MAGAZINE - SPONSORS REQUIRED

Each year the school publishes a school magazine free and distributes it to all students. We are only able to do this through the generous support of our sponsors. If, therefore, you wish to help support our magazine that reaches an estimated audience of 5,000 local people, please send your business card and a cheque for £10.00 to Mrs A Wright (Finance Secretary). Please mark your card on the reverse SCHOOL MAGAZINE. Thank you in anticipation for your support.

## BRITTONS OPEN WEEK AND EVENT FOR PROSPECTIVE STUDENTS

During the week commencing Monday, 27 September 2004 Brittons School will be open to prospective students and their parents. Throughout this week the school will be open from 9.30 am to 12 noon and from 2.00 to 3.00 pm.

The exception is Wednesday, 29 September when viewing will be restricted to the morning session. Open Evening for prospective students commences at 6.30 pm until 9.00 pm for students and parents to tour at any time. During this evening all staff will be available in their classrooms and we will have students demonstrating different aspects of our curriculum. Staff will also have available examples of students' work, texts and schemes of work. At 7.00 pm on this evening the Principal will give an address in the school hall, after which senior staff will be available to answer any questions parents may have in relation to the school.

## ADVICE AND GUIDANCE FOR PARENTS ON BULLYING

The following notes for guidance have been issued in consultation with members of staff and they are aimed to help the home/school partnership with the unpleasant effects of bullying.

Please be vigilant for signs of distress that may indicate that your child is being bullied. Changes in behaviour should be viewed carefully. A victim may become withdrawn, clingy, moody,

unco-operative and non-communicative. There could also be an unwillingness to go to school. Look out for a pattern of headaches or stomach aches on certain days. Please look for more obvious signs such as unexplainable cuts and bruises, clothing or possessions that have been damaged or lost and requests for extra pocket money or dinner money.

Please, as a matter of routine, discuss how school is going. Take an active interest in your child's social life, discuss friendships, how breaks and lunchtimes are spent, ask about the journey to and from school.

If you have any suspicion that your child is being bullied, **PLEASE INFORM THE SCHOOL**. You should ask to speak to the appropriate Pastoral Director. Please remember that we deal with all calls in total confidence. Remember to keep a record of the situation discussed, for example, Who, What, When and Where.

Please **do not** encourage your child to hit back or take matters into their own hands. This could make matters worse. Please work with the school to help support your child both in and out of school. If your concerns are not dealt with promptly, you can contact a senior member of staff and press the matter further.

If you know your child is being bullied:

- Reassure them that there is nothing wrong with them;
- Advise them to tell an adult e.g. their Form Tutor, Pastoral Director or a trusted teacher;
- Try to find out where the bullying takes place, and work out ways of avoiding these situations if possible;
- Encourage them to keep the company of trusted people;
- Advise them not to try to "buy off" the bully with sweets or other presents, and not give in to demands for money;
- Work with them and the school to devise a plan of action. Make clear that if the bullying recurs they must tell an adult it is happening again.

**REMEMBER: IF YOUR CHILD HAS A PROBLEM, PLEASE ASK THEM TO TELL A TEACHER OR YOU.**

## DETENTIONS – SCHOOL POLICY

It is the policy of the school to issue detentions in order to correct minor misbehaviour, for example, persistent lates or failure to produce homework. Detentions can take the form of 15 minutes at the end of the school day, for which no advance warning need be given. Teachers who issue a 30 or 60 minute detention for disciplinary reasons will give one copy of the detention slip to the student concerned. He/she should then enter the date of the detention in

their organiser. One copy will be placed on the pupil's file **and one copy will be posted to parents**. This ensures that parents have 24 hours' notice and are able to make appropriate travel arrangements to collect their child if necessary.

Parents should note that the detention system is applicable to all students in the school, including those who travel to school by bus.

### PHYSICAL EDUCATION CODE OF CONDUCT

- It is an expectation that all students will bring appropriate PE uniform, as outlined in the school prospectus, to all lessons.
- If a student becomes unwell during the day, they will only be allowed to absent themselves from a PE lesson if the illness is confirmed by the School Medical Officer, who will issue a note in writing prior to the lesson beginning.
- A note from a parent explaining that a student is unfit to participate in a PE lesson will be accepted for the first week, **second week a medical note from a doctor will be required**. Should no medical note be received, then the Faculty Director will contact parents and review the situation. Should this not be successful, a visit by an Educational Welfare Officer will be requested.
- If a member of the PE Department is concerned about the authenticity of the note, then it will be accepted for that lesson. However, at the first opportunity a check will be carried out by Reception.
- Students who fail to bring any or part of their kit will be subject to school sanctions.
- Those students who are not able to participate in a PE lesson will accompany the group and watch the activity under the supervision of the PE member of staff.

**IT IS THE POLICY OF THE PE DEPARTMENT NOT TO COLLECT VALUABLES IN FROM STUDENTS FOR PE. WE SUGGEST THEY LEAVE ALL VALUABLES AT HOME WHENEVER THEY HAVE A PE LESSON.**

For hockey and football all students must wear shin pads. Gum shields are advisable for hockey and essential for rugby. All girls in Years 7, 8 and 9 will be taught football in their PE lessons.

### 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 discreet, not flamboyant and 'heavy'.

### SCHOOL UNIFORM

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)

If possible, please could you ensure that your child's PE kit is named. When kit is left behind we can return it if it is named, but often this is not the case. This would then save you buying new kit!

Students are recommended to purchase gum shields for rugby and hockey.

## School Uniform Supplier

Havering Schoolwear Ltd  
119 Belgrave Avenue  
Gidea Park  
Romford RM2 6PS  
Telephone: 01708 767890  
[www.haveringschoolwear.co.uk](http://www.haveringschoolwear.co.uk)

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

## HOME SCHOOL AGREEMENT – REMINDER

All parents have signed and accepted the school Code of Conduct and the procedure detailed in our school prospectus as part of our admission procedure. Parents who wish to sight our Code of Conduct can do so by contacting the school reception, accessing it on our website: [www.brittons.havering.sch.uk](http://www.brittons.havering.sch.uk)

## MOBILE TELEPHONES

We have no objection to students carrying mobile telephones 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.

## 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.

#### PARENT GOVERNOR VACANCIES

There are currently two vacancies on the school's Governing Body for parent representatives. I attach details of these to this letter and would welcome applications from parents for these important posts.

#### YEAR 7 HOME SCHOOL SUPPORT WORKER

For parents of pupils in Year 7 we have a dedicated home/school support worker and I have attached details of her role and a form for you to complete should you require her services.

#### RAISING STANDARDS IN HAVERING SCHOOLS

I have attached for your information the above communication from the London Borough of Havering.

#### STAFF LISTS

Attached to this letter are staff lists that detail roles and responsibilities for the school year 2004-2005.

Yours sincerely

ROBERT W SHEFFIELD  
Principal

PARENT GOVERNOR VACANCIES (TWO) APPLICATIONS INVITED  
FROM THE PARENTS OF THE GOVERNING BODY

I wish to advise you that there are **two** Parent Governor vacancies on the School's Governing Body. New Parent Governors therefore need to be elected from among, and by, parents of students at the school.

The Governing body has very important responsibilities for the general direction and well-being of the school including, for example, the school budget, some aspects of school buildings and the appointment of school staff. It is also responsible for student welfare, school visits and oversight of the general curriculum policy of the school, including the question of sex education. It is hoped that parents will be willing to come forward to contribute as a Parent Governor to the work of the school.

Nominations are requested for parents wishing to stand for election. You may nominate yourself or your partner, provided that three other parents sign the nomination. You may nominate another parent of a child at the school, provided that two other parents sign the nomination. The election will be by secret ballot.

Any parent or person having parental responsibility for a child at the school is eligible to make a nomination and to vote. Once someone is elected as a parent governor, he or she does not have to resign if their child leaves the school. The normal term for Governors is four years.

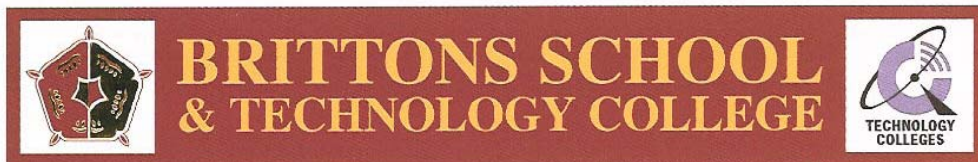
If you wish to submit a nomination, please complete and return the enclosed nomination form to me by 2.00 pm Friday, 1 October 2004. If the nominee wishes, a brief written statement about him or herself may also be submitted for circulation to other parents. It must be stressed that this is purely optional.

For legal reasons, certain people may be disqualified from becoming a Governor. For further details, please see the nomination form attached.

Parents will be asked to register their votes for the election by secret ballot during the week commencing Monday, 11 October 2004. Ballot papers will be forwarded to parents together with candidates' names and their personal statement.

Parents will be notified of the election results during the week commencing Monday, 25 October 2004.

Parents who are interested in serving as a Governor and wish to obtain further information about Governorship, are invited to contact the school who will then arrange a meeting with the Chair of Governors.



**PARENT GOVERNOR NOMINATION FORM**

I wish to nominate .....

Address ..... Telephone Number .....  
 .....  
 .....

He/she is the parent/guardian of :

Children/s name/s at school ..... Form .....  
 .....  
 .....

The above person is myself/my partner/another parent.

The following \*2/3 people support this nomination (three signatures if you nominate yourself) (two signatures if the nominee is another parent).

- 1. .... Parent/Guardian of ..... Form .....
- 2. .... Parent/Guardian of ..... Form .....
- 3. .... Parent/Guardian of ..... Form .....

THE NOMINEE HAS AGREED TO THE ABOVE NOMINATION AND HAS CHOSEN \*TO SUBMIT/NOT SUBMIT A BRIEF PERSONAL STATEMENT.

Signed ..... Date .....

Parent/Guardian ..... of ..... Form .....

\* Please delete as appropriate.

Please note : No one may become a Governor who is :

- (a) under 18 years old;
- (b) already a Governor of two other schools;
- (c) declared bankrupt, or has been officially in debt within the last three years to the extent that a legal arrangement has been made with creditors;
- (d) convicted of a crime and sentenced to three months or more imprisonment (whether suspended or not) without the option of a fine, or has been so within the last five years.

**PLEASE RETURN THIS FORM TO THE SCHOOL, MARKED 'FOR THE ATTENTION OF THE CHAIRMAN OF GOVERNORS', BY 2.00 PM ON FRIDAY, 1 OCTOBER 2004.**



HOME SCHOOL SUPPORT WORKER

Mrs Lucy Robertson-Ritchie is our Home School Support Worker.

Her role is to make the transfer of children in Year 6 to our school as painless and trouble free as possible. This role means that in addition meeting the children in school she also meets the parents/carers of children transferring to Brittons.

My function is to:

- Help welcome and support new students who might be anxious about any aspects of the transfer (no matter how small)
- Help families with any worries or anxieties they may have, for example, clothing, travel, free dinners, health issues etc
- Help students who have had problems in primary school to make a fresh start

This year she will be facilitating a parents' group. The aims of this are to involve parents in school life, in students' education and create an opportunity gain your feedback. Year 7 parents are usually keen to find out as much as possible about the school and coming to this group gives you the opportunity to meet other parents who may have had similar anxieties and experiences as yourself. There will be twelve places for the group starting in September.

If you feel Mrs Robertson-Ritchie can be of help to you or your child then please do not hesitate to contact her. Please leave a message at Brittons on 01708 630002 ext 134 or complete the reply slip below and return it to the school reception.

✂ .....  
**PLEASE RETURN TO: Mrs Lucy Robertson-Ritchie, Home School Support Worker**

Child's Name:

Tel No:

Address:

Primary School:

I would like you to give me a call on the above number  I would like a Home Visit

I would like to find out more about the Parent Support Group

Signed: \_\_\_\_\_ Parent/Carer



# RAISING STANDARDS IN HAVERING SCHOOLS

Thinking of taking your child on holiday during Term Time

## Please read this leaflet first

As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays. If this is not possible please avoid taking your child on holiday at times when he/she should be taking exams or tests.

It is important that children attend school regularly if they are to benefit from the learning opportunities provided. The time that teachers have to help all the children in a class is reduced if they spend time helping a child catch up after a holiday.

**You should not automatically expect your child's school to agree to a family holiday in term time.** The school will carefully consider your request, and they may take into account your child's current educational needs and attendance record.

If the school does not agree to the request, your child's absence will be marked as 'unauthorised' in the school register. This record of attendance forms part of his/her school report and the absences may be mentioned in references provided by the school to employers or colleges.

It may also cause the school to refer your child to the Education Welfare Service, which may lead to prosecution.

Only in exceptional circumstances will a headteacher agree to your child missing more than a total of ten school days for a family holiday.

If your child does not attend school regularly, he/she may not be able to keep up with the work. This will have a serious impact on opportunities in later life.

Please contact your child's headteacher if you wish to discuss the issue or alternatively the Youth Attendance Adviser (Education Welfare Service) at the school on 01708 630002 extension 170.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.



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Essex RM4 1XN