

Information for parents/carers of students at Little Heath School

Address Little Heath School, Hainault Road, Little Heath
Romford, Essex RM6 5RX
Tel: 020 8599 4864
Email: <http://www.lheath.net>

Please use the school number if you wish to report your child's absence or need to contact a member of staff.

Contacts

Your child's form tutor can be contacted via the school office; other staff you may wish to contact are:

Peter Johnson (Headteacher)
Fawzia Govender (Deputy Headteacher)
Edwina Phillips (Assistant Headteacher and Head of GLD)
Ann-Maria Johnson (Head of S&C department)
Dai Roberts (Head of 6th Form)
Nyeema Yasin (Parent/Student Support Advisor)

Transport

A number of children attending Little Heath School travel by transport provided by the local authority; however this is not an automatic right. Parents/carers need to apply to their local authority to obtain transport.

Uniform

- The school has a uniform code and details are available in the home /school diary. Order forms are available from the school office for items of uniform with the school logo. Make-up, including nail varnish, is not part of school uniform

The school uniform consists of:

- Black trousers, shorts or skirt, plain black shoes (**no trainers**)
- Light blue or white shirt, polo shirt (school uniform logo only)
- Navy blue jumper, sweatshirt, fleece or blazer; these must be plain or with the school logo only
- Cultural dress is allowed but must be plain and in the school colours
- P.E. kit: navy blue jogging bottoms or shorts and a light blue t-shirt.
- Trainers of any kind should only be worn for PE.
- Only an inexpensive watch and small studs can be worn as jewellery.
- All items of clothing should be clearly marked with the pupil's name

The school day

Children arriving by school transport are met by staff at the school gate at the West Ham car park. They then go into the dining room for the breakfast club or into the playground until registration time.

At the end of the day children line up in the playground with school staff and their escorts at the same gate, and are taken to the buses or collected by parents/carers. When the weather is inclement escorts meet children in the hall before transferring to the school buses.

If you bring your child to school after registration please accompany him/her to the school office.

At the breakfast club children can socialise or read books whilst having breakfast. This is a supervised club where students can choose from a range of foods/drinks:

- Cereals
- Fruit
- Yoghurt
- Toast
- Hot drinks: tea, coffee, chocolate or soup
- Fruit juice

The breakfast club is free for all students

At break time children can buy

- Toast for 15p
- Milk for 20p
- Hot drinks 35p

School lunch costs £2.00 per day and this can be paid daily or in advance to the school office. Any money sent into the school should be in a sealed envelope with your child's name, amount and details on and given to the escort who will pass this onto the school office. Children are supervised in the dining hall where packed lunches are also eaten. At Little Heath we encourage healthy eating so if your child brings in a packed lunch please limit things such as crisps, chocolate biscuits and fizzy drinks.

Our lunch menu can be accessed via the school's website on <http://www.lheath.net/dinner>

If your child is entitled to free school meals this can be applied for on line at <http://www.redbridge.gov.uk/> or by contacting:

Lynton House 255 - 259 High Road, Ilford, Essex, IG1 1NN.
Phone number 020 8554 5000.

Lesson times are as follows:

8.30 – 8.45	Breakfast club
8.45-8.55	Registration in tutor groups
8.55-9.45	Lesson 1
9.45-10.35	Lesson 2
10.35-10.55	Break
10.55-11.45	Lesson 3
11.45-12.35	Lesson 4
12.15-1.20 12.35-1.20	S&C lunch time GLD Lunch time
1.20-1.35	Assembly/ tutor time
1.35-2.25	Lesson 5
2.25-3.15	Lesson 6

N.B. On Fridays the school day ends at 2.30pm with tutor time and assembly taking place during lesson 5

Clubs

There are supervised clubs at break and lunch times which cater for a range of children's needs; these include IT club, quiet club, library club and fun club.

School diary

Your child is provided with a school diary which has useful information including term and holiday dates, their timetable, tutor group and name of their form tutor. This is used to record their homework and there is space for any comments from home or school each week. You will also see pages for their IEP targets which will be reviewed regularly in school and discussed with you at the annual review and when a new target is written.

At the end of the diary are pages where your child's achievement are recorded by way of stickers known as gold books (gold vouchers at Key Stage 4). In years 7-9, once your child has a certain number they receive the relevant bronze, silver or gold certificates in assembly, older children use their gold vouchers to collect prizes. Monday's assembly is Achievement Assembly where children receive a wide range of awards to celebrate achievements across the school.

School newsletter

A school newsletter goes out every half term with information on school events, trips and visits that have taken place and also includes forthcoming events such as coffee mornings, family excursions and holiday activities.

Jack Petchey Awards

Each term our school selects a student to receive an achievement award. The winner receives a framed certificate and a cheque to be spent on a school community project of the winner's choice.

IMRs

We also have a system of recording major incidents in the school known as IMRs (Incident Monitoring Record). On the rare occasion there is a concern about a child's behaviour these IMRs will be shared with parents/carers

Showers

All children are encouraged to shower after taking part in PE activities. Please ensure your child brings in a towel on PE days, if deodorant is brought in this needs to be of the roll-on type rather than the deodorant spray.

Medical needs

If your child has any medical needs or has emergency medication this needs to be brought to the school's attention. Any child on a medical protocol has emergency medication kept in school where staff are trained to administer this.