

Other Information

Damage to School Property

Damage to school property of any sort must be reported to the teacher taking your lesson or your Form Tutor. In this way we will help to look after the school and make it a pleasant place to work in. The school will expect students to pay for any damages caused deliberately.

Lost Property

If you find that you have lost a piece of personal equipment, or school property, report it to your Form Tutor. If you find property, you should hand it to a member of staff. Items which have been found are available for inspection at the Reception office.

Security

All valuable property should be left at home. **The school does not accept responsibility for lost or stolen items.** This includes personal stereos/CD players, mobile phones, computer games and jewellery (excluding small stud or sleeper earrings which should be removed for PE).

Hand money in at Reception for safe keeping if it is necessary to bring it to school on occasions.

Skateboards, scooters and skates should not be brought to school.

It is safer and more convenient if any monies payable to the school, e.g. for trips, are in the form of a cheque made payable to Hainault Forest High School.

Library

We have a flourishing library, which is a valuable resource for your studies. It is well equipped with fiction, non-fiction and reference books. It will be open under the supervision of the librarian during the school day and at lunchtime and again has computers to make learning even more fun.

Mobile Phones

Lessons are no go areas for mobile phones and MP3 players. Where there are mobile phone signs, phones will be confiscated.

Record of Progress

During each year all parents will receive Interim Reports, a Record of Progress and an opportunity to meet members of staff who teach you at a parents' evening. Students will formally meet with their tutor to review progress at least once a term; this meeting will take place on a Monday from 3.30 p.m. to 4.00 p.m. by appointment.

School Visits

During your school life there will be opportunities to go on many educational visits, and we encourage everyone to go on at least one of these. For example, there might be a day in France as part of your French studies, fieldwork in Geography, ski trip to Austria, etc.

Musical/Drama Activities

There are a wide range of musical activities, including a choir. We also have peripatetic teachers who come to teach guitar, woodwind, brass, violin, piano, percussion and singing. We also have an annual Drama presentation.

Sports Fixtures

We hope that many of you will represent the school at sport or some other event, all abilities are welcome. You will need to wear the correct PE kit for the activity. You will have the chance to take part in various sporting activities, training and matches and you will be notified if these are to take place after school finishes, so that you can let your family know about arriving home later than usual. We have matches against other schools and enter all borough competitions covering a wide range of sports. Towards the end of the school year we have a House Sports Day where everybody takes part.

Clubs and Activities

There will be opportunities to take part in various activities at lunchtime and at the end of the school day. In previous years students have participated in:

- Maths/Chess Club
- Computer Club
- Choir
- Band
- Lower School Drama Club
- ICT Club
- Samba Band
- GCSE Ensemble
- Various Sports Clubs
- Zoology Club/Green Club

Homework

All students will have homework and this should be recorded in your planner. You should do your homework in a quiet place at home.

In the interest of all students, homework will be set regularly. It is very important that you treat homework seriously. Please see the class teacher or form tutor if you are finding any homework difficult.

Homework can take many forms: completing exercises, reading, working at projects over a number of weeks and preparation for tests. The school has a very clear homework policy.

Morning Break

Snacks are available in the dining hall at break.

Lunch Time

Lunches are served cafeteria style and a list of items sold and prices are available in the dining hall. There are two sittings and food must be eaten in the dining hall. Facilities for packed lunches are provided in the dining hall, the flexi-area or on the patio area (weather permitting). There is a facility to pre-book a packed lunch. All years must stay on the premises at lunchtime. Requests for permission to leave at lunchtime must be made to the Headteacher and will be granted in exceptional circumstances only.

Free School Meals

Students in receipt of free school meals must show their card in the dining hall to claim their entitlement. Parents/carers wishing to claim free school meals for their children should contact the London Borough of Redbridge Admissions and Awards Section on 020 8708 3114.

Litter

There are bins placed in the school buildings and in the play areas. Please help to keep our school tidy by using them. Minor misdemeanours incur a penalty of Community Service which may include picking up litter (gloves and picker provided).

Drinking Water, Food and Drink

Drinking water is available from the dining hall at break and lunchtime and the water fountains outside the new toilet block at other times. No eating and drinking is permitted during lessons.

Toilet Facilities

The facilities are available before and after school and at break and lunchtime but students should not expect to leave classes to go to the toilet.

School Travel

We encourage students to travel to school by bus, by bicycle and on foot rather than by car. There is a secure bike shed with lockers for storage of helmets and high visibility clothing.

Lockers

A limited number of lockers are available outside the staffroom. These are available on a first come first served basis. Students will need to provide their own padlock. Please contact one of the schools' site managers for advice on the correct type of padlock required.