
*Welcome to Year 7
at Leytonstone
School*



Leytonstone
SCHOOL

2021/2022

Contents

Welcome to our school – Head Teacher

Welcome from Head of Year 7

School Ethos

Taught Curriculum

Learning and Teaching

Learning at Home

Assessment

Pastoral Care and Support

School Expectations

Anti- Bullying and Cyberbullying

Attendance and Punctuality

Enrichment

Community and Family Engagement:

Rewards

Careers and Guidance

School Uniform

Equipment

Our School Day

Literacy

English as an Additional Language (EAL)

Provision for students with Special Educational Needs (SEND)

Pupil Parliament

Additional Information

Welcome to our school

Jessica McQuaid (Head Teacher)

'Education is our passport to the future; for tomorrow belongs to the people who prepare for it today.'



The recent past has been strange to say the least; however we are very excited to now be looking to the future and preparing for all the wonderful activities and experiences which await you at our happy school.

At Leytonstone School our number one priority is to provide our young people with life chances – good qualifications and the capacity to be successful, kind, healthy, happy and confident adults with a rich range of personal resources upon which they can draw. We are driven by a desire to make a lasting difference to our pupils, their families and our wider community through the education we provide and the associated services we offer.

As a Leytonstone School pupil, you will feel safe and will learn to engage respectfully and positively with your peers and all the adults in the school. We offer a number of very interesting extra-curricular opportunities for all pupils and leadership is at the core of our vision for developing confident and successful young people. Our assemblies and form periods are purposefully focused to support pupils in their personal development and the contributions they can make to the school and their wider communities.

We have high expectations of our pupils and we are committed to developing the exemplary standards of behaviour and conduct we expect our young people to demonstrate. We know that all pupils can succeed in their learning and extra support is always available for those who need it. We are a thoroughly inclusive environment where bullying and discrimination are rare - and never tolerated.

Leytonstone School is a special place where teachers are interested in, and truly know, their pupils.

We are very much looking forward to welcoming you in September.



Ms J McQuaid

Head of Year 7 - Welcome



My name is Mr Jack Riley. I was once in your shoes, excited about joining Leytonstone School as a student, and many years later, it is now a privilege to welcome you to our wonderful school as your Head of Year. I am really looking forward to providing you with the best support and guidance as you begin the next chapter of your lives.

From September you will be assigned a form class and a form tutor. The peers in your form class will be the first people you see and interact with every morning and your form tutor will be a consistent, trusting member of staff who will be your first port of call for any queries or concerns you have at all times. Students at Leytonstone School know where to go if things get difficult and it will be our amazing form tutors who will always be there for you if and when you need them. Form time consists of a variety of activities during the week: PSHRE lessons, debates, discussions around topical events and importantly, an opportunity to develop strong positive relationships/bonds with your peers. This will also be a time to monitor our high standards of uniform and equipment, ensuring we are ready to start the day with a positive attitude to learning new things and seeking new experiences that will broaden our horizons.

Leytonstone School students are dedicated to growth in all areas of their lives, both at school and at home, and I am excited about working with your Parents/Carers to ensure that the transition from primary to secondary school is smooth and manageable. I will always be an approachable, active listener, where your well-being will be my primary concern, not just at the start of your journey but throughout your time at this school. At Leytonstone School, we are a family, we work hard together, hands held, challenged to improve, and we improve every day.

As Head of Year, my vision is to have a year group that is filled with well-rounded individuals, not solely focused on exam success but striving for better in all that they do, in how they treat others, celebrating and valuing diversity, looking after one another and becoming model citizens, to best prepare them for life after Leytonstone School.

LEYTONSTONE ETHOS

Leytonstone School is a village.
We are proud, a family, a community; we are citizens.

We work hard together, hands held, challenged to improve, and we improve, every day.

Every member of our community is dedicated to growth. We are both teacher and student; when we make mistakes, we reflect, regroup and improve.

As Leytonstone citizens we know what we want and we know how to get it.

We are curious, we ask questions we delve and discover. We seek experiences which will broaden our horizons and we are equipped to manage the unknown; we are brave and knowledgeable.

We know that Rome was not built in a day; we dig deep, stick in our heels, and we make gains.

We think, we observe, we are chameleons; ready for any and all situations.

We are many, a family from near and far, different in race, creed and belief. We value and understand our diversity.

We are healthy in mind and body. Life brings us challenge, but we take care of ourselves and each other; when things get difficult we know where to go.

We are the future; we shine bright; we are powerful beyond measure.

We are Leytonstone School Citizens.



Taught Curriculum

Our aim is that 'great things will grow' from a curriculum that is innovative, intelligent and enriching. As part of the transition process, we seek to know what the students have learnt and how we can best support them. We celebrate, and embrace, our increasingly diverse community and recognise all backgrounds in our curriculum. . These people are resilient and highly qualified - ready to embark on their steps in education. In doing so, children must be able to make mistakes, and learn from them, to ensure they have an innate understanding of the knowledge and skills they are taught; and develop a passion for learning. This exciting learning journey begins in year 7, whereby the students study a wide range of subjects in depth before making their curriculum choices in year 9.

Subjects taught in year 7

English

PSHRE

Maths

PE

Science

Art

French

Drama

Spanish

Music

History

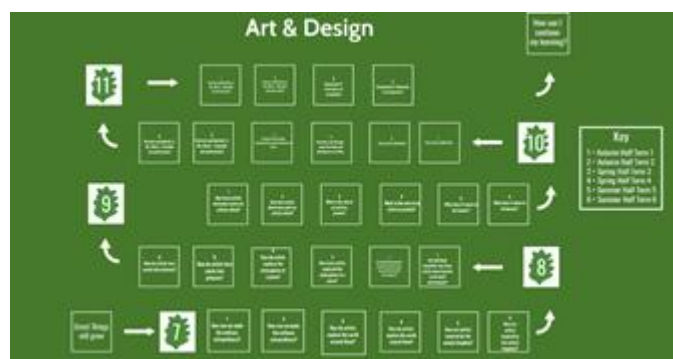
Computer Science

Geography

Technology (Resistant Material, Food technology, Textiles and Graphics on a carousel.

RE

It is important that every pupil, and their family, knows the content and purpose of our curriculum so that learning is supported. You can access our live curriculum maps on our school website on the 'Curriculum' page, or you can use this address: <https://www.leytonstoneschool.org/page/?title=Subjects&pid=32>



Learning and Teaching

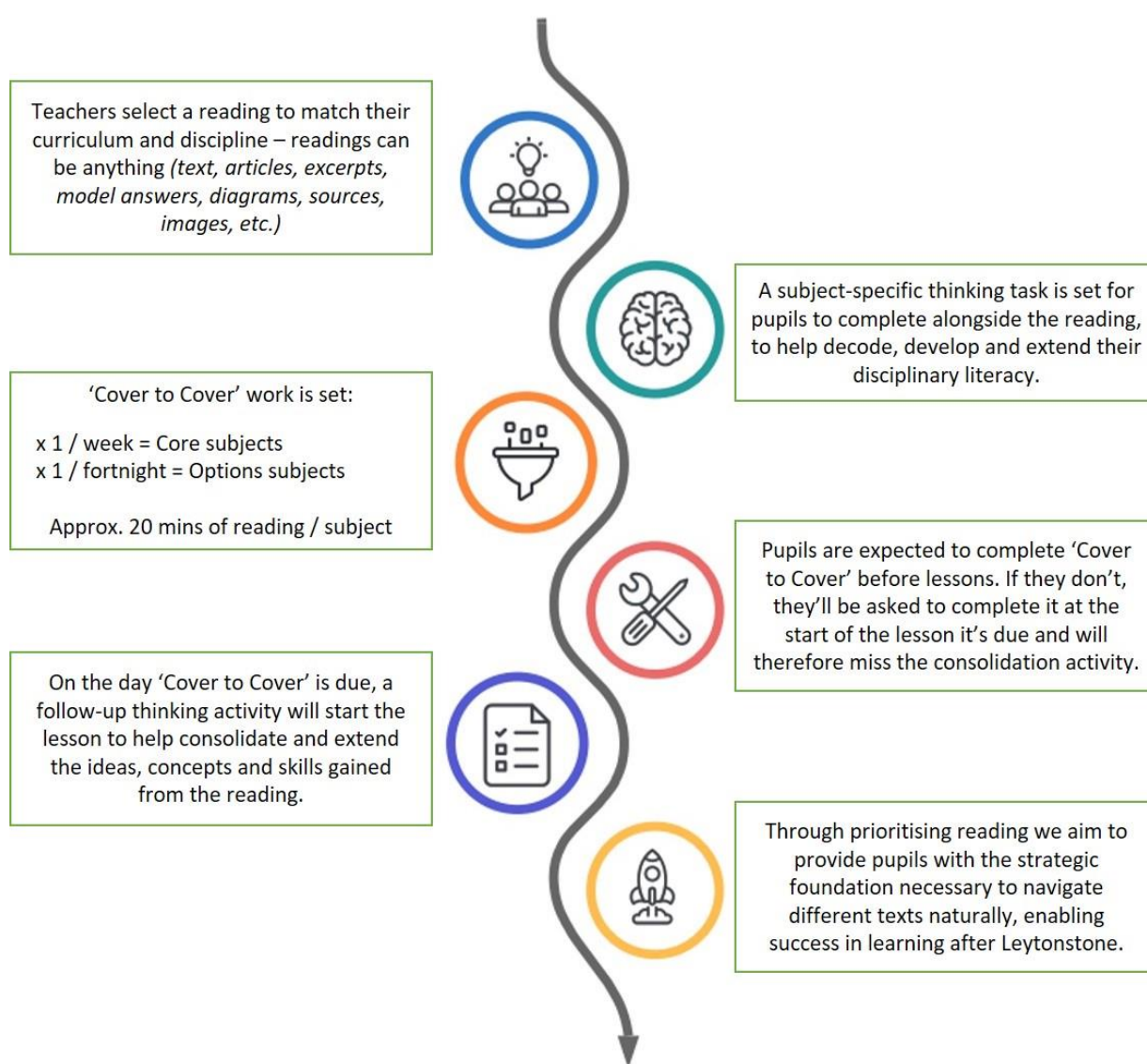
At Leytonstone School we want our pupils to receive the best outcomes possible throughout their learning journey with us, and so as teachers we are dedicated to continually improving our own practice – just as we expect our students to be dedicated to growing themselves. We know that learning isn't a straight path, that success means something different for everyone, and that there is no one route that works for everyone.

We also know that structure and routine liberates and allows for creativity, therefore we've adopted a whole-school framework for our lessons:



Learning at Home

We believe independent learning at home should provide pupils with an opportunity to practise the specific skills and strategies needed to decode and interact with the unique language of each subject. Reading is the foundation of every subject and a key skill that directly affects pupils' attainment, subject-specific ways of thinking, and understanding about the world. As part of our 'Cover to Cover' project, all home learning assignments will be reading based, with the exception of Maths. Here's how it works:



Being able to independently navigate subject-specific texts naturally and draw upon prior knowledge of the world is essential for all future pathways. Post-16 education, especially, requires pupils to be able to independently work through sizable amounts of text.

The 'Cover to Cover' project provides our pupils with an opportunity to acquire and practise subject-specific reading strategies and forms part of our recovery curriculum.

Assessment

In year seven Leytonstone School students complete a set of initial benchmarking assessments such as the CAT4 (Cognitive Ability Test) and the NGRT (New Group Reading Test). By taking part in these assessments we, as a school will be armed with vital information about our new year seven students in order to best harness their talents and support their areas of development. It is this information that can also shape our taught curriculum (see taught curriculum). For more information about these two assessments please visit the below links.



CAT4

<https://www.gl-assessment.co.uk/assessments/products/cat4-for-secondary/>

NGRT - <https://www.gl-assessment.co.uk/assessments/products/new-group-reading-test-for-secondary/>

Skills and Knowledge (SKs)

Every term, parents and guardians will receive a report that evaluates the child's acquisition of skills and knowledge in each subject area of the taught curriculum. Year seven students will be assessed with a summative evaluation of 'Met' or 'Not met'.

After receiving their reports, students will engage in a self-reflection task in extended form time.

Alongside the form tutor, students will review their report to:

- 1. Celebrate their achievements in meeting specific SKs*
- 2. Identify the SKs they have 'not met' in each subject*
- 3. Fill out a self-reflection form*
- 4. Identify what tasks they should engage in (outside of the classroom) to develop themselves in the particular SKs they had 'not met' in each subject.*

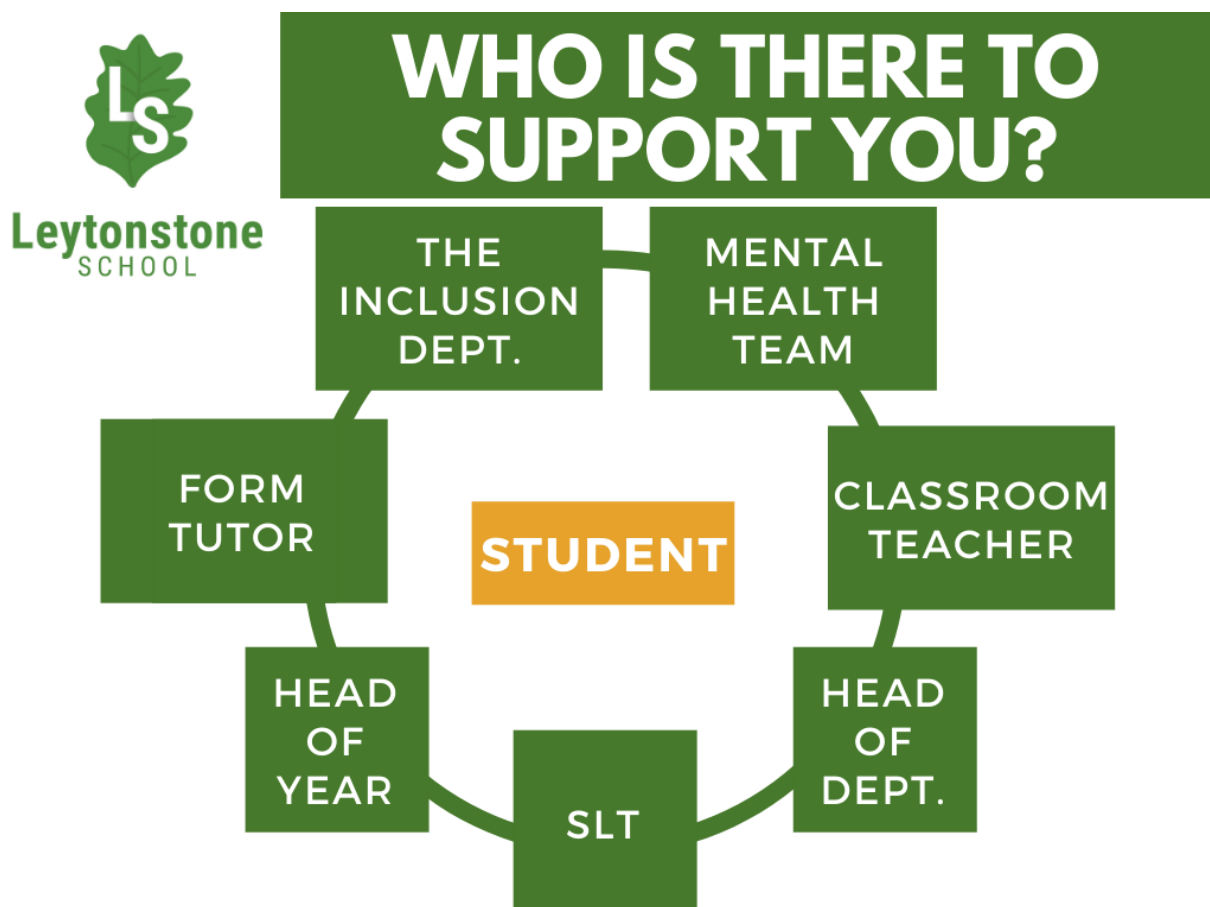
For more information on how students can engage in this data, as well as information about the specific skills and knowledge assessed in each subject area please visit the assessment section of the school website below.

Reporting and 'What Now?'

<https://www.leytonstoneschool.org/page/?title=Assessment&pid=68>

Pastoral Care and Support

At Leytonstone School we are a family, we want all of our young people to feel cared for and listened to as we firmly believe they are the future. Our school culture is built on kindness which is why every student belongs to a form group. These form groups form part of your year team and your year team will play a really important part in helping you feel like part of the Leytonstone family. Your form tutor is a key person who will always look out for and guide you through any celebrations, learning steps or problems that you might have. During the time with us you will learn our core values and ethos which will help you to grow into wonderful and well-rounded young adults. Each form group is chosen with care to ensure a mix of abilities, backgrounds, friendships and personalities. The form tutor is normally the contact person for parents in any matter affecting individual students.



School Expectations

The school has a reliable behaviour system which is easy for students to follow and allows every student to have a positive learning experience. We expect students to follow the student code of conduct:



STUDENT CODE OF CONDUCT

- *Be polite and respectful to my fellow students, all staff and any visitor to the school.*
- *Be punctual to school and all my lessons. Only be absent for a genuine reason and bring a note on my return to school.*
- *Bring the correct equipment to school every day, using the essential equipment document and my timetable as a guide.*
- *Dress smartly and appropriately in my Leytonstone uniform. Ensure I never wear trainers or sportswear other than P.E lessons or sporting extracurricular.*
- *Do all my classwork and homework as well as I possibly can and ask for support or guidance if I need it.*
- *Follow instructions from all members of staff without argument. If I feel I have been unfairly treated then I should speak to the teacher or another trusted staff member at an appropriate time.*
- *Leave all areas of the school in a tidy state, understanding that they are a shared environment.*
- *Have respect for Leytonstone School's neighbours and try to be helpful and considerate in the community.*
- *Leave School by the correct exit and go home without lingering around the area.*



Behaviour Systems:

Leytonstone School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. If you would like further information on the schools behaviour system please refer to our school website where you can read the full behaviour policy.

Anti-bullying

All pupils at Leytonstone School have the right to learn, participate and grow in a safe, secure and orderly atmosphere. All pupils at Leytonstone School are entitled to the respect of others.

Bullying or discrimination of any kind are against our ethos, culture and policies, and will not be tolerated. In this school, we take all incidents of bullying very seriously.

We have behaviour and anti-bullying policies which dictate clear and consistent strategies for managing behaviour and dealing with bullying. We record all incidents of bullying and discriminatory incidents. We deal with all types of these incidents with reference to all parties involved and aim to bring out positive resolutions. This is achieved through mediation and support.

In line with the Anti-Bullying Policy, we are actively teaching our pupils that in the event of bullying, pupils should not join in or stand by and do nothing. We nurture the idea in our students that safeguarding is everyone's business. Our pupils know that bullying or harassment incidents need to be reported to one of our Safeguarding Team Officers or can also be confidentially reported through our email: reportit@leytonstoneschool.org. In some scenarios, it also may be possible for a pupil to safely stop an incident of bullying occurring. The school positively encourages this intervention.



Cyber Bullying

Young people face daily and constant exposure to electronic devices, multiplying social media platforms, ever expanding chat rooms and the peer pressure to be part of them. Social media occurs 24 hours a day, 7 days a week which may prevent students from getting a break from peer issues once they leave school. We know that educating young people on staying safe online has far more powerful impact than reacting to incidents that already occurred. To reduce the risks of cyber bullying, the use of children's mobile phones on school premises is not allowed and social media are inaccessible from school computers. We also liaise with parents on censorship and supervision of social media platforms used by their children.

The school takes the issue of cyber-bullying extremely seriously and always takes considered and appropriate action to ensure the safety and wellbeing of all our students and staff.

Further information on our Anti Bullying Policy please refer to our school website.

Attendance and Punctuality

Good attendance and punctuality are crucial to success at Leytonstone School. We have an Attendance Officer and Education Welfare officer who work extremely closely with families and Heads of Year to ensure that every child receives the best education possible.

* Ensure their child attends school regularly and on time

* Notify the school by 9.30am if their child is going to be absent on that day, either by phone, email or text. Giving the reason for the absence.

* Once a child returns to school they must provide notes, letters or appointment cards to validate absences, in advance when possible.

* If an absence lasts longer than three days, or if there are existing concerns regarding a student's attendance, you will be asked for medical evidence to authorise the absence (e.g. GP note, copy of prescription).

Where attendance falls below the school target of 97% parents will be contacted to discuss the reasons for absence by their child's form tutor.

Students with an attendance below 90% are classed as Persistent Absentees (PA) and will be referred to our Education Welfare Officer, who will discuss with the family any concerns that may be causing poor attendance to school.

If your child is going to be late, please call to let us know why and roughly what time we can expect them to arrive. They will also need to bring in a note of explanation. If your child fails to register and we have not been informed of a reason for absence, a text/voice message will be sent to you asking you to contact the school to provide an explanation.

For information regarding Holidays and Appointments please refer to the School's Attendance and Punctuality Policy



To report a child's absence please use one of the following

Email: attendance@leytonstone.waltham.sch.uk

Call: 0208 988 7420 Option 1

Text: 07624816787

Enrichment

'We are curious, we ask questions we delve and discover. We seek experiences which will broaden our horizons and we are equipped to manage the unknown; we are brave and knowledgeable'

At Leytonstone enriching experiences are written into our Ethos. We value the development of student's cultural capital, their agency and their independence. These enriching experiences can occur within the school day, in the form of workshops, guest speakers and dramatic performances. We also plan for the time they have between taught lessons. Students can access enrichment before school, at break, lunch and after school. These experiences could be academic, in the form of STEM club or home learning; they could develop their linguistic skills in German or Japanese. They may support our students' spiritual and social development in prayer club or knitting club. They even promote creativity, in anime club or choir and rap club. Students are encouraged to participate in our dramatic performances both on stage and behind the scenes, we have both a production and a panto. We don't see enrichment as 'extra', it forms our wider curriculum. It is integral to a young person's development, and we will support them to participate in activities most suitable to who they are as an individual.

A programme of enrichment opportunities for students will be made available at the start of each term. We strongly encourage parents and carers to discuss opportunities with students, and enrol in activities via the Edulink App. Further information can be found on our school website.

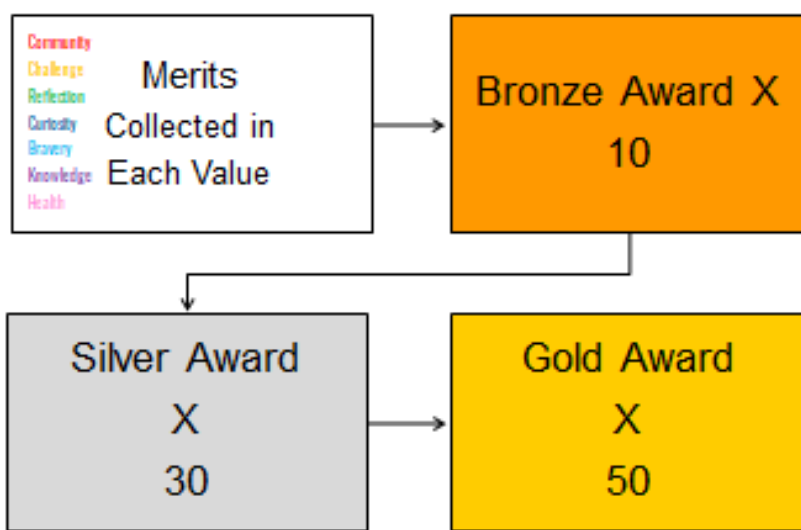


'We are proud, a family, a community; we are citizens.
We work hard together, hands held, challenged to improve, and we improve, every day'

At Leytonstone school we recognise that everyone exists within a network of communities. In order for students to be as successful as possible we must celebrate and work with those communities. Students families and wider communities can be the deciding factor in how successful school life is for them, we encourage close relationships with heads of year, form tutors, subject teachers and senior leadership links. In order to help these relationships thrive, we have cultivated some key methods for collaboration. We have a new but thriving Parent Teacher Association (LPTSA), with parents and teachers from a cross section of our community. We have hosted parent's forums to present and debate changes in school life from the PSHrE curriculum to the school ethos. This forum will continue with the exciting new addition of an online forum accessible via our website. We have a termly newsletter which outlines what is happening in the curriculum and wider school life, recognising and celebrating student and staff success. We are working hard to streamline our communications so that parents are up to date a secure in their knowledge of the school. Our new website works both as area for information and as a platform for discussion. Further information can be found on our school website.



Rewards



“At Leytonstone school rewards are all about how we demonstrate our school ethos. As a Member of the Leytonstone family you have plenty of opportunity to earn rewards because we value so many areas of your development both inside and outside of the classroom”



Community Challenge Reflection Curiosity Bravery Knowledge Health	Star of the Fortnight Teacher fortnightly nominations in value
Community Challenge Reflection Curiosity Bravery Knowledge Health	Form and Year Team dedication to values Form group and year group with the most merits.
Community Challenge Reflection Curiosity Bravery Knowledge Health	Family Values Award Annual award given to student most dedicated to school values
Community Challenge Reflection Curiosity Bravery Knowledge Health	Curriculum Awards Each subject department award students for their achievements in a variety of ways.

Further information can be found on our school website.

Careers and Guidance

At Leytonstone School it is our duty to make sure that you are prepared for success. We have an inspiring careers program, guided by the Gatsby Benchmarks for Good Careers guidance, which will give you the opportunity to gain insight into a variety of careers and study options for when you leave us at 16. Our program is progressive, starting in Year 7, when you will engage in activities to explore different career sectors and future pathways. Special attention is paid to subject specific events such as science week, as well as exploring equality and diversity issues within certain sectors. We will support you in learning more about yourself and help you to explore the areas you might like to pursue in the future. Throughout your time with us you will also have opportunities to engage in an exciting speaker series, visit further education sites, and learn first-hand about different careers and the paths towards them.

These experiences will help you to make informed decisions about the subjects that you wish to specialise in while in Key Stage 4, and we will support you with this every step of the way. In Year 10 you will receive personalised support through careers interviews, and be able to get a taste of the world of work through work experience opportunities. The focus for Year 11 will be supporting your transition to further education or training through a variety of experiences such as CV building, apprenticeship and career insight workshops as well as college taster days.

At Leytonstone we want the very best for you and we are excited to be a part of your journey towards success.



School Uniform

School uniform identifies a pupil as a member of our community and prepares them for the working world ahead. School uniform must be worn at all times unless specifically stated so by the school (e.g. non-uniform days or some activities/trips).

Leytonstone School uniform is provided by Victoria 2 based in Walthamstow

www.victoria2schoolwe

Please be advised that uniform purchased from other vendors is unofficial, may be of a lesser quality and be more expensive.

(Year 7-11)

- A black blazer embroidered with the school logo on the right pocket*
- White shirt (long or short sleeves) with a stiff collar, buttoned to the neck*
- Black, green and gold school tie*
- An optional black V-neck jumper embroidered with the school logo on the right side*
- Black trousers (straight leg only)*
- Skirt (skirts must be at least knee length)*
- Black, polished shoes without any logo or pattern; plimsolls and canvas shoes/trainers of any kind (this includes - Nike Air Force Ones) are not permitted.*
- A black hijab and salwar kameez are permitted, however school blazers must still be worn.*
- Students are not permitted to wear makeup*
- Students may only wear one plain ring or a single pair of small stud earrings. No other visible jewellery is allowed*



School PE uniform

PE kit options at Leytonstone School are designed to give all pupils the ability to perform in high quality sportswear and at the same time taking into account weather conditions, activities studied and pupil preference. Students can choose from the following items of clothing;

- *Polo shirt*
- *T Shirt*
- *Shorts and socks combination*
- *Skorts and socks combination*
- *Jogging bottoms*
- *Tracksuit Top*
- *Rain jacket*
- *Leggings*



All PE kit can be purchased from our supplier Victoria 2 Schoolwear, 246 Hoe Street, Walthamstow, E17 3AX or online at www.victoria2schoolwear.co.uk.

Please note – If a student is unable to take part in Physical Education for any reason it is the school expectation that they will still be in full PE kit as described above. Students will be able to then take part in a variety of different roles such as coach or official in order that their learning is not interrupted during this time.

Equipment

Learners will achieve their maximum potential when they attend lessons with the correct equipment. In order to be prepared for the learning tasks ahead, students should bring the following items with them every day:

School Planners

Planners are provided on the first day of the school year and are important for learning, as well as for communication between school and home. The school Planner contains a week by week planner for students to record any set homework or important events. In addition there are sections for achievements, attendance, progress tracking and subject reference material such as periodic tables, maths equations and a map of the world.

Writing Equipment

In order to complete any potential learning task we advise all students to bring pens, pencils, a 30cm ruler, eraser and sharpener.



Maths Set

To ensure learning is enhanced and to improve mathematical skills, students should have a basic mathematical set which includes a protractor, compass and scientific calculator.



School Bag

Students should bring a suitable school bag that will fit all books and equipment on a daily basis, up to size A4.

Touch Card

Leytonstone School operates a cashless catering system. Students are required to pay for lunches using a touch card, which must be topped up with a balance prior to entering the queue. We use Parent Pay in school so you can top up your child's lunch card from home. Students with free school meals receive their top up balance automatically at lunch time. Please note students are only permitted to purchase items from the restaurant with their own touch card.

Our School Day

At Leytonstone School we operate a 2-week timetable (Week A and Week B) that remains fixed throughout the school year; students will have set lessons at the same time every week during Weeks A and B.

8.40am – 9.00am	Registration
9.00am -9.50am	Lesson 1
9.50am – 10.40am	Lesson 2
10.40am - 11.30am	Lesson 3
11.30am -11.50am	Break time
11.50am – 12.40pm	Lesson 4
12.40am – 1.30pm	Lesson 5
1.30pm - 2.20pm	Lunch
2.20pm – 3.10pm	Lesson 6
3.10pm	End of School

Our school day is composed of a morning registration session and 6 lessons at a length of 50 or 100 minutes each. Students are expected to arrive by 8.35am for a prompt start to registration at 8.40am. During this time students will be registered by their form tutor, before a taught lesson as part of the pastoral curriculum. The students have two breaks during the day (breaktime and lunch) whereby students can purchase food and refreshments in the restaurant. There are clubs which the students can go to at this time, or they can go to the new LRC to read and study. Please note that the time that break and lunch start may vary for each year group from September 2021.

Literacy

Literacy is key to learning across all subjects in secondary school and a strong predictor of outcomes in later life. In Leytonstone School we recognise that literacy is key to progress and that it is the responsibility of every teacher to deliver a literacy rich curriculum. We therefore aim to ensure students gain and consolidate high literacy skills across the school, not only in English. We believe this is essential for students' well-being in secondary school and beyond.

Literacy activities are included weekly in Form Time. These are engaging and varied activities that aim to develop and secure vocabulary, oracy and reading. The activities include:

- *mini debates,*
- *activities on root words, suffixes and prefixes,*
- *origin of words*
- *idiomatic expressions*
- *class readings*
- *Academic words*

This year is a very exciting year for reading as our brand new library will be open with plenty of space for quiet reading and lots of reading material. Reading is fostered and celebrated in Leytonstone. A reading book is part of your equipment and there are opportunities for reading in the school day and in Reading Clubs which run on a weekly basis.

We will also be introducing a "Leytonstone Canon" which will consist of books from every subject. The "Leytonstone Canon" aims to represent the rich diversity of our school and community. Books in the "Leytonstone Canon" will be linked to quizzes, presentations and rewards and other great activities for all students to take part in.

Every year we celebrate World Book Day; teachers dress up and there are competitions, reading challenges, prizes and assemblies. Of course, book tokens are distributed to every student.



English as an Additional Language (EAL)

This section is intended to inform you of the ways in which we support our EAL (English as an Additional Language) pupils so that they can achieve their full potential. EAL pupils are defined as “all pupils who use or have access to more than one language at home or at school” and the DfE codes to assess EAL pupils’ proficiencies are:



We are committed to the care and education of all of our EAL pupils and regardless of their proficiency, we try to ensure the very best overall care, academic access and opportunities to succeed. The learning of English is a journey and can take many years to perfect, however, our EAL Department will be there to support EAL learners every step of the way.

English as an Additional Language pupils will be assessed regularly (in line with school policy) – when progress is deemed to be “expected” or “above” pupils will be rewarded for their efforts. Where progress is deemed to be “less than expected”, parents will

be notified and a meeting may be arranged to discuss the child's progress and how all parties can best work together to support and improve the academic progress being made.

The school regularly audits and reviews its resources to ensure students' needs are being met using research and the most efficient and effective methods. The EAL Coordinator liaises closely with teaching staff and other support services in school to ensure students with specific learning barriers continue making progress as far as English language acquisition is concerned as well as in the broader Curriculum. Staff training and guidance are regularly shared around specific support and intervention individual pupils may require. Our EAL lead is passionate and trained in supporting pupils with language barriers. As a team we are dedicated to the academic progress and overall well-being of EAL pupils at Leytonstone School.

Provision for students with Special Educational Needs (SEND)



The four areas of need are;

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health difficulties
4. Sensory and physical

At Leytonstone School, we are aware that some pupils will have additional educational needs which may hinder their learning. Pupils presenting special educational needs are identified and assessed. Referrals can come from a multitude of sources including; subject teachers, Heads of Year and parents.

The implementation of the Code of Practice 2015 made clear that, in line with Quality First Teaching: 'The progress of SEN students is the responsibility of the classroom/subject teacher'. However the SEN department and the SENCO will liaise with subject teachers and parents regarding SEN pupils' learning. All SEN pupils have learning plans which are reviewed 3 times a year. SEN pupils are also allocated a key worker who will meet with parents throughout the year. The SENCO is available at all parents' evenings to discuss pupil progress and concerns parents may have. The good relationship and communication we have with parents is paramount to the success of SEN provision. Pupils will receive support in accordance with their needs. Some pupils will be supported in the mainstream classroom; others will gain support in small groups. Individual support is provided for some pupils who are entitled to time being spent on developing specific skills.

Universal

Level 1
All children

High quality
teaching which
promotes inclusivity
for all

Targeted

Level 2
Children with SEND

Inclusion staff
trained to deliver
intervention to
small groups

Specialist

Level 3
Children with needs
requiring external
support

Specialist
intervention to
individual children
from external
agencies

The progress of a pupil on the SEN register will be monitored in a number of ways, through:

1. *Tracking of subject attainment data*
2. *Observations in lessons*
3. *Setting and reviewing of targets*
4. *Annual review meetings*
5. *Diagnostic tests where appropriate*

Pupil Parliament

As part of our commitment to providing a holistic education to our young people, we believe that our students should be provided with the opportunity to develop into leaders of their community. Pupil Parliament at Leytonstone School empowers students to drive meaningful change within our community and beyond. Pupil Parliament is a platform for students to make themselves heard within the School, and allows for the views of our young people to be incorporated into the decision-making that affects their everyday lives. Members of Pupil Parliament are given leadership training throughout the year to support them in their goals, and their contribution to the community is formally recognised with SSAT's Student Leadership Accreditation. Further information can be found on our school website.



Additional Information

Parent Pay

School lunches, trips, music lessons, etc. can be paid for by using Parent Pay. You will receive a letter with your login details at the start of the school year.

For finance queries please contact finance@leytonstone.waltham.sch.uk

EduLink

Leytonstone School has a free app available to all parents / carers with an email address. Using this app allows you to check and track behaviour/achievement points and attendance of your child/children. This is also the primary way we inform you of your child's reports. You can also use the app to update details we hold about you and your child on our SIMS system.



Access Cards/School Lunches

The school operates a card system that is used for school lunches, printing and access to the building. For school lunches this system requires students to top up their card to use at the till. This must be done online via ParentPay. We recommend a daily allowance of £3.00 for food at school. Set meals (main meal with a dessert or drink) are currently charged at £2.56. Refreshments are also available before school and at break times. Student in receipt of free school meals will receive their allocated balance of £2.56 for the set meal at the start of lunchtime but are free to top up additional funds for break time if they wish. Students who

overspend on their cards will be expected to clear the negative balance as soon as possible (please note there is an automatic £10 negative balance limit, after which point, the student can not purchase anything further).

Students are given a printing allowance of £1 per week on their cards for use at school. If this limit is reached students will be required to pay extra for printing.

Cards are also used to access parts of the school buildings as this unlocks the outside doors. Student cards are part of a student's school equipment and must be brought into school every day. If a student loses their card a replacement can be purchased at a cost of £3 for required materials through ParentPay.

Free School Meals and Pupil Premium

Free school meals are provided for children whose families are in receipt of benefits such as Income Support or Income-based Job Seeker's Allowance. Families can apply online at www.walthamforest.gov.uk/content/free-school-meals.

The school receives funding to tackle the financial inequalities produced by poverty and disadvantage. This funding (called Pupil Premium) is awarded for students who currently claim free school meals or have claimed free school meals in the past 6 years.



Communication

Telephone: 020 8988 7420

Email: school@leytonstone.waltham.sch.uk

The School office is open from 8.00am—4.00pm. Our admin staff are on hand to help with any enquiries you may have. However, we ask parents/carers to be mindful that the head teacher, along with all members of teaching staff, have a set timetable and may not be available at short notice to meet with you. Parents may leave their name and contact information with the relevant member of staff to request a call back or arrange an appointment

Students may ask their Head of Year/Attainment Manager to use their office phone to contact home regarding changes to after school activities, issues with uniform or travel arrangements.

Students who are taken unwell will be assessed by a First Aid trained member of staff. If the child is too unwell to stay in school, parents will be contacted by a member of staff. We kindly ask parents to not collect students who have contacted home for themselves to avoid unnecessary absences from school.

It is incredibly important that we can contact home for a child when the need arises. Please inform us of any changes to your address, contact number or email as soon as possible. This can be done face to face, by phone, email or via the EduLink app.

We very much hope that if a parent/carer has a concern, they are able to resolve the matter quickly by contacting the appropriate member of staff, usually the Attainment Manager or Head of Department. If the matter is still not resolved, you are welcome to make an appointment to discuss it further with a senior member of staff.

The Governors of the school operate clear arrangements for considering complaints formally. These arrangements follow borough guidelines. If you wish to make a complaint through the Governing Body, please contact the Headteacher's PA through the methods above.

Further Information

If you require further details regarding any of the sections within this booklet, please contact the school. Our school website is updated regularly with comprehensive information on the school: www.leytonstoneschool.org

You can also follow us on Twitter @LeytonstoneSch

We look forward to welcoming you, in person, to our family.

