

Dear Parent/Carer,

### **September 2021 - Year 7 Students**

We are fast approaching the summer holidays and I am aware that many of you will be anxious to know when your child will be starting with Eastlea in September. I am pleased to be able to write to you with confirmation of the start date for your child and other key information to ensure your child has a positive start to the school in September. In this pack we have enclosed the following:

- A letter from your child's Achievement Leader (this also indicates the tutor group that they will be in) and a set of summer activities to complete
- Uniform list, for price list [Click here](#)
- ParentMail Guide
- Biometric cashless lunch information and the consent form
- Key dates for the school year

### **First Day at School**

I can confirm that your child's start date will be **Monday 6th September 2021 at 8:40am**. Only year 7 students will be in school on that day, allowing your child plenty of opportunity to get to know their way around the school, their new form tutor and fellow tutees.

Please drop your child off at the Exning Road entrance to the school which is to the left of the main school entrance. You can also collect your child from the same gate at the end of the school day which is **3pm**. I am sure you will appreciate that there will be a large number of people arriving at the school and we cannot allow parents to come onto the school site.

At some point during their first day, year 7 students will be tested for Covid as per the most recent government guidance.

### **Covid Testing**

Parents need to give consent for their child to be tested, so please go to the Eastlea website (<https://eastlea.newham.sch.uk/>) and click on the button labelled 'COVID' to complete the form titled '**New Year 7 consent form**' under the heading 'Consent Form' or [Click here](#)

### **Registering for ParentMail**

We communicate with parents via an app called 'Parent Mail', enclosed are the instructions for downloading this app and signing up. You will receive a link to sign up to this in the next few days. Please ensure that you follow the instructions. If you have any difficulties with this please contact: [info@eastlea.newham.sch.uk](mailto:info@eastlea.newham.sch.uk)

### **Paying for lunch**

The ParentMail app is also the method that parents use to pay for school lunches. We do not accept cash so please ensure that your child's lunch money is always topped up. The instructions for this are also in the attached 'ParentMail' guide.

### **Lunch on the first day of school**

School meals will be available and there is always a choice of a hot main meal, pasta, wraps or sandwiches however, if your child wishes to eat a packed lunch please ensure that they bring a healthy balanced meal.

### **Breakfast club**

I am pleased to say that our breakfast club will be running in the mornings from Tuesday, 7th September. Breakfast Club will run from 8am to 8.30am and students wishing to attend Breakfast Club should arrive via the Exning Road entrance.

### **Free School Meals**

Newham Council has provided all primary school age children free school meals.

**This service does not continue into Secondary School.**

If you are eligible for free school meals, it is essential that you apply by completing an application form and submitting this to the Local Authority online at:

<http://www.newham.gov.uk/Pages/Services/Free-school-meals.aspx>

If you do not have access to the internet at home you can access this via your local library.

The national rules mean that your children are entitled to free school meals if you claim:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you live outside Newham and claim housing benefit in your home area, you should have applied to your home Council for free school meals. Please inform your child's Pastoral Manager and provide a copy of any letter you have approving free school meals or housing benefit.

### **Purchasing School Uniform and Admission Documentation**

It is important that our students present themselves well and we want to ensure that they are wearing their uniforms smartly and with pride. The local uniform supplier for Eastlea School uniform is 'Fashion Stop', which is in East Ham at 138 High St N, London E6 2HT. The list of uniform and equipment required can be found in the enclosed Uniform Guide.

### **Admission Documentation**

We must also process legal documentation for your child before they start with us in September. If you have not brought admissions documentation for your child to the school already, can you please ensure that you do this on the first day:

- Proof of address (i.e. utility bill, council tax or tenancy documents)
- Passport/Birth Certificate (child)
- Passport/Birth certificate (Parent/Carer)
- Visa/refugee status

There is an expectation that your child will always arrive at school with the correct equipment and uniform. If this is not the case we will always follow this up and make contact with you to find out why. Depending on the circumstances we may request that you allow them to return home to correct their uniform; that you bring the appropriate uniform to school; or that you pay for a missing item over the telephone and we will supply them with it.

If you have any queries regarding the above please contact [info@eastlea.newham.sch.uk](mailto:info@eastlea.newham.sch.uk) before the 21st July. After this date the school will not be able to process any queries until Wednesday, 19th August.

Finally, all of the staff at Eastlea are looking forward to working in partnership with you to support your child over the next five years and we warmly welcome you and your child into the Eastlea community.

Yours faithfully



Sarah Morgan  
**Headteacher**

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## **School Uniform and Equipment**

**The following uniform is compulsory for all students:**

### **Blazer**

- We have a smart blazer with the new school logo.

### **Compulsory White Shirt**

- A white collared shirt (long or short sleeve). No long - sleeved tops to be worn under the shirt.
- Polo-shirts cannot be worn, other than in PE.

### **Compulsory Tie**

- Ties must be tied and worn *properly* at all times. (This means that the tie should reach their waist band)

### **Compulsory Black Trousers and Skirts**

- Smart skirts and trousers must be plain black and must not have excessively visible buckles, studs, logos, embroidery etc.
- Trousers must be smart and suit style i.e. they must not be tight or overly loose/baggy.
- Skirts must be knee length or longer, but must not be too long (i.e., past the ankle).
- Skirts must be one layer only.
- Jeans or jogging bottoms, must not be worn as part of, or underneath, the school uniform.
- Any belt worn with skirts or trousers must be black.

### **Compulsory Plain Black Shoes**

- Shoes must be sensible and safe for school. Heels should not exceed 3cm.
- Footwear must have closed in toes and should not be backless.
- Footwear must not have excessive decoration (jewels, buckles, tassels, logos etc) or have coloured laces.
- Trainers are not permitted and will be confiscated by the school if they are worn in school.

### **Optional V-Neck Black Jumper with School Logo**

- Sweatshirts, cardigans, hooded tops or tops with writing will not be acceptable.
- The school uniform can be worn without the jumper in warm weather.

### **Religious headwear e.g. Hijab/Headscarf/Mosque hat etc**

- If worn, must be black, plain with no embroidery, tassels or other decoration.

### **Socks and tights**

- Socks must be plain black. (white socks are not permitted)
- Black knitted tights may be worn; they must not be patterned, lacy, sheer or different colours.

### **Outdoor wear**

- Coats/jackets must be plain black with no logos.
- Students must not wear coats indoors but can wear them in the playground.
- Hats and caps must not be worn inside the school at any time. Plain black woollen hats can be worn in the playground at break times but they must not show any logos.

### **Jewellery**

- Students may wear one pair of small discreet stud earrings (or a single nose stud) and a watch. Earrings must not exceed the size of a 5p piece
- Bracelets and ankle chains should not be worn to school
- The school will not take responsibility for jewellery worn to school

### **School Bags**

- School bags must be large and practical enough to hold required equipment and school books (including A4 size).
- Purses and wallets should be stored securely.

### **PE Uniform**

- Eastlea logo black jogging bottoms or Eastlea logo black shorts
- Red polo shirt with Eastlea logo

### **Equipment**

Students are expected to come to school fully equipped and ready to learn. They are expected to arrive at school every day with the following equipment.

The equipment list is as follows:

1. Clear plastic pencil case
2. Black pen
3. Pencil
4. Ruler
5. Rubber
6. Green pen
7. Scientific calculator (Casio Fx-83Gt Plus Scientific Calculator)

Incorrect uniform and missing equipment can be a distraction and lead to wasting valuable learning time. By ensuring that they are in the correct uniform and have the correct equipment you will be helping your child to be organised and ready to learn.

## Eastlea School Calendar

### September 2021 to July 2022

#### Key Dates

<b>Autumn Term:</b>	Wednesday 1st September to Friday 17th December
<b>Half Term:</b>	Monday 25th October to Friday 29th October
<b>Spring Term:</b>	Wednesday 5th January to Friday 1st April*
<b>Half Term:</b>	Monday 14th February to Friday 18th February
<b>Summer Term:</b>	Tuesday 19th April to Friday 20th July
<b>Half Term:</b>	Monday 30th May to Friday 3rd June
<b>*School closed to staff and students:</b>	Monday 18th April (Easter Monday) Monday 2nd May (May Day)
<b>*Staff Learning Days (school closed to students):</b>	Wednesday, 1st September Friday 26th November

<b>Year 7 Meet the tutor</b>	Thursday 16th September (3:30pm-6:00pm)
<b>Year 9 Parents Evening</b>	Thursday 11th November (3:30pm-6:00pm)
<b>Year 9 Options Evening</b>	Thursday 10th February (3:30pm-6:00pm)
<b>Year 11 Parents Evening</b>	Thursday 27th January (3:30pm-6:00pm)
<b>Year 10 Parents Evening</b>	Thursday 24th February (3:30pm-6:00pm)
<b>Year 8 Parents Evening</b>	Thursday 21st April (3:30pm-6:00pm)



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<b>Year 7 Parents Evening</b>	Thursday 12th May (3:30pm-6:00pm)
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