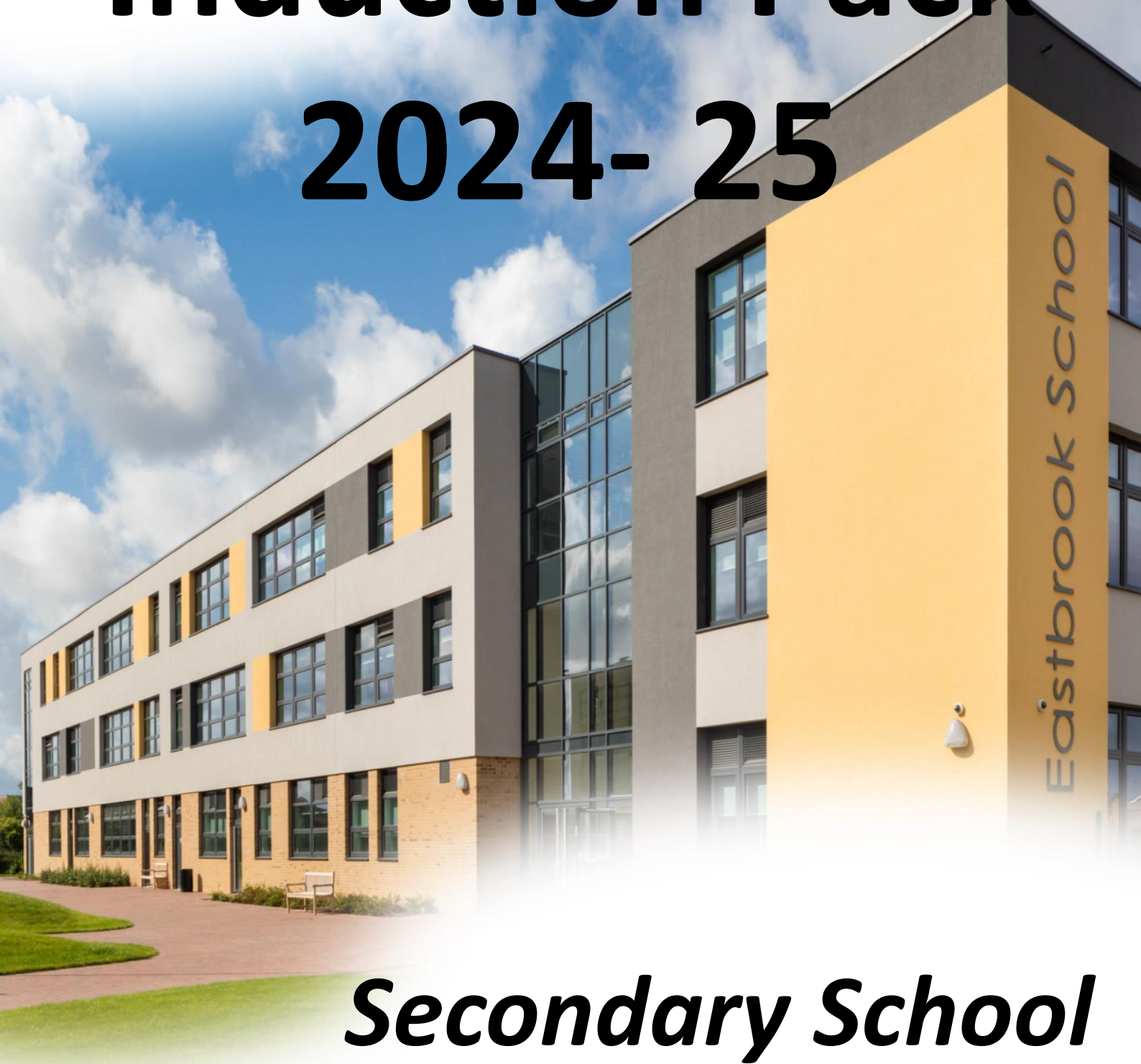




Eastbrook School
Part of the Barking Abbey Family



New Starter Induction Pack 2024- 25



Secondary School

Welcome to Eastbrook Secondary School

Welcome to Eastbrook School and what will be your educational journey of discovery, success and belonging. Thank you for choosing to take this journey with us and becoming part of the Eastbrook family.

All students are given the opportunity and platform to work, study hard and achieve in all aspects of the curriculum, in and outside of the classroom. We believe that all students should demonstrate good character in all aspects of their life and our curriculum is built around our PROUD Habits, **Principled, Resilient, Open, Understanding and Disciplined**. We are a School of Character which allows students to demonstrate these habits to offer a full and rounded educational experience.

We are very fortunate to have a very new school site, which offers some of the best teaching facilities in the area. Our science labs, art and photography classrooms, technology facilities, high spec music and drama facilities and equipment, and multiple sports halls and equipment are second to none. All of which give students the best platform for high quality teaching and learning, where teachers can teach, and learners can learn.

We have three key aims for all students that attend Eastbrook School.

- **For all students to strive for Excellence.**
- **For all students to feel that they Belong.**
- **For all students to have the platform to Succeed.**

Our students are encouraged to work and study hard to achieve all they are capable of academically and of equal importance, to ensure that they become well-rounded citizens; who demonstrate good character habits in all aspects of their personal and professional lives.

Standards and expectations are high, we lead a distinctive learning community, and we purposefully and explicitly prioritise the development of students' character and academic accomplishments in equal measure, so that they flourish as socially aware, skilled citizens equipped to take their place in society.

As an Eastbrook student, you will feel safe, challenged and listened to. We will provide you with learning experiences that will prepare you for your future. Ensuring that when you leave, you will leave behind fond memories and experiences that set you up with whatever future you aspire for. We will push you, challenge you and support you to be the best version of yourself.

So welcome, once again to Eastbrook School, and we look forward to joining you on your educational journey, and contributing to a community that you are **PROUD TO BE** part of.

J Gibson

Jamie Gibson – Head of Secondary School



Quotes

Ofsted Quotes

'The school is a calm place where all staff are focused on success and aspiration'.

'Leaders ensure that pupils are safe and happy'.

'Staff consider carefully how to ensure pupils learn and remember knowledge. They know pupils well and work hard to support their academic development'.

'On the rare occasions when bullying occurs, staff deal with it effectively'.

Parental Voice

81% of parents agree or strongly agree that their child is happy at school.

82% of parents agree or strongly agree that their child feels safe at school.

83% of parents agree or strongly agree that their child is well taught.

91% of parents agree or strongly agree that there are a good range of subjects offered.

85% of parents agree or strongly agree that their child takes part in clubs and activities.

Student Voice – Year 7 – 11 Students

'Teachers make lessons fun and educational. We share our ideas, emotions and imagination.'

'I like how supportive my teachers are.'

'The school supports me and others, as well as staff.'

'I feel safe talking to my teachers.'

'This school is amazing; the teachers provides lots of opportunities for us as students.'

Feedback from Visitors to the school.

'Students reported that they felt safe in school' - BDSIP

'Students in class were on task and there was no evidence of low level disruption' – BDSIP

'All classes are focused with very few examples of passive behaviour' – LBBD DHT

'Good behaviour for Learning as students clearly enjoy their learning and teachers make the lessons accessible' – LBBD DHT

'Students feel supported and make mistakes and learn from them' – LBBD DHT



The School Day and Key Dates 2024 - 25

Secondary School Timings		
8:25am	School gates open	
8:40am – 9:00am	Form Time	20 minutes
9:00am – 10:00am	Period One	60 minutes
10:00am – 11:00am	Period Two	60 minutes
11:00 – 11:25am	Break Time	25 minutes
11:25am – 12:25pm	Period Three	60 minutes
12:25am – 1:25pm	Period Four	60 minutes
1:25pm – 2:10pm	Lunch Time	45 minutes
2:10pm – 3:10pm	Period Five	60 minutes
3:10pm – 4:00pm	After School Detentions	50 minutes

School Calendar 2024/25



September 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
							1
01	2	3	4	5	6	7	8
02	9	10	11	12	13	14	15
03	16	17	18	19	20	21	22
04	23	24	25	26	27	28	29
05	30						

October 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
05		1	2	3	4	5	6
06	7	8	9	10	11	12	13
07	14	15	16	17	18	19	20
08	21	22	23	24	25	26	27
	28	29	30	31			

November 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3
09	4	5	6	7	8	9	10
10	11	12	13	14	15	16	17
11	18	19	20	21	22	23	24
12	25	26	27	28	29	30	

December 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
12							1
13	2	3	4	5	6	7	8
14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

January 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5
16	6	7	8	9	10	11	12
17	13	14	15	16	17	18	19
18	20	21	22	23	24	25	26
19	27	28	29	30	31		

February 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
20	3	4	5	6	7	8	9
21	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
22	24	25	26	27	28		

March 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30
27	31						

April 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
27		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
28	21	22	23	24	25	26	27
29	28	29	30				

May 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
29				1	2	3	4
30	5	6	7	8	9	10	11
31	12	13	14	15	16	17	18
32	19	20	21	22	23	24	25
	26	27	28	29	30	31	

June 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
							1
33	2	3	4	5	6	7	8
34	9	10	11	12	13	14	15
35	16	17	18	19	20	21	22
36	23	24	25	26	27	28	29
37	30						

July 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
37		1	2	3	4	5	6
38	7	8	9	10	11	12	13
39	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

August 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

0 School day

0 Holiday – no school

0 Bank holiday – no school

0 Inset day – whole school



The School Uniform

Wearing the Eastbrook uniform should be a badge of pride, it creates an identity that you are PROUD to be part of the Eastbrook family.

Our badge and uniform is recognised within the local and wider community.

Students are expected to uphold the Eastbrook character values in school and within our community.



Eastbrook School Uniform can be purchased through Premier School Wear

SHOP IN-STORE

Your uniform will be available to purchase from our **NEW STORE** from **25/03/2024**. (Please note, our Romford site will be **CLOSED PERMANENTLY** from **22/03/2024**)

Unit 1 Cronwell Centre, Selinas Lane, Dagenham, RMB IQH

WELL STOCKED

QUICK IN-STORE SERVICE

PERSONAL SALES ASSISTANT

PUBLIC TRANSPORT ACCESSIBLE

FREE CAR PARK

SHOP ONLINE

You can still place online orders as usual.

WWW.PREMIERSCHOOLWEAR.CO.UK - UNTIL MARCH 24TH 2024

WWW.KHALSASCHOOLWEAR.CO.UK - FROM MARCH 25TH 2024

FAST DELIVERY

FREE DELIVERY TO SCHOOL

SIZING ASSISTANCE

QUICK & EASY RETURNS

ORDER MESSAGING

Compulsory	Optional	Outside Clothing	Personal Items	Banned Clothing
Plain black polishable shoes, (no sports brands permitted)	Plain black jumper	Warm Coat	Jewellery: studded earrings allowed and one nose stud permitted	Trainers / sports shoes (unless for PE)
Plain black trousers, knee length pleated skirt or ankle length skirt	Plain black cardigan	Winter Hat	Natural nails	Hoodies and sports jumpers / tops
White school shirt	Black religious headwear. Tie must remain on show if wearing a hijab		Natural eye lashes only	False nails and eye lashes
Eastbrook School tie			Natural/minimal make up	Baseball caps and nonreligious head wear.
School blazer – with school badge on pocket			No extreme hairstyles	Rings and bracelets are not permitted for health and safety reasons.
PE kit White Polo top Plain Black shorts / Tracksuit bottoms Sports socks	Black Jumper Long sleeved black or white top to wear under the PE top Football boots		Hair must be of a safe length. Long hair must be tied back for practical lessons	No Jewellery to be worn during PE lessons



Attendance and Punctuality

As a school we know the importance that attendance has on a pupil's achievement and attainment. Research suggests that students whose attendance drops below 90% significantly underachieve when compared with students whose attendance is 95% or above.

Students have an attendance Target of 95%

We will work in partnership with parents / carers to ensure that every student can meet their potential. It is crucial therefore that students attend school **each and every day**. Your support in ensuring this happens would be greatly appreciated.

Medical and dental appointments should be made **outside of school hours** unless it is a medical / dental emergency. We require evidence of **ALL** medical / dental appointments and students should present these to the school reception.

Please note that if your child is absent this should be reported to the school office before **8:30am (add school number)**.

Students and families experiencing difficulties with attendance matters should contact the school at the earliest opportunity to talk to their child's Head of Year.

If you require further information regarding Attendance, please refer to the school Attendance Policy, found here: [Eastbrook School Attendance Policy](#)

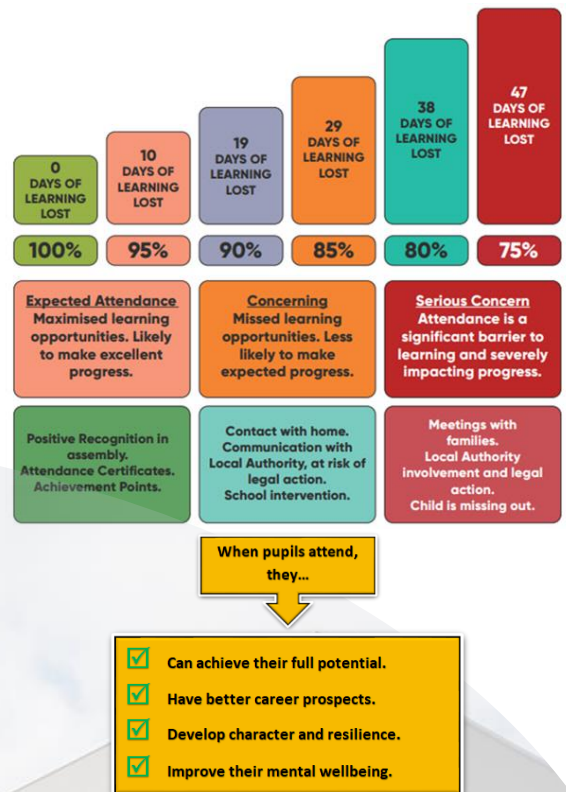
The school gates are open between **8:30am and 8:40am**, if your child arrives after this, they are late.

If your child arrives late to school, without a valid reason from home, they will be sanctioned with an **after school reflection that day**. This will be communicated with families. If your child arrives after **9:35am**, they will remain in reception until a family member has been spoken to, to provide us with a reason for their absence. This will be recorded as an unauthorised absence, which could lead to Local Authority intervention.

Students are expected to arrive on time for all lessons. Arriving late to lesson means that students miss out on the Connect phase of the lesson, which is integral for promoting memory and retention.

We expect learners to be responsible for their own time keeping and management. If you are not on time, you are late. These habits will help promote positive work and learning habits through student's time at Eastbrook School, but also, into the wider world when they leave.

We teach students that Attendance and Punctuality Matters!



A School of Character

'We are what we repeatedly do. Excellence, therefore, is not an act, but a habit.'
Aristotle.

Character lies at the heart of everything that we do.

In addition to our academic curriculum, we have a have focus on encouraging students to develop as global and skilled citizens. We want all students to achieve academically, but also to demonstrate good character habits in all aspects of their personal and professional life.

Pupils should demonstrate good character in all aspects of their life and our pastoral and academic curriculum is built around our **PROUD** habits.

To be **Principled**, all pupils are expected to behave in an honest and moral way. Doing the right things, for the right reasons at the right time.

To demonstrate **Resilience**, we support our pupils to be adaptable in difficult and challenging situations. Be in a formal assessment, an issue in a lesson or a challenging experience in their home life. By building resilience, we develop stronger, well rounded and independent pupils.

By being **Open**, pupils can contribute towards the greater good of the school and of the wider community. Preparing pupils for a life outside and beyond school, and life that has, hopefully, been enhanced and enriched, by their time at Eastbrook.

Understanding means that you practice and develop intellectual curiosity and the pursuit of knowledge, embedding an appetite and desire for lifelong learning. Not just in school and academia, but in fields pupils are passionate about.

And finally, that our pupils are **Disciplined**. They are thoughtful and considerate of the way they act and the way they treat peers and staff, but also take responsibility for their own actions.

The House System

When you join Eastbrook, you will be assigned to one of our four Houses.

Throughout your time with us you will take part in a variety of physical, academic, creative and scholarly activities that will contribute towards the success of your House.

We believe that a House system is essential in developing a sense of belonging, building a sense of community and encouraging ownership and accountability of our actions. All members of the school community, including teaching and support staff, are assigned to a House.



Teaching and Learning

Teaching and Learning

At Eastbrook we focus on a broad, knowledge rich curriculum, that meets the needs of all students. Students study a range of subjects that develop the cultural capital and intellectual skills necessary to succeed in further education, employment and life itself.

Across subjects ranging from English to computing and Performing Arts, a student will learn about Medieval Africa, Algebra, French Culture, Programming languages, musical theatre, woodwork, Epic Greek poetry, powerlifting, and a great deal more, by the time they reach Christmas!

Our teachers ensure that students become scholars; developing a healthy appetite for self-improvement, and study, through setting excellent standards for all, and using their experience, along with evidence-based pedagogy, to structure and deliver lessons.

Assessment at EB

Research suggests that frequent low stakes testing is the most effective way to deliver positive outcomes and minimise the stress around assessment. This is because it ensures that students receive rapid feedback, practice retrieval often (which makes memory) and are never too far away from another opportunity, to make progress on their previous result.

All students sit a Mid and End of Half Term assessment in each six-week period, in each subject. Mid Terms are short multiple-choice tests, which are peer marked and not reported on centrally, they develop student knowledge. End of Half Term assessment are marked by staff and given a % grade which allows students and parents to track a student's progress against their GCSE target grades, on a regular basis. These assessments focus on longer, independent work, for example, essay writing in English, still life drawing in Art, or problem solving in maths.

Knowledge Organisers

We don't do 'homework' at Eastbrook.

However, this doesn't mean you won't have to study! What it does mean is that students and families are not asked weekly to complete a range of new learning or project related tasks, outside of the classroom. Instead, our curriculum is published in the form of a knowledge organiser booklet. Each student receives a booklet at the beginning of the year, which contains key vocabulary, visual aids, curricular summaries and 'self-study' questions, for a given half term.

Your role as a student is to use this booklet to quiz and test yourself both in school and out of it, on the knowledge you have been taught. Teachers will grade your 'self-study' progress termly, by asking questions of you in class.



Rewards and Achievement

As a school we cultivate a climate of recognition, built around our character education and our rewards and achievement systems. We recognise positive behaviour and use this as a tool to model and shape student expectations. Our achievement system is built around the PROUD Habits, which encourages growth mindset, self-reflection and self-development.

PROUD Points are awarded to students who display excellent efforts in lesson or through schoolwork, contributions to the school community and demonstration of excellent character.

PROUD Points and Achievement

PROUD Points are awarded to students for positive conduct and behaviour. We recognise and celebrate Achievement by taking the number of **PROUD** points, minus the number of Behaviour points. These points are accumulated and measured against key milestones which are recognised and celebrated during end of term celebrations.

Rewards

As part of our celebration assemblies, we recognise students who obtain the following thresholds.

150 Proud Points. **Bronze** Award.

250 Proud Points. **Silver** Award.

350 Proud Points. **Gold** Award.

100% Attendance in a Term / Year.

	Achievement Type	
P1	Outstanding completion of work Outstanding contribution to lesson Outstanding effort in lesson Positive behaviour within the classroom Demonstrating kindness towards peers	1 Proud Point
P2	Consistent outstanding completion of work Consistent outstanding contribution to lesson Consistent outstanding effort in lesson Consistent positive behaviour within the classroom Demonstrating wisdom in learning	2 Proud Points
P3	Outstanding performance in an assessment Outstanding effort in an assessment Consistent positive attitude to learning Consistent attendance to enrichment club Demonstrating aspiration to improve	3 Proud Points
P4	Demonstrating PRINCIPLED through moral and honest habits Demonstrating RESILIENCE to overcome a challenge Demonstrating OPENNESS by supporting the school community Demonstrating UNDERSTANDING by supporting a peer Demonstrating DISCIPLINE by showing self drive / motivation	4 Proud Points
P5	Top 20 Progress in Assessment 100% Attendance in a Term 100% Punctuality in a Term Head of Year Award PROUD to be Head Teacher Award	5 Proud Points

Rewards Trips

There is a reward trip for every year group at the end of every term. These are for students who consistently demonstrate outstanding behaviour, character, conduct, progress, attendance and behaviour. This may include trips to the theatre, cinema, bowling and other cultural capital opportunities.

At the end of the summer term students will be invited to take part in an **Enrichment Week**, offering them a range of opportunities to engage and soak up some of our local and London culture.

PROUD to be Head Teacher Awards

At the end of each half term the Pastoral Teams identify and nominate Students of the Half term within their Year Groups. Students are recognised for demonstration of the PROUD Habits in the school community. Students are awarded in celebrations assemblies by the Head Teacher with a certificate and a badge for the relevant habit.



Behaviour Expectations

At Eastbrook School we believe that behaviour is an act of character and as such we have the highest possible standards. Our school creates an environment that is friendly, caring and supportive, so students feel safe, happy and where learning can flourish. We expect for students to conduct themselves in a responsible and respectful way, where lessons have a relentless focus of learning. The learning and progress of students should not and will not be affected by distractions.

We believe that students should take responsibility for their own behaviours and their own behaviour choices, and that they will accept any consequences of poor behaviour choices.

Argumentative, challenging or disruptive behaviour will not be tolerated, and students will be sanctioned in line with the school behaviour policy. Sanctions include, removal of break / lunchtime, afterschool detentions, internal suspension, formal suspensions, direction off site by the Head Teacher or Permanent Exclusion. After school detentions run daily between 3:10pm and 4:00pm. Communication will be made with parents / carers, if a student has a detention, but the school does not require consent from the parent / carer.

Warn, Move Remove.

The school does not tolerate or accept behaviour that affects the learning of others. We use a three-stage warning system to correct behaviour. The purpose of this system is to encourage self-regulation, de-escalate classroom confrontations, and provide students with time to change their behaviour choices. If a student continues to make poor behaviour choices, despite teacher intervention, they will be sent to Relocation and issued with an after-school detention.

Relocation Room

The Relocation Room is a supervised space for students who have been relocated to self-regulate, reflect and correct any behaviour issues, it may also be used if a student needs to be kept out of circulation. Students remain in the Relocation for as long as is deemed appropriate; however, the school tries to get students back into lessons as soon as it is safe and appropriate to do so.

Pastoral Support Room (PSR)

In addition to the Relocation Room, we also have the Pastoral Support Room which is supervised daily by our Pastoral Teams. The PSR is for any pupil who is experiencing any form of crisis, or who needs to report an issue that they are having.

Standards Room

If a student arrives late to school, or in incorrect uniform, they may be sent to the Standards Room, where communication will be made with home and any issues can be addressed or corrected.

Mobile Phones

Eastbrook School has a no mobile phone policy. Any mobile phones that are seen are confiscated in line with school policy and kept for a period of five days. A parent / carer will be required to come and collect the phone.

Banned Items

If a student is found in possession of a banned item, it may lead to a suspension and permanent exclusion from school. A full list of banned items can be found within the School Behaviour Policy; however, these are generally considered to be any item that could cause harm to oneself or others.



Safeguarding at Eastbrook

Eastbrook School aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding issues.

Safeguarding and promoting the welfare of the children means:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.
- Safeguarding and child protection is everyone's responsibility.

The Designated Safeguarding Lead

The DSL is a member of the senior leadership team. The DSL is the nominated member of staff who oversees all aspects of Safeguarding and Child Protection.

Within the Safeguarding Team there are Deputy Designated Safeguard Leads, who support students, staff, families and the DSL. During term time, the DSL and DSLs will be available during school hours for staff to discuss any safeguarding concerns.

If the DSL's and Deputy DSL's are not available, **Jamie Gibson**, Head Teacher of Secondary, will be available to support.

The Safeguarding and Child Protection Policy

Full details regarding the school's procedures for dealing Safeguarding concerns can be found within the Safeguarding and Child Protection Policy.

This includes details regarding concerns of FGM, Extremism, Sexting, Peer on Peer Abuse, County Lines and Pupils at Risk of Criminal Exploitation.

Full details about the Safeguarding and Child Protection policy can be found on the school website, www.eastbrookschool.org.

If a parent or adult feels that a child is suffering or likely to suffer from harm, or in immediate danger, contact the police on **999**. Alternatively, the Multi Agency Safeguarding Hub (MASH) can be contacted to request further advice or direction: **020 8227 3811**

LLBD have an online referral system, allowing anyone to contact the MASH team, this is known as a Multi-Agency Referral Form (MARF):

www.lbbd.gov.uk/children-young-people-and-families/report-serious-concern-about-child-marf-professionals



Student Voice at Eastbrook School

Student Voice & The Junior Leadership Team

At Eastbrook we believe that Student Voice is an essential ingredient of a thriving school community, as it aims to represent the collective opinions, and needs of the student body. All students are encouraged to participate in Student Voice initiatives to ensure that their voices are heard and valued within the school community.

Whilst Student Voice has only been running for a short time at Eastbrook, we are PROUD to say that it has already created opportunities for students to share their thoughts, ideas, and feedback. This includes participating in the Junior Leadership Team, engaging in surveys or focus groups, or simply speaking up in classroom discussions. Our aim is for Student Voice to become a dynamic tool which allows all students to have a meaningful impact on their school experience from Teaching & Learning, Wellbeing and the Wider School Community.

A key focus of Student Voice has been the Junior Leadership Team (JLT) who play a vital role within the school community. The JLT has given students opportunities to develop leadership skills, contribute to decision-making processes, and make a positive impact on their school environment. Composed of students from various year groups, the JLT serves as a representative body that advocates for the needs and interests of their peers and aims to promote a culture of inclusivity and collaboration.

The JLT also plays a crucial role in organising and leading school events, initiatives, and projects. From helping teachers with the planning of Culture & Identity week to creating a pitch for the Jack Petchey Environmental Award, the JLT works together to create diverse opportunities for students. For example, future projects include collaborating with Barking Abbey, volunteering at a local Food Bank, organising a fundraiser Football Marathon and participating in a Youth Conference workshop. In addition to this, many teachers have reached out to the JLT members to seek their help with organising events.

In summary, the Junior Leadership Team plays a multifaceted role within a school community, providing students with opportunities to develop leadership skills, advocate for their peers, and help create a positive learning environment. Being a member of the Junior Leadership team is an exciting opportunity to become actively involved in shaping the school community and we encourage new and existing students to apply each year.

Members of the JLT 2023/24:



Office Information

Reporting Absence

**Parents or Carers must report all absences to the school office by 8:30am.
(You can leave a message before this time)**

**Contact Number: 0203 780 3609
Option 2: Secondary Reception
Then Option 1: Report Childs Absence**

Email: attendance@eastbrookschoo.org

Planned Absences

**We ask that medical or dental appointments are arranged outside of school hours,
if this is not possible, please ensure that you child attends as much of the school
day as they can.**

**Please provide at least 24 hour notice in advance and proof must be submitted for
the absence to be authorised.**





Eastbrook

Principled

Resilient

Open

Understanding

Disciplined