



WELCOME TO ILFORD COUNTY HIGH SCHOOL

Please return your son's admission form to the school office by 5th June 2020.

This booklet contains important information regarding Ilford County High School.

Please take a few moments to read this as it will help you to get to know the school your son will be attending from September 2020.

SCHOOL TERM DATES FOR 2020-2021

Term	Starts	Ends	Holidays/Inset Days	
Autumn 2020	Tue 1 Sep 2020	Fri 18 Dec 2020	Half Term Break	Mon 26 Oct 2020 To Fri 30 Oct 2020
			Christmas Break	Mon 21 Dec To Fri 1 Jan
Spring 2021	Mon 4 Jan 2021	Thu 1 April 2021	Half Term Break	Mon 15 Feb 2021 To Fri 19 Feb 2021
			Spring Break	Fri 2 Apr 2021 To Fri 16 Apr 2021
Summer 2021	Mon 19 Apr 2021	Wed 21 Jul 2021	May Day Bank Holiday	Mon 3 May 2021
			Half Term Break	Mon 31 May 2021 To Fri 4 Jun 2021

Inset days are yet to be confirmed.

During INSET days' students will not be in school.

CURRENT SCHOOL DAY AND TIMES

SCHOOL DAY AND TIMES FROM SEPTEMBER 2019

<u>Start</u>	<u>End</u>	<u>Year 7 - 11</u>
08:35	08:45	Arrival
08:45	09:45	Period 1
09:45	10:45	Period 2
10:45	11:05	KS4 Break KS3 Pastoral Time
11:05	11:25	KS3 Break KS4 Pastoral Time
11:25	12:25	Period 3
12:25	13:25	Period 4
13:25	14:15	Lunch
14:15	15:15	Period 5
15:15	15:25	Dismissal

<u>Start</u>	<u>End</u>	<u>Year 12 - 13</u>
08:35	08:45	Arrival
08:45	09:45	Period 1
09:45	10:45	Period 2
10:45	11:05	Yr 13 Break Yr 12 Pastoral Time
11:05	11:25	Yr 12 Break Yr 13 Pastoral Time
11:25	12:25	Period 3
12:25	13:25	Period 4
13:25	14:15	Lunch *
14:15	15:15	Period 5 Or Home Study
15:15	15:25	Dismissal

*

Sixth Form students are permitted to undertake Home Study during the afternoons and may leave site at 1.25pm assuming they;





- a) Have no timetabled lessons.
- b) They have not been asked to remain in school during lesson 5 because their attendance, progress or attitude has fallen below expected levels.
- c) Their parents have given permission for them to be granted home study.

NOTICE TO PARENTS/CARERS

At ICHS, we have a commitment to strong and clear lines of communication with all our parents and carers. This means that all issues raised will be assigned to an appropriate member of staff. If you need to contact the school regarding an issue please either phone the main school number on 020 8551 6496 or email the school on enquiries@ichs.org.uk.

As per our Home and School Communications Policy, we will acknowledge receipt of your request within five working days (term time only) and a full response to the enquiry within a reasonable time thereafter.

Any concerns will be investigated fully and you will be provided with a response in one of the followings ways:

-  Telephone conversation;
-  E-mail from a staff member;
-  Formal meeting;
-  Formal letter from the school.

Parents/carers who arrive at reception without a pre-arranged appointment will be asked to register their concerns with the office team member on duty. The concern will be assessed and then passed onto the most appropriate member of staff as detailed above. Anyone who does not have a pre-arranged appointment should not expect to be able to meet with a member of staff at that time or on the same day. We would ask you to treat our office team with respect and in the manner in which you would wish to be treated yourself.

If the issue raised is either an emergency or requires an immediate response, we will of course deal with this straight away. Emergency or immediate response situations are usually those in which a child is missing or at risk of harm. Please note that discussing sanctions is not deemed as an emergency situation or one that requires an instant response. Failure to disclose the nature of any concern to the office team member on duty will result in the school deciding that it is not an emergency or immediate response situation.

This system will ensure that all parents and carers have the opportunity to meet with the appropriate member of staff, at an appropriate time, in order to find a solution to any problems that have arisen. This also allows the staff member to collect any necessary information that would help in those discussions.

Please read our Home and School Communications Policy for further detail available on our website: <https://www.ichs.org.uk/policies-documents>

FREE SCHOOL MEALS

If your child is currently entitled to Free School Meals (FSM) and attends a primary school outside Redbridge Borough, you will have to submit your application to FSM to our local authority (Redbridge).

You can submit your application through the following website:

<https://www.redbridge.gov.uk/schools/free-school-meal-application/>

ATTENDANCE EXPECTATIONS

At ICHS, we believe that excellent attendance is important for every student as it directly contributes to their learning, progress and outcomes. By attending school regularly and arriving on time, our students develop the skills needed to improve their organization, show that they can be reliable and cultivate a sense of responsibility over their own actions. These are all qualities which are vital later in life.

We are fortunate to have experienced, specialist teachers who plan and deliver lessons that are designed to help all of our students to reach their full academic potential. Our curriculum is constructed on the basis that our students will be in school every day. This is a vital component in ensuring that they are able to get the most out of what is on offer and make the most progress possible.

At ICHS, we expect all of our students to attend school every day and to arrive at 8:35am so that they are in time to start their first lesson at 8:45am. They should be appropriately dressed, well rested and ready for the school day. This sets the tone for the day ahead and will enable them to have a calm and settled start to lessons. We expect that parents/carers will ensure that their children attend school unless there is a legitimate reason for their absence. Parents/carers should also ensure that their child is appropriately dressed and that they arrive in school well prepared for the school day, which includes having the appropriate clothing and equipment for any timetabled activities, e.g. PE kit.

If a student is unable to attend school, parents/carers must contact the school office before 9:00am by using one of three options: ring the school number on 020 8551 6496, send an email to attendance@ichs.org.uk or text the school on 07860 030 493. A letter explaining any absence must also be provided to the school office upon the child's return. If the reason provided is acceptable, then we will authorise this absence.

Any absence relating to illness of 5 days or more, and where patterns of absence are evident, we will ask you to support the absence with medical evidence. This will also apply for absences where the school holidays fall at the start or end of an absence.

Leave during term time can only be granted at the discretion of the Headteacher and only in the most **exceptional** circumstances where:

- ◆ The leave is important for the well-being and cohesion of the family, e.g. following serious or terminal illness, bereavement or other traumatic events;
- ◆ There is an exceptional circumstance that requires a family to be away for an emergency that cannot be managed otherwise and alternative child care arrangements cannot be made.

When decisions are being made regarding authorisation of extended leave, we will consider the nature of the emergency, whether there are already concerns regarding the student's attendance or concerns about their learning and progress. We may also ask for additional evidence to support the absence request which may include, for example, copies of medical letters, death certificates, flight details and external examination entry statements. With any application for leave we encourage parents to maintain an open dialogue with us, as this helps us to manage the process fairly, discreetly and with sensitivity.

Where holidays or leave are taken without permission from the school, because a request has not been made or has been denied, these will be recorded on the student's attendance record as "unauthorised absence". If a parent/carer is granted leave and the student does not return on the specified return date, subsequent absences will be marked as unauthorised. In these cases, the school may refer you to the Education Welfare Officer and a Penalty Notice may be issued.








At ICHS, we are committed to maintaining high levels of school attendance and punctuality. We view students as being of concern if they have an attendance rate below 95%. Where we have concerns we liaise closely with our Education Welfare Officer who, in turn, works directly with our Heads of House and our parents/carers to offer support and to ensure that strategies are in place to improve attendance.

For further detail on ICHS Attendance Policy, please visit our website at www.ichs.org.uk.








HOME SCHOOL AGREEMENT

Ilford County High School provides a broad, balanced curriculum which offers boys the opportunity to realise their full academic potential. We aim to develop mature, confident and well balanced young men; and we value initiative, self-discipline and an awareness of the responsibilities of being a member of a community, sensitive to the needs of others.







The Parents/Carers shall endeavour to:

-  Ensure that my son attends school regularly, on time, appropriately dressed and properly equipped.
-  Support the school's policies and guidelines for behaviour, uniform and upholding British values.
-  Support my son in homework and other opportunities for home learning.
-  Attend parents' evenings and discussions about my son's progress.
-  Inform the school about reasons for absence and any concerns or problems that may affect my son's work or progress.
-  Monitor my son's use of social media/electronic devices to ensure he treats others in a respectful manner.
-  Take an active interest in my son's life at school.

The Pupil will endeavour to:

-  Attend school regularly and on time.
-  Do all my classwork and homework to the best of my ability and on time.
-  Be polite, courteous, respectful and model British values to others at all times.
-  Wear school uniform and be smart in appearance.
-  Bring all the equipment I need every day.
-  Respect the environment of our school.
-  Respect others by using electronic devices/social media in a responsible manner.

The School shall endeavour to:

-  Ensure your son's safety and well-being.
-  Provide a broad, balanced curriculum, incorporating British values and meet the individual needs of your son.
-  Ensure that your son achieves his full potential as a valued member of the school community.
-  Keep you informed about general school matters and about your son's progress in particular.
-  Maintain high standards of work and behaviour through building good relationships and developing a sense of responsibility.
-  Share any concerns around your son's safety and well-being both inside and outside the school.

The Home School Agreement will be available to be signed by parents/carers on the online admission form and for students will also be made available either in ClassCharts or student planner.

CURRICULUM ENHANCEMENT

Food Studies	All the boys in Years 7 – 9 take part in Food Studies lessons as part of their KS3 Curriculum. Students take a full and active part in all practical lessons. In order to reduce the number of ingredients students need to bring into school we ask for a one off contribution towards the cost of some ingredients and consumables. The boys are then able to take their practical work home.	£20.00
	Over the past few years we have significantly developed the Design & Technology curriculum at ICBS. By requesting a one off contribution towards costs we are able to provide the boys with a wider range of more expensive materials and professional software which can be incorporated into the boys' projects. The boys are then able to take their practical work home.	£30.00
Please let us know if you are unable to make payment		Total Cost £50.00

Optional Items

Calculator	Every year we see boys entering ICBS with calculators which are not really suitable for them, either because they are too basic, too complex or too difficult to use. We have decided therefore to standardise the calculator that the boys have when they start school. We feel that the Casio FX85GT PLUS is a sensible choice. It is dual powered, relatively cheap and has sufficient features to take your son right through to A Level.	£7.79
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WHEN YOU ATTEND PARENTS EVENING ON WEDNESDAY 25TH JUNE 2020 YOU WILL BE GIVEN A LOGIN TO THE SECURE PARENT PAY WEBSITE SO YOU CAN PURCHASE THE ABOVE ITEMS.

LOCKERS NOTICE

There are currently a limited amount of lockers available on site which are managed by an external company. There is more information available in the pack.

ICHS SNAKES & LADDERS

The school endeavours to encourage students to behave in an appropriate and constructive manner, through setting high expectations which are clearly and regularly communicated to the student body. Through the use of our reward system we look to recognise, affirm and celebrate good behaviour and achievement. On the contrary, when students do not respond in a positive manner to praise or warnings then sanctions may be necessary. When sanctions are necessary they will always be fair and proportionate, and, imposed in such a way that the dignity of the individual is respected. The school uses a clear set of behaviour sanctions, displayed in each classroom, that are applied consistently across the school.



SANCTION 1:

Verbal Warning/S1 sanction recorded on Class Charts

SANCTION 2:

S2 Sanction recorded on Class Charts and 10 min detention at break/lunch/after school

SANCTION 3:

Department detention (30 minutes) + Class Charts Behaviour S3 entry (1 x missed department detention = School detention)

House detention (30 minutes) + Class Charts Behaviour S3 entry (1 x missed house detentions = School detention)

SANCTION 4:

Declassing - Automatic School detention administered + letter home + Class Charts Behaviour S4 entry

SANCTION 5:

School detention (90 minutes) + Class Charts Behaviour S5 entry

2 x missed school detentions = Internal exclusion (1 day) + School detention

SANCTION 6:

Internal Exclusion

SANCTION 7:

External Exclusion + Parental meeting with SLT

Please remember that this is meant to keep you out of trouble and support your learning.

If any incident is serious enough during a lesson, a member of staff may move you directly to Sanction 3.

Any argument during the lesson about a sanction given will immediately result in you being moved up to the next sanction.

ICHS SNAKES & LADDERS

REWARD 5:

Attention to Learning - Full Day Trip (Yearly) for any Pupil who meets the following criteria: deemed eligible for 2 previous ATL trips and met ATL ½ day trip criteria for Term 3

REWARD 4:

Attention to Learning - ½ Day Trip (Termly) for any Pupil who meets the following criteria:

- 97% + attendance
- No Sanction 1 entries
- No Sanction 2 entries
- No Sanction 4 entries

REWARD 3:

Celebration Assembly (Termly)

- Winning Form House Points Total = Non Uniform Day
- No S1 Sanctions on Class Charts= Prize Raffle Entry
- Outstanding contribution to Subject = Subject Prize
- 100% Attendance = Certificate + Non uniform Day

REWARD 2:

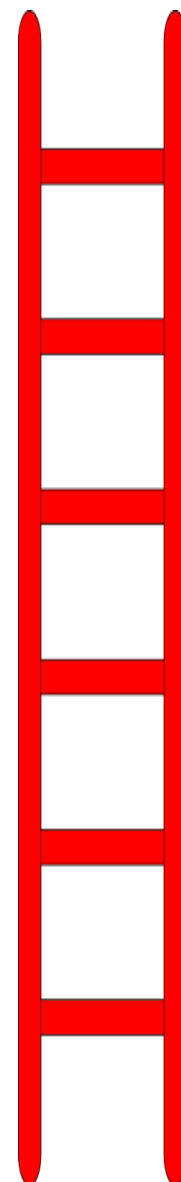
School Postcards/E cards - awarded for outstanding contribution to any area of school life

REWARD 1:

Achievement Points

- Top 10 (Weekly) = Canteen queue jump pass (valid for 5 days)
- Top 20 (Monthly) = Sports hall use after school/ computer room use at lunch
- 100 Points (Yearly) = Bronze Award (Awarded in Form Time)
- 150 Points (Yearly) = Silver Award (Awarded in Form Time)
- 200 Points (Yearly) = Gold Award (Awarded in House Assembly)
- 250 Points (Yearly) = Platinum Award (Awarded in Celebration Assembly)

All staff have the right to praise pupils, this may include contacting parents, as and when they choose to do so.



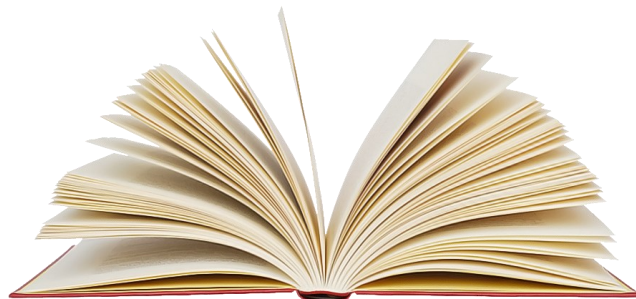
RECOMMENDED READING FOR YEAR 7

ADVENTURE

Craig, Joe - Jimmy Coates series
Harris, MG - The Joshua Files
Higson, Charlie - Young James Bond series inc Silverfin
Horowitz, Anthony - Alex Rider series, Power of Five series,
Hutton, Sam - Special Agents series
Mayo, Simon - Itch
McNab, Andy- Boy Soldier
Muchamore, Robert - Cherub series
Ryan, Chris - Alpha force series, Code Red series
Walden, Mark- H.I.V.E

FANTASY

Colfer, Eoin – Artemis Fowl series
Cowell, Cressida - How to tame a Dragon series
Delaney, Joe – Spook’s Apprentice series
Gaiman, Neil - Coraline
Jacques, Brian – Redwall series
Landy, Derek - Skulduggery Pleasant series
Lewis, CS – The Chronicles of Narnia
Nix, Garth - Sabriel etc, Mister Monday etc.
Paolini, Christopher - Eragon series,
Pratchett, Terry – Discworld series, Book of Nomes etc.
Pullman, Philip – His Dark Materials series,
Riordan, Rick - Percy Jackson, Heroes of Olympus series
Rowling, JK – Harry Potter series
Somper, Justin – Vampirates series
Stroud, Jonathan – Bartimaeus series
Tolkien, JRR – Lord of the Rings, The Hobbit
Stewart, Paul – Edge Chronicles series



ANIMAL

Corder, Zizou - Lionboy series

DETECTIVE/ MYSTERY

Philip Pullman - Ruby in the Smoke etc.
Dowd, Siobhan - The London Eye Mystery

FAMILIES/ RELATIONSHIPS/ PREJUDICE

Blackman, Malorie - Noughts & Crosses,
Hacker, Pig-Heart Boy etc.

HUMOUR

Boyce, Frank Cottrell – Millions, Framed, Cosmic Cross, Gillian – Prime Minister’s Brain etc.
Dahl, Roald – Charlie and the Chocolate Factory etc.
Jennings, Paul – Unbelievable etc.

HORROR & SUSPENSE

Shan Darren – Saga of Darren Shan, Demonata series
Snicket, Lemony – Series of Unfortunate Events

HISTORICAL NOVELS

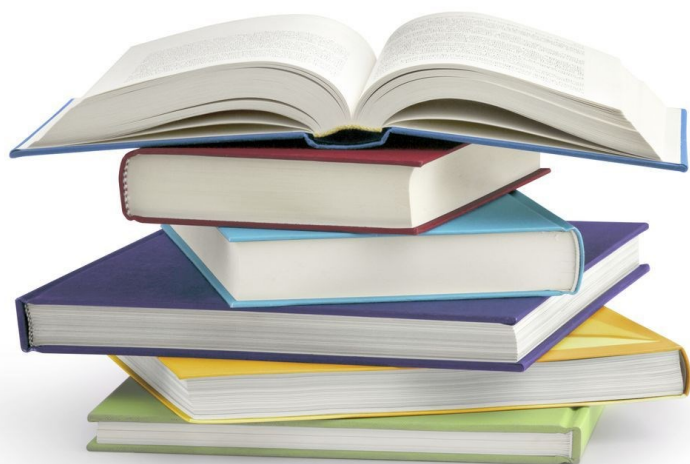
Boyne, John - The Boy in the Striped Pyjamas
Gleitzman, Maurice - Once, Then, Now, After
Morpurgo, Michael – Private Peaceful, War Horse

SPORT

Cattell, Bob – Glory Gardens Cricket series
Freedman, Dan – Jamie Johnson football series

NON-FICTION

Deary, Terry – Horrible Histories etc.



SCHOOL UNIFORM AND DRESS CODE

Years 7 to 11: All boys must wear:

- A white shirt (long or short sleeved)
- The school tie
- The school blazer.
- Grey or black trousers.
- House Coloured Lanyard
- Black sensible shoes - **NOT trainers.**
- Pullover (optional) must, if worn, be grey and **V-neck with no logos**
- (Black may be worn by Years 10 and 11) **Cardigans are not permitted.**



Outer Clothing

When boys are travelling to and from school, it is expected that their appearance will be a credit to the school and to their homes. No particular colour or length of outer clothing is stipulated; the only requirement is that the boys must look respectable. No “hoodies” or denim jackets are permitted. Coats should not be worn inside the building.

Not permitted: jewellery, hairstyles liable to draw attention, training shoes (as normal wear) or heavy boots.; facial hair (beards, moustaches, stubble) if worn by older boys should be neatly groomed.

Most items of school uniform can be purchased anywhere however the school tie and blazer need to be purchased from our specialist suppliers. Details of the two school uniform shops who stock our ties and blazers are given below.

<p>Lucilla 180a Cranbrook Road Ilford, IG1 4LX Telephone: 020 8554 5133 www.lucillaschoolwear.co.uk</p>	<p>Carolina's 708 Chigwell Road Woodford Bridge, IG8 8AL Telephone: 020 8504 6420 http://carolinaschooloutfitters.co.uk/ilford-county-high-school-50-c.asp</p>
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PE AND GAMES KIT

All students will need:

- Towel for showering (if required)
- Black ICHS Shorts (compulsory item only available from SWI)
- Red/Black ICHS PE Polo Shirt (compulsory item only available from SWI)
- Thermal Red Baselayer Top (compulsory item only available from SWI)
- Red Coolmax Socks (compulsory item only available from SWI)
- Black/White ICHS Training Top (optional item only available from SWI for extreme weather conditions)
- A predominantly white, clean pair of trainers that are practical and not fashionable, with suitable ankle support (non marking sole) for indoor use (compulsory item)
- Appropriate studded football boots (compulsory item)
- Shin pads (compulsory item)
- Gum shields (advisory)

SCHOOL UNIFORM AND DRESS CODE

Students at ICHS are expected to wear some items of school specific PE kit which are available direct from our suppliers SWI. These items are marked (compulsory items should be available with recommended order date no later than the **5th August 2020**).

Orders can be placed over the internet to SWI at the following address:

www.swischoolwear.co.uk

Or be placed over the telephone on the following contact number: 01928 752 610

A SWI order form is also enclosed in the pack should you wish to order through the post.

You can choose to have items delivered to your home (£4.00 charge on orders less than £70) or to the school, for COLLECTION on a TUESDAY * (IF ordered BEFORE 5.00pm the previous THURSDAY) at no cost and during TERM TIME ONLY. A full returns procedure is also available is also available through SWI. *Your items will be packaged and labelled at the point of dispatch however ICHS staff cannot be responsible for any errors in labelling or contents.

All items must be clearly labelled with the pupil's name on a part of the garment that cannot be removed easily. Every effort is made to recover lost items that are named, but no responsibility is accepted for articles lost or damaged.



Empowering to Excel By Learning Together

ICHS seeks to be a centre of excellence that offers a challenging and inspirational learning environment delivering exceptional educational outcomes and strong character development.

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Website: www.ichs.org.uk
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