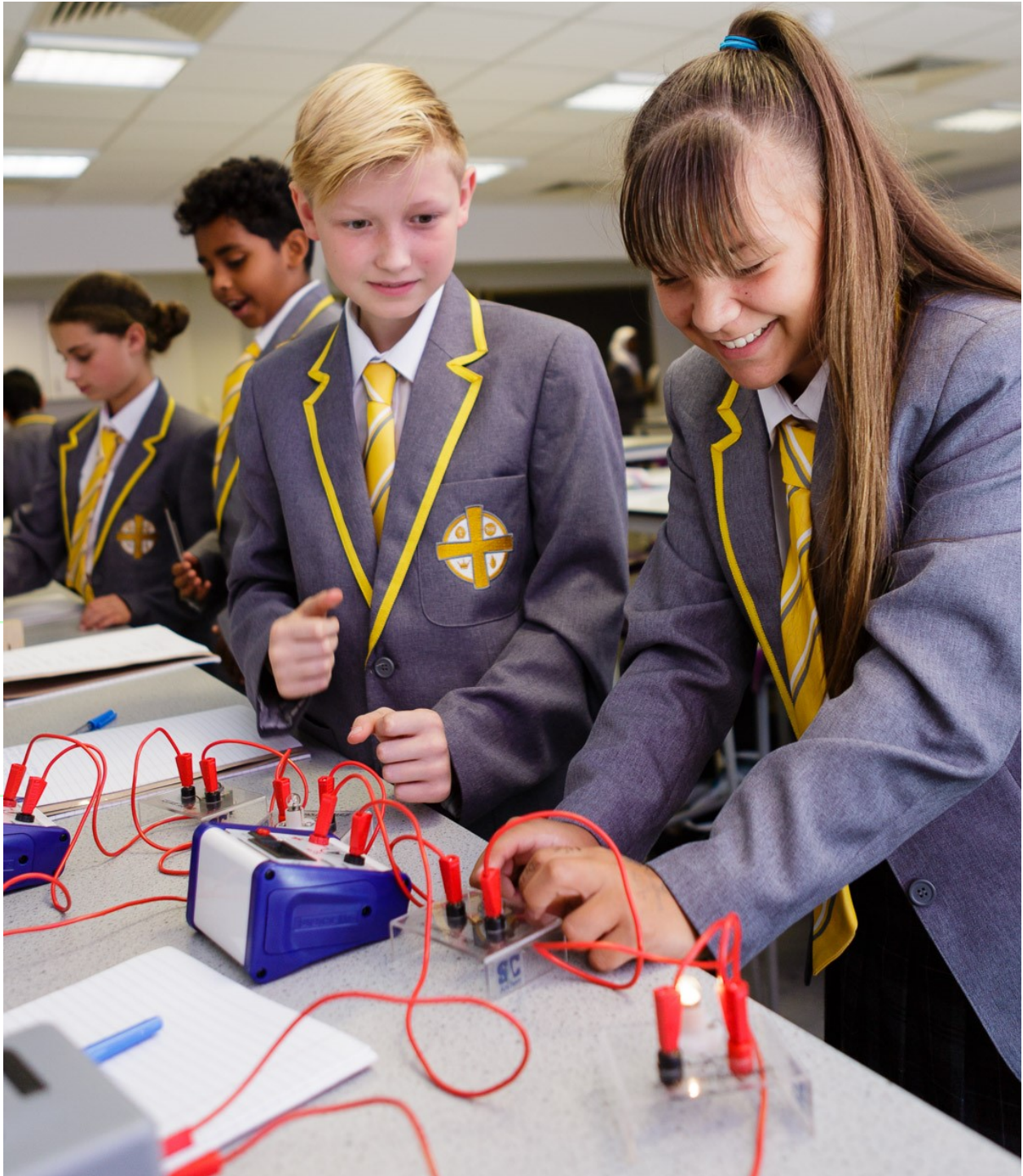




Ealing Fields
High School



A Guide for **Parents and Carers**

September 2021

Ealing Fields Key Staff



Dame Alice Hudson
Executive Head Teacher,
The Twyford CofE
Academies Trust



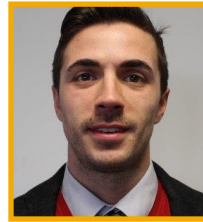
Jo Trewin
Deputy Headteacher - Staff Training
and Development
Ealing Fields High School



Mark Bedford
Associate Head Teacher,
Ealing Fields High School



Karl Woodham
Assistant Headteacher KS3
Ealing Fields High School



Lucjan Santos
Assistant Headteacher -
Pastoral Lead
Ealing Fields High School



Lucy Edwards
Head of Year 7/
Ealing Fields High School

The main contact details for Ealing Fields High School are:

Telephone: 0203 711 0022

Email: office@ealingfields.org.uk

The Ealing Fields Ethos

Ealing Fields High School prides itself on being a community which believes in our human capacity to do and be good.

We believe that we should be responsible for ourselves and for others, we should think about the future impact of our actions and that we should live up to God's image within us. We could think of ourselves as being challenged to stretch in three directions - upwards, outwards and ahead. It is our hope that the students who are educated in the Ealing Fields way will be capable of 'intelligent engagement with the wider world'.

The 10: 10 Ethic

There are 6 disciplines which we expect every student to work on.

They are to :

- ♦ Know yourself
- ♦ Be an agent for good
- ♦ Understand weakness
- ♦ Accept support
- ♦ Engage fully
- ♦ Stretch



These six disciplines will ensure we keep true to our 3 principles for how we live and work together as a community:

- ♦ Good gifts used in service
- ♦ Don't stay in a bad place
- ♦ Unique Value in community

If we live by these rules we will come closer to understanding our key text from the bible:

'I have come that you should have life and life in all its fullness'

John 10 vs 10

The Ealing Fields Etiquette

When we were little our parents brought us up to have good manners.

There are good manners which will help you live your life in a good way –
whatever the community you are living or working in.

These are the Ealing Fields good manners that we refer to as the Ealing Fields Etiquette

Good Gifts used in Service

- ◆ We appreciate what we have been given
- ◆ We create rather than destroy
- ◆ We enjoy being good and doing well
- ◆ We always give of our best
- ◆ We smile and sit-up straight
- ◆ We thank our teachers at the end of every lesson
- ◆ We celebrate each other's success

Don't stay in a Bad Place

- ◆ We say sorry when we do wrong
- ◆ We are not afraid to own-up
- ◆ We know how to be silent and reflective
- ◆ We are honest
- ◆ We learn from our mistakes
- ◆ We forgive others

Unique Value in Community

- ◆ We notice the feelings of others
- ◆ We are helpful
- ◆ We listen
- ◆ We control ourselves
- ◆ We are polite
- ◆ We treat everyone in school as a friend
- ◆ We make a positive impact on our environment

Our Learning Disciplines

There will be many things which you will learn at Ealing Fields which will allow you to position yourself to do well in your life - both during school and when you leave. Some of these things will be about learning skills and some will be about mastering new information.

In year 7, as well as learning new subjects you will learn skills which are essential for you to do well whichever subject you are in. Teachers in all your morning subjects will refer to these in the same way so that you get used to using them. We will also have learning workshops once a half term which will help you focus on developing them further. You might like to think in advance of coming to Ealing Fields High School about what some of these learning skills might involve.

The skills are to :

- ◆ Memorise accurately
- ◆ Listen Intently
- ◆ Read Critically
- ◆ Apply systems
- ◆ Discern logical Patterns
- ◆ Form coherent arguments
- ◆ Speak Purposefully
- ◆ Write cogently
- ◆ Explore Analytically

Creative Applications

In our afternoon lessons we will apply these skills as well as practising our abilities to work creatively in groups as part of the elective programme:

- ◆ Exercise Curiosity and Enquiry
- ◆ Look Outward
- ◆ Act Responsibly
- ◆ Engage Creatively
- ◆ Work Co-operatively

Term Dates 2021-2022

AUTUMN TERM

Autumn Term 2021

Tuesday 7th September 2021 – Wednesday 15th December 2021

Wednesday 1st – Monday 6th September – Staff Training (school closed to students)

Tuesday 7th September – Year 7 only

Wednesday 8th September – All Years return

HALF TERM: Monday 25th – Friday 29th October 2021

Monday 1st November – Staff Training (school closed to students)

Friday 19th November – Occasional Day (school closed to students and staff)

END OF TERM: Wednesday 15th December 2021



Spring Term 2022

Tuesday 4th January 2022 – Thursday 31st March 2022

HALF TERM: Monday 14th – Friday 18th February 2022

END OF TERM: Thursday 31st March 2022



Summer Term 2022

Tuesday 19th April 2022 – Wednesday 20th July 2022

May Day Monday 2nd May 2022

HALF TERM: Monday 30th May – Friday 3rd June 2022

Monday 6th June – Staff Training (school closed to students)

END OF ACADEMIC YEAR: Wednesday 20th July 2022



Times of The Day

Our school encourages students to make the most of every day. We start fresh and early in order to make the most of morning time for the core subjects: English, Maths, Science, Languages and Humanities. Our afternoon lessons are longer, allowing students to immerse themselves in practical subjects such as Sport, Music and the Ealing Fields specialist ethics course.

The day is as follows:

Year 7 and 8	
8.25am	Bell to line up
8.30am – 9.00am	AM Form time
9.00am – 9.50am	Period 1
9.50am – 10.40am	Period 2
10.40am – 11.00am	Break time
11.00am – 11.50am	Period 3
11.50am – 12.40pm	Period 4
12.40pm – 1.20pm	Lunch time
1.20pm – 2.10pm	Period 5
2.10pm – 3.00pm	Period 6
3.00pm – 3.50pm	Period 7
3.50pm – 4.00pm	PM Form time

Year 9, 10 and 11	
8.25am	Bell to line up
8.30am – 9.00am	AM Form time
9.00am – 9.50am	Period 1
9.50am – 10.40am	Period 2
10.40am – 11.30am	Period 3
11.30am – 11.50am	Break time
11.50am – 12.40pm	Period 4
12.40pm – 1.30pm	Period 5
1.30pm – 2.10pm	Lunch time
2.10pm – 3.00pm	Period 6
3.00pm – 3.50pm	Period 7
3.50pm – 4.00pm	PM Form time

Note: On Friday All year groups have form time from 2.10pm – 2.30pm and are then dismissed to go home

It is the responsibility the parent to arrange with their child what time they will leave school each day. At the start of a new term the school day may begin later and there are a number of early closure days throughout the year when the children are dismissed at lunchtime. Details of these will be communicated to you via email.

Communication

The school's main method of communication with parents is via email.

Contacting Staff

The easiest way to contact teachers is via email (and you will find you get a swift reply!). Most email addresses are the teacher's first initial followed by their surname (without a space), followed by @ealingfields.org.uk. Specific contact details will be shared with you at a later date. In the meantime please email office@ealingfields.org.uk and your message will be passed on.

Websites

The school website www.ealingfields.org.uk contains lots of information for parents

Independent support and help can be found on www.familylives.org.uk/advice/secondary/

Have you Moved House? Changed Contact Details?

It is very important that we have the correct contact details for all parents at all times. Communication via email is our primary source of contact with you so it is imperative that we have your email address(es). If you move house, change telephone numbers or email address you must inform us by emailing office@ealingfields.org.uk

Travel to School

It is best for students to travel with friends and coming to school together is a great start to the school day. We encourage students to walk or cycle to school. There are student bike sheds located at the front of the school. Your child should wear a helmet and use a D-lock to secure their bike in the bike shed.

For many children the journey to high school is the first time they have travelled alone on public transport. All 11 to 15 year olds need an Oyster Photocard for free travel on busses. The cards are free and should be applied for as soon as possible by completing a form from the Post Office, which the school will countersign. You will need to top up this card with money for tube travel.

Parents should not bring their child to school by car as there are no parking nor drop off spaces available. Parents must not use or block the school vehicle gate as this is a hazard to students and other pedestrians. Parents must not stop in prohibited places, pull out or overtake in a dangerous way, park across or on our neighbours' driveways or perform dangerous U-turns on neighbours' driveways or the school vehicle gate.

We politely ask parents to wait outside the school gate if collecting their child from school.

If you need to visit the school please be aware that there is no parking on the school site.

Attendance and Punctuality

Attendance

If your child is going to be absent from school due to illness, you must email office@ealingfields.org.uk or call the school and leave a message on the absence line (selection option 2 then option 1); it is not necessary to speak to a member of staff as all messages are picked up. Notification of absence due to illness should be made before 8.00am each day of the absence. If your child is absent from school for 3 or more days, a doctor's medical note will be required.

Appointments

If you know in advance that your child is going to be absent from school for a justifiable reason (e.g. for a medical appointment) you should email as above or you can bring a letter giving the reason and details, to the school office. Notification of absence should be made to the school as soon as possible. Parents should inform their child of the appointment details. It is the child's responsibility to report to the school reception at the correct time - we will not be able to collect your child from class. Students must sign out at reception before leaving the premises and will be required to report to reception to sign in if they are returning to school later on.

Leave of Absence

Leave of absence for holidays in term time is not permissible under government guidance (November 2013) and the school is not allowed to grant leave of absence in term time unless under exceptional and documented circumstances. Parents may request term time absence by completing and submitting a Leave of Absence Request Form which can be found on the school website or by emailing office@ealingfields.org.uk. The school must warn parents that if you do take unauthorised leave of absence then you will be liable to a fixed penalty fine issued on our behalf by the local authority.

All unjustified absences will be investigated – if you have a problem, it's best to talk to someone first.

Punctuality

Considerable importance is attached to punctuality and registration is an integral part of school administration as well as being a legal requirement. Students must always ensure they are in line up by 8.30am at the latest. Students will be marked in 'late' if they arrive after 8.30am and will automatically receive a 30-minute same-day detention. If your child arrives late for school, they must report to reception to be signed in. The school reception will advise your child to go straight to tutor time or assembly or, if necessary, to wait in the reception area until assembly has finished.

Study Club

Ealing Fields runs a supervised Study Club from 4.15—5.15pm Monday—Thursday . This is a quiet space where students can complete their lesson prep and homework and have access to school laptops.

School Uniform

We set very high standards for appearance, just as we do with behaviour. Students should wear full school uniform at all times. Any student who is not wearing full and correct uniform will be sanctioned.

Full details can be found in your Induction Pack.

Stockist

Juniper Uniform

154-156 Broadway
London
W3 0TL
Tel: 020 8998 0144

PMG Schoolwear

Buildings, Boston Road, 3TT, 13 Broadway,
London
W7 3TT
Tel: 020 8567 1155

Please make sure that each and every item of your child's school uniform is clearly labelled with their full name and tutor group.

Equipment List

Parents have as much to get used to as the children at the start of term and the key to success is to be really organised and prepared. Students will need the following equipment:

- ◆ Pens - red, green, blue and black
- ◆ Pencil case
- ◆ Pencil
- ◆ Pencil Eraser
- ◆ Pencil Sharpener
- ◆ 30cm Ruler
- ◆ Glue Stick
- ◆ White Board Pen & White Board Eraser
- ◆ Highlighters - pink, yellow and green
- ◆ Protractor
- ◆ Scissors
- ◆ Scientific Calculator - this must be the Casio fx-85 GT plus (can be purchased from the school)
- ◆ Spanish Dictionary - this must be the Collins Easy Learning Spanish Dictionary (ISBN: 978-0-00-753094-6)

In addition to the equipment listed above and their school uniform, students will need:

- ◆ Colouring pencils or felt-tips pens
- ◆ A reading book
- ◆ Clear book covering
- ◆ A padlock for their locker if needed (we suggest a padlock with a key, not a combination lock)
- ◆ Access to a computer and the internet is very useful for homework.

An equipment check is carried out every week. A wide range of stationery is available to purchase from Ealing Field's Student Services which is open before and after school and during break time.

It is the student's responsibility to prepare their school bag every night so that it is ready for the next day. If they forget something, they will face a same-day detention.

Even if you believe a forgotten item was your fault, we are not able to take items from parents at reception. This is fair to the whole school community and helps students become even more independent and responsible for their own organisation.

The Conduct System

The school operates a positive and negative points system:

- ◆ Students will be rewarded with positive points for good behaviour, good participation in class, good work and many other achievements. Successes are celebrated in tutor time, in school assemblies and in the school newsletter.
- ◆ As we have the highest expectations of our students, sanctions will be enforced for poor behaviour. Each negative point given to a student equates to a same-day 15-minute after-school detention. Continued poor behaviour will result in an additional detention after school on Friday.

When a detention is issued, parents will be notified via email. Students will not be excused from detention unless they have a medical appointment (evidence will be required).

Homework

Homework

Homework can be one of the biggest changes affecting parents when their child starts high school! The assignments children are given are often much more fun than anything we did at school, but they can also be time-consuming and challenging. Ealing Fields sets two types of homework:

- ◆ **Lesson Prep**—a short task (15mins maximum) which is set daily and will set up the learning for the next lesson or consolidate the learning which has taken place in that lesson.
- ◆ **Homework Assignments**—a longer task that will be set after a sequence of lessons and will be used to assess your child's progress in a particular skill or topic area.

Top Tips for Homework

- ◆ Check your child's planner daily; this is the best way to see what your child has to do each evening. **You will need to sign your child's planner on a weekly basis.**
- ◆ Provide a quiet space for homework to be completed.
- ◆ Establish a routine for homework. Find out what works best for your child. Some prefer a break when they get home from school, others prefer to get straight on with the work after a quick snack.
- ◆ Encourage your child to take responsibility for their own homework, so that they get down to it without nagging from you!
- ◆ If possible, make time to help your child with their homework. This does not mean doing it for them, but you might make suggestions, source appropriate websites or check the content and accuracy of their work. You may need to help by finding appropriate books at your local library.
- ◆ Make sure your child spends a reasonable amount of time on homework, neither too much nor too little. They should still have time to watch their favourite TV programme, see friends and attend activities outside school.
- ◆ If students aim to get homework completed soon after it is given out, a backlog does not build up.

Mobile Phones

Parents who wish their child to carry a mobile phone to school should do so only according to the following:

- ♦ The phone must not have internet access and must not have a camera
- ♦ The phone should be one of the following types – Alcatel 1016G, Nokia 130, Samsung E1200
- ♦ The phone should be clearly marked with the student's full name
- ♦ The phone should be switched off before the student enters the school site and placed in their school bag
- ♦ The phone should not be brought out at any point during the school day and should only be used after school when they are out of site of the school entrances
- ♦ A school brand mobile phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen

There may be occasions where a member of staff is required to search a student's bag to look for a mobile phone (this will be done in accordance with the DfE guidance on searching and screening):

- ♦ If during a search a 'school phone' is found it will not be confiscated provided it does not contain any evidence relating to an investigation and is found switched off
- ♦ All non-school recommended phones will automatically be confiscated and 'school phones' that are not switched off, as part of a search
- ♦ Phones that are visible during the school day will automatically be confiscated
- ♦ Any phone that is seen or heard during the school day (school issue or otherwise) will automatically be confiscated

When a phone is confiscated, parents will be notified via email and the phone will not be returned until the end of the full school term.



Alcatel 1016G



Nokia 105



Samsung E1200

These models are available at www.tescomobile.com or www.carphonewarehouse.com

The House System

The house system creates unity between tutor groups across the year groups. This happens through inter-form competitions, sporting activities and the termly conduct point competition.

The Houses are named after well-known citizens from Ealing, who have all made positive contributions to the disciplines within the Ealing Fields Curriculum Strands:

Byron House	(Red)
Chambers House	(Yellow)
McQueen House	(Green)
Perceval House	(Light Blue)
Springfield House	(Dark Blue)
Yeats House	(Purple)



The Welfare Room

The school's welfare room is located behind the school office, near the main reception. It contains all of the necessary fixtures, equipment and supplies necessary.

The welfare room is serviced by first aiders who are on site from 8.00am until 5.00pm. Kindly note that the first aiders are only able to provide immediate medical attention and that they are not able to help with daily ailments.

Parents are expected to:

- ◆ Advise the school regarding any medical appointments their child has during school time
- ◆ Provide information about their child's medical condition on the emergency contact form and Care Plan that they were sent with their Welcome Letter
- ◆ Update the school concerning any changes regarding their child's medical condition
- ◆ Provide the school with any necessary medication ensuring that it is in date, in its original packaging and pharmacy labelled. Medication should be handed in to reception with a Medication Permission Form (available at reception). The medication should be taken home where possible.

Pupils are expected to:

- ◆ Report to reception at the correct time if they have a medical appointment during school time
- ◆ Speak to a member of staff if they feel unwell or have been involved in an accident and then report to Reception so that they can be assessed and instructed to go to the Welfare Room
- ◆ Carry any life-saving medication (e.g. Epi-pens and Inhalers) on their person at all times - this includes during PE lessons (the teacher may be able to hold the medication if necessary)
- ◆ Be responsible for their own medication on day trips and residential trips. If your child does not have their medication with them on the day of the trip, they will not be permitted to go.

Electives

Mornings are dedicated to the core subjects: English, Maths, Science, Languages and Humanities. The longer afternoon lessons, called Core Electives, focus on practical subjects: Sport, ICT, Music and the Ealing Fields specialist ethics programme. This combination is central to delivering our 10:10 Ethic.

In some afternoons students enjoy a longer 100 minute session of learning in a range of areas including our exciting new 'Ethics' programme which teaches the unique Ealing Fields skill of 'thinking how to think'. Students also enjoy applied learning in PE, Music, Art and Drama and some students have booster Literacy sessions to support their core curriculum learning. We have excellent new specialist facilities on site, including specialist Drama studio, Science labs, Sports Hall and music keyboard room. At Ealing Fields High School we are also able to deliver a wide range of voluntary after-school clubs, some of which are listed below with other Wider Learning opportunities.



Wider Learning Opportunities

Here is just a small taster of the Wider Learning Opportunities available to your child during their time at Ealing Fields High School:

- ◆ Sports Clubs
- ◆ Music Ensembles
- ◆ The Promethean newspaper
- ◆ School Choir
- ◆ Spelling Bees
- ◆ Cross-curricular Projects
- ◆ Local, Regional & National Competitions

With so many clubs taking place around our school site, staff are not able to look for students after school. It is really important that students and parents discuss plans for after school on a daily basis so that both parties know the after-school plans.

Take a Deep Breath!

Breathing is automatic and you do not have to think about doing it in order to stay alive. However we can learn to breathe more effectively – especially in particular circumstances. Singers and athletes both learn to control their breathing in order to become more powerful or more effective. Good breathing can make us more alert and more controlled. By taking more oxygen into our bodies it can help us concentrate on what we are doing. This will help us be calm and reflective both in our thinking and our prayer. Lazy breathing will make us less energetic if we slouch and use shallow breaths we give less oxygen to our brains.

This is why at Ealing Fields High School we practice a simple discipline of sitting up straight and taking good deep breaths. We will always do this exercise at the start of our assemblies and in our prayer and reflection times. However our best students will learn to manage their posture so that they breath well and are alert all the time – especially in class.

Breathing Properly

Here is a simple breathing exercise to achieve good breathing:

- ♦ **Place your hands at the base of the rib cage.**

The lungs go that far down. What fills them deeper is the pulling down of the diaphragm which is a membrane at the bottom of the chest cavity. The diaphragm creates a suction which draws air into the lungs. Air is then expelled when the diaphragm is pushed up. In this process, the life-giving oxygen fills the lungs and gets into the blood stream for distribution to the cells. Carbon dioxide is expelled from the blood into the about-to-be exhaled breath, thus cleansing the body and blood of waste products.

- ♦ **Lay the palms of your hands just below the rib cage, middle fingers barely touching each other, and take a slow deep breath.**

As the diaphragm pulls down, the stomach will slightly expand causing the fingertips to separate a little. This indicates you have used your lungs fully with a proper deep breath. Simply puffing up your chest when you breathe fills only the upper and middle part of your lungs and does not give you maximum lung capacity. Deep breathing using the diaphragm increases energy and decreases tension in challenging situations.

Positioning Yourself to do Well

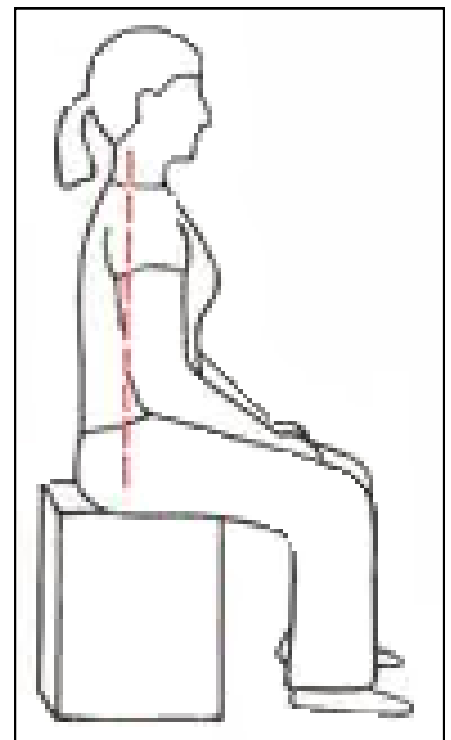
There is one other very simple thing which you can do ... which is about positioning yourself to do well...

It is so simple that it can become automatic ... but it really does puts you in the right position to learn, quite literally!

Proper sitting posture involves upright spine, your head being held over your neck, your ear canal inline with the middle of your shoulder, shoulders relaxed (not pulled backwards with the chest sticking out), pelvis slightly tilted forward (not tucked or over-tilted), knees below or at level of the hips, and feet placed firmly flat on the floor shoulder width apart, toes pointing forward.

Our Reflection Routine:

1. Sit up straight and tall. Exhale – ensure your stomach is flat.
2. Inhale through your nose and, at the same time, relax the stomach muscles. Feel as though your stomach is filling with air.
3. After filling the stomach, keep inhaling. Fill up the middle of your chest. Feel your chest and rib cage expand.
4. Hold the breath in for a moment, then begin to exhale as slowly as possible through your mouth.
5. As the air is slowly let out, relax your chest and rib cage. Begin to pull your stomach in to push out the remaining breath.
6. Close and relax your eyes, and repeat the exercise focusing on your breathing.
7. Relax your face and mind.
8. Let everything go.
9. Practice for 3-5 minutes.



Ear over shoulder, pelvis slightly tipped forward

Being Prayerful

Ealing Fields is a member of a Church of England Trust. Every time we gather together as a community we will start with a greeting and end with a prayer and a response which we can listen to or say together. This will give us a moment to remember ourselves before God – in advance of talking about the things which we want to talk about. How we breathe and how we sit will help us to be prayerful and reflective also.

Here are some of our favourite greetings and responses:

Christ has no body but ours;

No hands; no feet on earth but ours.

Ours are the eyes with which he looks

with compassion on this world.

Ours are the feet with which he walks to do good,

Ours are the hands, with which he blesses.

After Teresa of Avila (1515–1582)

Serenity prayer

God, grant me the serenity

to accept the things I cannot change,

Courage to change the things I can

and the wisdom to know the difference.

Living one day at a time;

enjoying one moment at a time.

after Reinhold Niebuhr

All shall be well

And all shall be well

And all manner of things shall be well

All life is a precious thing

Held in the Palm of God's Hand

Amen

after Julian of Norwich

Love is patient; love is kind

never boastful or jealous or proud

Love is never rude or self-seeking

doesn't take offence or store resentment

Love does not rejoice at wrong-doing

but finds joy in the truth

Love bears all things, trusts all things:

love hopes and love endures.

From 1 Corinthians 13

What Happens Next?

Induction

Induction Evening—30th June

This event will now happen online. You will receive log-in details to the school COPIA site. On there you will be able to find videos from key members of staff and resources about the school.

Induction Days—1st and 2nd July

Unfortunately we will no longer be able to hold these days on site either. However, please go to COPIA where you will find lots of resources; including a school tour, a performance by our choir, a live science experiment and information about all your new subjects.

Individual Meetings—WC 5th July

This year our individual meetings will be held remotely. Each of you will be able to book in a slot to speak to Miss Edwards (Head of Year 7) or Mr Woodham (Assistant Headteacher KS3)

Individual meetings are not a test...just a chance to get to know you a little bit better.

We will ask you about:

- ♦ What you liked and disliked at Primary school
- ♦ Whether you have any worries about coming to Secondary School
- ♦ What you like doing outside of school

Welcome Service: Date TBC September 2021

To mark the special event of your first day at Ealing Fields we usually invite parents and students to attend a Welcome Service. Given the current circumstances, we are unable to provide further details about this at the moment. However, we will keep you updated if we have more information about this.

Trust Anthem

Each Day A New Day

In This Special Place

Each day a new day in this special place;
Hearts firm in faith, sustained within your grace.

Building our lives in truth and harmony;
Constantly growing in community.

Here for a purpose, ambitions to fulfil;
Resourceful in effort and resilient in will.
Our lives enriched in reflection of your ways;
For these and all your gifts we give you praise.

As we move forward, new thresholds to explore;
Excellence our goal, achievement the reward.
Grant us direction, your principles affirm;
Inspire our intention as we seek to serve.

Be present now, our comforter and guide;
Life in abundance, vision you provide.
Fulfil your promise to be ever near;
Confer your blessing as we gather here.

Words and Music ©2013 Keith Routledge

Ealing Fields High School

Wyke Gardens, London W7 2BB

Tel: 0203 711 0022

E-mail: office@ealingfields.org.uk

Website: www.ealingfields.org.uk