



**Eastbrook School**  
Part of the Barking Abbey Family



# Sixth Form

# Student Information

## Booklet 2025-26



# Welcome to Eastbrook Sixth Form

I am delighted that you are considering our school as the destination for your post GCSE studies. The decision of your future education is a big one, and not one that should ever be made lightly. Some of you have been with us since Year 7 and some of you will be joining us for the first time, however, all will be welcomed to our school.

Our school is one where 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 offer a range of KS5 pathways and offer high quality teaching and learning across all A Level and Vocational subjects.

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

- **For all students to Excel.**
- **For all students to Belong.**
- **For all students 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 at Eastbrook. We lead a distinctive learning community, and we purposefully and explicitly prioritise the development of students' character and academic accomplishments in equal measure, so they can 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 for whatever future you aspire to. We will push you, challenge you and support you to be the best version of yourself.

So, welcome once again and thank you for considering Eastbrook Sixth Form.

We look forward to being part of 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

*'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 2025-26

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

## Eastbrook School Term Dates 2025-2026

SEPTEMBER 2025

M	T	W	T	F	S	S
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					

OCTOBER 2025

M	T	W	T	F	S	S
		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		

NOVEMBER 2025

M	T	W	T	F	S	S
					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

DECEMBER 2025

M	T	W	T	F	S	S
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				

JANUARY 2026

M	T	W	T	F	S	S
			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	

FEBRUARY 2026

M	T	W	T	F	S	S
						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	

MARCH 2026

M	T	W	T	F	S	S
						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					

APRIL 2026

M	T	W	T	F	S	S
		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			

MAY 2026

M	T	W	T	F	S	S
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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

JUNE 2026

M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2026

M	T	W	T	F	S	S
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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		

AUGUST 2026

M	T	W	T	F	S	S
						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					

3 <sup>rd</sup> September	First Day of Term (Academic Year)
17 <sup>th</sup> July	Last Day of Term (Academic Year)
Days Total	190 taught days + 5 Non-Contact (Inset) Days + 1 Holiday Day to be taken with appropriate consultation
	Inset Day (staff training, closed to students) (5th December and 20th July Disaggregated for 6 Twilights)
	Staff Holiday Day
	Bank Holiday



# Sixth Form Uniform

Wearing the Eastbrook uniform is important. It creates an identity that you are **PROUD** to be part of the Eastbrook community.

Our badge and uniform is recognised within the local and wider community. Students are expected to uphold the Eastbrook character **PROUD** habits in school and within our community.



## COMPULSORY UNIFORM

Item	Compulsory	Banned Items
<b>Footwear</b>	Plain black polishable shoes.	Trainers, sports shoes (unless for PE), flip flops, Crocs, sliders, Ugg Boots or similar casual footwear.
<b>Trousers &amp; Skirts</b>	Plain black smart trousers or skirt.	Denim fabric or tight-fitting garments are not accepted, as well as combat trousers, cropped or ¾ length trousers, leggings, shorts, or other casual trousers.
<b>Tops</b>	White collared shirt (long or short-sleeved) or white blouse. Plain black smart jumper.	Vest tops, t-shirts, polo shirts.
<b>Outerwear</b>	Warm plain coloured coats and hats.	Hoodies, tech fleeces, brightly coloured puffer jackets, baseball caps, hats, durags and other non-religious head wear.
<b>Jewellery</b>	Studded earrings only and one nose stud permitted.	Rings and bracelets are not permitted for health and safety reasons. Jewellery must be removed during sports lessons.

## OTHER ITEMS

Items	Permitted	Not Permitted
<b>Religious Items</b>	Black or white headwear. a black Abaya can be worn but a blazer must be worn on top.	Patterned or coloured headwear.
<b>Electronic devices</b>	<b>Eastbrook School has a no mobile phone policy.</b> 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.	



# Sixth Form Code of Conduct

## SIXTH FORM CONTRACT

All Sixth Form students are expected to adhere to this contract during their time at Eastbrook School.

## ACADEMIC EXPECTATIONS

- Students are responsible for all books and equipment issued to them, which must be returned to the teaching staff and in good condition.
- Students must present themselves on time to each lesson, well prepared with the correct books and equipment ready to make a worthwhile and valuable contribution.
- Students must ensure all homework is completed on time and all coursework deadlines met.

## EXAMINATIONS ENTRY

- All students deemed to be ready for examination, including BTEC and CTEC will be paid for by the school. If Academic staff are concerned about a student's performance or absence record, they may not enter them for exam, but if the student wishes to enter themselves, they will have to cover the costs.
- Students who fail to meet any of the Sixth Form Code of Conduct criteria, fail to complete work to an acceptable standard, along with poor attendance and punctuality will be removed from the course. They will be expected to refund examination entry costs or BTEC/CTEC registration costs.
- If a student decides to drop a subject or leave school after exam entries have been made the student will be liable for costs incurred.
- Any student absent from an exam without adequate medical evidence will be liable for the cost of entry. Current costs as follows:
- *Level 3 BTEC Subsidiary Diploma and Level 3 BTEC Extended Diploma £164.00.*

## MISCONDUCT

Good attendance, adherence to the dress code and exemplary behaviour are all fundamental to achieving academic success and are expected at all times. They confirm a positive attitude and desire for success and are all part of a student's ethos and code of conduct. Our requirements are outlined below and failure to comply with these may lead to temporary or permanent exclusion, ultimately jeopardising a student's place in our Sixth Form.

## ILRC

- All students must comply with the ILRC rules including working quietly, not using music equipment, not eating or drinking or using mobile phones. Books must be returned to the shelves after use. Failure to comply will result in events being entered or temporary or permanent exclusion.





# Sixth Form Code of Conduct

## ATTENDANCE AND PUNCTUALITY EXPECTATIONS

- Students must maintain a minimum of 95% attendance at both school and in lessons throughout their course to be successful. Failure to achieve this will result in parents/ carers being contacted and students being put on attendance report in the first instance and may jeopardise their place in Year 12. This information will also be amongst the criteria considered when applying for Year 13.
- Attendance at all lessons is **compulsory**. If a student is ill, parents/ carers must call the Sixth Form Office on **0208 270 6517 ON THE FIRST DAY OF ABSENCE** giving details of their illness and when they are likely to return. For all subsequent days of absence either a phone call is needed each day **or** a note from parents/ carers on the student's return, clearly stating each day of absence.
- Absences known in advance must be notified to the Sixth Form Office. Appointment cards or other evidence including parent/ carer letters must be provided.
- Holidays will affect attendance and attainment levels and **SHOULD NOT** be taken during the school term. The school **WILL NOT** authorise any holiday taken in school term time. Medical and dental appointments must be made outside of school hours. They are not authorised absence.

## BEHAVIOUR

- ID Cards must be worn at all times on a lanyard and visible around the neck. Eastbrook is a secure site and access will not be possible without an ID Card.
- The behaviour of Year 12 students is expected to be of an exemplary standard at all times.
- Bringing the name of Eastbrook School or Sixth Form into disrepute outside of school may result in temporary or permanent exclusion.
- Any student suspected of consuming alcohol will be expected to take a breathalyzer test. Students who refuse the test will be assumed to be guilty. Consumption of alcohol or dangerous or illegal substances either on school premises or prior to coming onto school premises will be dealt with, regardless of age, by temporary or permanent exclusion.
- The use of mobile phones is a privilege given to Sixth Formers. However, these may only be used in the Sixth Form Centre and must be **switched off** around the school and in lessons. Any mobile phone seen being used outside of the Sixth Form Centre will be confiscated and forfeited for one week.

## TRANSFER TO YEAR 13

At the end of Year 12 students may apply for admission to Year 13; **transfer is not automatic**. Students' acceptance into Year 13 will be determined by successful Public Examination results in an acceptable number of subjects (normally considered to be at least 2) and a good record of attainment, progress and effort in all lessons.

**THE FINAL DECISION ON ANY ISSUE WILL BE MADE BY THE HEAD OF SIXTH FORM. FAILURE TO COMPLY WITH ANY ASPECT OF THE YEAR 12 CONTRACT MAY RESULT IN TEMPORARY OR PERMANENT EXCLUSION FROM SCHOOL OR BEING PLACED ON A LEARNING GATEWAY CONTRACT WHICH MAY LEAD TO PERMANENT REMOVAL FROM THAT SUBJECT.**



# Careers and Aspirations

## Careers Strategy at Eastbrook

We have an unrelenting ambition to improve social mobility for every student, irrespective of the disadvantage they face, recognising that the careers education and support they receive will have a life changing positive impact. Our students are encouraged to develop their sense of self-worth by developing essential work related and life competencies and by playing a positive role in contributing to school life and the wider community.

Eastbrook students will better understand local, regional, national and global labour markets, providing them with an insight to a diverse range of progression routes and higher education courses, as well as vocational routes such as apprenticeships or employment. We provide opportunities for students to develop careers awareness, employability skills and labour market knowledge to support their progression choices. Eastbrook prides itself on providing high quality and comprehensive careers education, which fosters high aspirations and enables our students to become happy, ambitious and successful citizens. Our school's unique demographic and subsequent student need means the quality of careers education information, advice and guidance provision is personalised and meets individual student needs.

We want our students to be:

- Successful learners who enjoy learning, make progress and achieve their full potential.
- Confident individuals who are able to lead safe, healthy and fulfilling lives.
- Responsible citizens who make a positive contribution to society.

## Career Interviews

All pupils in sixth form will have independent careers guidance. Additionally, students will receive impartial, unbiased career guidance from a range of education and training providers to inform them about approved technical education qualifications and apprenticeships through a range of experiences such as assemblies, workshops, events or talks.

## University/Apprenticeship application support

Around 90% of our students make applications to university. This means that we offer everyone advice and guidance on choices, activities to support applications and personal statement support in accordance with the UCAS process. For most students, this process starts formally in January of Year 12 and 13 until all students have completed successful applications. Some students apply for apprenticeships and these students are supported by ASK Apprenticeships, Teesside University mentors, The Talent Foundry and Eastbrook careers advisers.

[Unifrog](#) is a one-stop careers advice station. It is a great tool to access information on colleges, universities, careers and qualifications. Students can keep their profile up to date and get advice on their next steps. They can add activities to their 'locker' to build a portfolio which can support with CV writing, UCAS, Apprenticeship search and job applications. Students' logins will stay in place even once they have left Eastbrook provided that Unifrog, as a company, still exists. We encourage students to use Unifrog at sixth form so that they can start to explore their interests and strengths and build better and better career knowledge. Unifrog includes up-to-date labour and market information which is relevant to our local area.





# Enrichment and Personal Development at Sixth Form



## Personal Development

Each student has a dedicated member of staff who will be with them throughout their time in the Sixth Form. These tutors offer a programme of regular meetings to develop and support each student. They are also an advocate for their tutees to liaise with the Head of Sixth Form, the Safeguarding team, the school counsellor and other support networks.

At Eastbrook, we aim to provide a broad and varied programme of study that extends and broadens intellectual horizons, develops skills and awareness, builds confidence, and provides specialist knowledge to help students to access university, further study, training or the world of work. We will also support students in looking after their physical, mental and emotional health and well-being; they are all connected and equally important for success in studies and future life.

We are not an exam factory at Eastbrook; exam grades alone seldom facilitate future prosperity, fulfilment or wellbeing. It is our duty to ensure every student at Eastbrook participates fully in a persona development programme that challenges them to think more, give more and commit more to their wider community. Through projects, workshops, talks, events, mentoring, volunteering, fundraising and work experience, students learn to build self- confidence, develop their employability skills and graduate from Eastbrook ready to flourish in the world outside



## Enrichment at Sixth Form

### Student Ambassadors

Our student ambassadors are in post from November to July each academic year. This means that early on in Year 12 you will be supporting with staff duties around the school at secondary or primary.

- Applications for student ambassadors is in October of Year 12.
- Shortlisted applicants will be interviewed in October, ready to commence duties soon after.

Our sixth form ambassadors help the whole school to do more, students not only gain a wage but also valuable experience along the way. We are always extremely proud to have them help us make Eastbrook School feel like an amazing place.



# Attendance and Punctuality

As a school we know the importance that attendance has on a student'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**. Family support in ensuring this happens is 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.

Families, please note that if your child is absent this should be reported to the school office before **8:30am**.

The school gates are open from **8am** for breakfast club and all students are expected to be on site by **8.35am**. **If you arrive after this, you are late.**

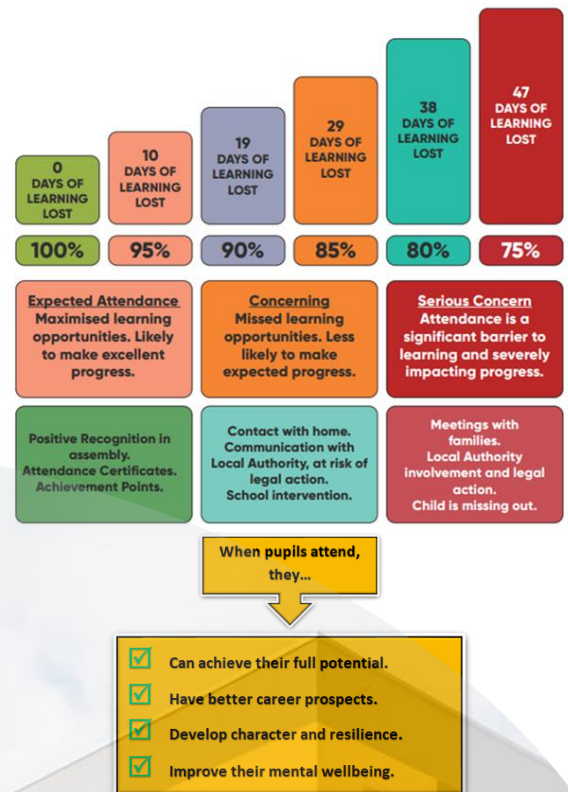
If you arrive late to school, without a valid reason from home, you will be sanctioned with an **after school reflection that day**. This will be communicated with families. If you arrive after **9:35am**, you will remain in reception until a family member has been spoken to, to provide us with a reason for your 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 and into the wider world.

Students and families experiencing difficulties with attendance matters should contact the school at the earliest opportunity to talk to the Head of Sixth Form

If you require further information regarding attendance, please refer to the school Attendance Policy, found on the school website.



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.

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 Eastbrook

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	
<b>P1</b>	Outstanding completion of work Outstanding contribution to lesson Outstanding effort in lesson Positive behaviour within the classroom Demonstrating <b>kindness</b> towards peers	<b>1 Proud Point</b>
<b>P2</b>	Consistent outstanding completion of work Consistent outstanding contribution to lesson Consistent outstanding effort in lesson Consistent positive behaviour within the classroom Demonstrating <b>wisdom</b> in learning	<b>2 Proud Points</b>
<b>P3</b>	Outstanding performance in an assessment Outstanding effort in an assessment Consistent positive attitude to learning Consistent attendance to enrichment club Demonstrating <b>aspiration</b> to improve	<b>3 Proud Points</b>
<b>P4</b>	Demonstrating <b>PRINCIPLED</b> through moral and honest habits Demonstrating <b>RESILIENCE</b> to overcome a challenge Demonstrating <b>OPENNESS</b> by supporting the school community Demonstrating <b>UNDERSTANDING</b> by supporting a peer Demonstrating <b>DISCIPLINE</b> by showing self drive / motivation	<b>4 Proud Points</b>
<b>P5</b>	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	<b>5 Proud Points</b>

## Rewards Trips

There is a reward trip for Year 12 and 13 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.



# 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 Headteacher, 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.

## **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 **Designated Safeguarding Lead (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 DDSLs will be available during school hours for staff to discuss any safeguarding concerns.

If the DSLs and DDSLs are not available, **Jamie Gibson**, Headteacher 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](http://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.lbld.gov.uk/children-young-people-and-families/report-serious-concern-about-child-marf-professionals](http://www.lbld.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 2024/25:



# 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.

**SIXTH FORM STUDENTS ARE NOT PERMITTED TO REPORT AN ABSENCE FOR THEMSELVES.**

### Sixth Form Attendance

Mrs Rolph: 020 3780 3609 ext. 1019

Email: [sixthform@eastbrookschool.org](mailto:sixthform@eastbrookschool.org)

### Planned Absences

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

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







# Eastbrook

**P**rincipled

**R**esilient

**O**pen

**U**nderstanding

**D**isciplined