

15th July 2020

Dear Parent/Carer,

September 2020 - Year 7 Students

I am pleased to be able to write to you with confirmation of the start date for your child and other key information to ensure your child has a positive start to the school in September. In this pack we have enclosed the following:

- A letter to your child notifying them of the form they will be in.
- Uniform Guide
- ParentMail Guide - (communications and payments)
- Key dates for the school year

First Day at School

Your child's start date in September will be **Friday 4th September 2020 at 8:40am**. Only year 7 and year 11 students will be in school on that day, allowing your child plenty of opportunity to get to know their way around the school, their new form tutor and fellow tutees.

Please drop your child off at the Exning Road entrance to the school which is to the left of the main school entrance. You will also collect your child from the same gate at the end of the school day which will be 2.45pm. As there will be a large number of people arriving at the school, we cannot allow parents to come onto the school site.

To manage the changes we are making to the school day as a result of Coronavirus there will be a phased return for different year groups:

(Please see the next page)

Executive Headteacher: Charlotte Robinson
Head of School: Sarah Morgan

Eastlea Community School
Pretoria Road, London Borough of Newham, E16 4NP.
T 0207 540 0400
E info@eastlea.newham.sch.uk

Friday 04.09.20	Monday 07.09.20	Tuesday 08.09.20	Wednesday 09.09.20 (onwards)
Year 7 & 11 Only	Year 8 & 10 Only	Year 9 Only	All Year Groups
Arrive: 08.45: <ul style="list-style-type: none"> • Yr 7 Exning Road • Yr 11 Chester Road gate 	Arrive: 09.00: <ul style="list-style-type: none"> • Yr 8 Exning Road • Yr 10 Chester Road gate 	Arrive: 09:15: <ul style="list-style-type: none"> • Yr 9 Exning Road gate 	Arrive: 08.45: <ul style="list-style-type: none"> • Yr 7 Exning Road • Yr 11 Chester Road gate 09.00: <ul style="list-style-type: none"> • Yr 8 Exning Road • Yr 10 Chester Road gate 09:15: <ul style="list-style-type: none"> • Yr 9 Exning Road gate
Leave: 14.45: <ul style="list-style-type: none"> • Yr 7 Exning Road • Yr 11 Chester Road gate 	Leave: 15.00: <ul style="list-style-type: none"> • Yr 8 Exning Road • Yr 10 Chester Road gate 	Leave: 15:15: <ul style="list-style-type: none"> • Yr 9 Exning Road gate 	Leave: 14.45: <ul style="list-style-type: none"> • Yr 7 Exning Road • Yr 11 Chester Road gate 15.00: <ul style="list-style-type: none"> • Yr 8 Exning Road • Yr 10 Chester Road gate 15:15: <ul style="list-style-type: none"> • Yr 9 Exning Road gate

Minimising Risk of Coronavirus

Eastlea will be very different in the autumn term, from students arriving at different times and different gates to separate break times and lunch times. Students will remain in their own year group 'bubble' throughout the day. There are a number of other steps that we are taking to keep your child safe and minimise the risk of infection. We will be posting these changes on the website in late August/early September.

Registering for ParentMail

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

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Paying for lunch

The ParentMail app is also the method that parents use to pay for school lunches. We do not accept cash in the Dining Hall so please ensure that your child's lunch money is always topped up. The instructions for this are also in the attached 'ParentMail' guide. It is also possible for parents to top up their child's account at the School Reception.

Lunch on the first day of school

Due to the adaptations we are making because of Coronavirus, the kitchen will be providing a cold, bagged lunch for students. However, if your child wishes to bring their own packed lunch please ensure that they bring a healthy balanced meal.

Purchasing School Uniform and Admission Documentation

It is important that our students present themselves well and we want to ensure that they are wearing their uniforms smartly and with pride. We have worked with our local uniform supplier, 'Fashion Stop' to provide times to purchase the uniform on the school site during the school holidays

	9am - 11am	12pm - 2pm
Wednesday, 26th August	7E* and 7A*	7C* and 7M*
Friday, 27th August	7S* and 7T*	7N* and 7Y*

*The letter from your child's form Tutor will tell you which form they are in.

Please be aware that due to current circumstances, we will not be permitting the trying on of uniform. We will accept either cash payments or payment by card. If you are paying by cash please endeavour to have the exact payment - a price list is attached.

Admission Documentation

We must also process legal documentation for your child before they start with us in September. When you attend the school site to purchase your child's uniform please bring the following documents:

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

If you are unable to attend one of these sessions then Eastlea's school uniform can also be purchased from **Fashion Stop** 138 High Street East Ham, E62HT. The list of uniform and prices can be found in the enclosed Uniform Guide.

If you have any queries regarding the above please contact info@eastlea.newham.sch.uk before the 30th July. After this date the school will not be able to process any queries until Wednesday, 19th August.

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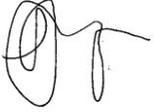
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Finally, all of the staff at Eastlea are looking forward to working in partnership with you to support your child over the next five years and we warmly welcome you and your child into the Eastlea community.

Yours faithfully



Sarah Morgan
Head of School

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