



# Information for Parents and Carers

2023 Entry



ASPIRING TO EXCELLENCE  
TOGETHER



# Welcome

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Dear Parents and Carers

Welcome to Forest Hill School at this exciting time in your child's education. I know you have made the right choice! Our commitment is to do everything possible to ensure your child has an enjoyable and successful time at Forest Hill, both holistically and academically.



The transition between primary and secondary school can raise anxieties – and even more so after the past few years – but you have my commitment that we will ensure that you and your child are supported and ready for secondary school come September. At Forest Hill we have always made Y6-7 transition a high priority, resourcing it generously in order to ensure every child gets off to a great start. This is one of the reasons why we offer a summer activity week in August that gives all our new Year 7 students a chance to get to know the school buildings and meet new friends ahead of the first day of term.

Forest Hill is a thriving comprehensive school with a reputation for providing the highest quality educational opportunities for all its students, which is equipped with nationally recognised ICT provision, state of the art technology and performing arts facilities. While we hold to traditional values, academic achievement and standards of behaviour, we are an innovative school responding to the changing needs of our students and the demands of higher education and employers. Our students are valued for their individuality and we support their development both academically and socially. We are also proud to have a team of highly professional committed staff who your child will get to know over the coming years.

During their time here, your child will:

- Develop their talents and interests
- Celebrate cultural and social diversity
- Leave school having reached the highest academic standard possible
- Achieve the skills to continue effective life-long learning

To support these aims we:

- Provide a safe, caring and stimulating learning environment
- Maintain high expectations of work and behaviour
- Foster creativity and initiative
- Promote self esteem

This booklet has been created to further support the transition to secondary school. I hope the information provided helps to smooth the process and reassure you that your child will flourish here.

I look forward to a successful partnership with you over the coming years.

A handwritten signature in black ink, appearing to read 'M J Sullivan', written in a cursive style.

Michael Sullivan  
Headteacher

# Essential Information

## Term Dates 2023/2024

### Autumn Term 2023

Monday 04 September – Staff CPD (no students in school)

Tuesday 05 September – Staff CPD (no students in school)

Wednesday 06 September – Autumn Term begins for all students

Wednesday 06 September to Friday 20 October

*Half term holiday – Monday 23 October to Friday 27 October*

Monday 30 October to Wednesday 20 December

*Christmas holiday – Thursday 21 December to Monday 08 January 2024*

### Spring Term 2024

Tuesday 09 January to Friday 09 February

Monday 15 January – Staff CPD (no students in school)

*Half term holiday – Monday 12 February to Friday 16 February*

Monday 19 February to Thursday 28 March

*Easter holiday – Monday 01 April to Friday 12 April*

### Summer Term 2024

Monday 15 April to Friday 24 May

Spring Bank Holiday – Monday 06 May

*Half term holiday – Monday 27 May to Friday 31 May*

Monday 03 June to Wednesday 24 July

## KEY DATES FOR YEAR 7

**Mon 15 – Wed 17 May 2023** (after school)

Induction Assessments

**Mon 19 – Fri 30 June 2023**

Admissions Interviews

**Tue 4 July 2023**

Transition Day

**Mon 21 – Fri 25 Aug 2023**

Summer Activity Week

**Wed 06 September 2023, 8.25am**

First Day of school

**Mon 9 – Wed 11 Oct 2023**

Kingswood Residential Trip (Group 1)

**Wed 11 – Fri 13 Oct 2023**

Kingswood Residential Trip (Group 2)

# Essential Information

## Contacting the School

School Telephone Number:

020 8699 9343

School Email:

[info@foresthillschool.co.uk](mailto:info@foresthillschool.co.uk)

### Senior Staff

**Headteacher** Mr M Sullivan

### Senior Leadership Team

Deputy Head	Ms R Woolf
Deputy Head	Mr G German
Deputy Head	Mr I Haresign
Assistant Head	Ms H Thomas
Assistant Head	Mr A Kai-Samba
Assistant Head	Ms R Vilas
Director of Strategy & Resources	Ms S Davies

### Heads of Year

Head of Year 7	Mr M Oviri
Head of Year 8	Mrs S Sutton-Adegoke
Head of Year 9	Mr J Green
Head of Year 10	Ms E Suart
Head of Year 11	Mr J Crowe

### Faculty Leaders

English and RE	Mr R Lamb
Mathematics and Business	Mr G Kanton
Science and Computer Science	Ms N Hamid
Humanities and MFL	Mr A Brook
Expressive Arts	Mr K Hollidge
Acting SENCO	Ms T Taylor

**To contact any of these staff please email [info@foresthillschool.co.uk](mailto:info@foresthillschool.co.uk)**

## Who to Contact

We understand that secondary transition can be a stressful and confusing time and we want to support you through this process to ensure that your child settles quickly and successfully into school.

We highly value communication with parents and want you to feel able to get in touch with us whenever you need.

Generally speaking, your child's Form Tutor or Head of Year should be your first port of call and will be able to either answer your question directly or help you get through to the right person.

If you have a more detailed or specific concern, you can phone or email the school using the details provided on this page.

It really helps us if you give us some idea of who you wish to address your question to, so please remember to include your child's full name and tutor group in all communications with the school.

# Essential Information

## School Uniform

Uniform is a key part of Forest Hill School and the individual House ethos. Please read the uniform list carefully as students may be sent home if they are not in the correct uniform.

Blazer	Plain black
Trousers	Plain black tailored trousers, <b>not</b> lightweight Jeans, Cords or Cargo trousers
Shirt	Plain white, <b>not</b> polo style
Pullover	Plain black – v neck only
Tie	House Colour Tie
Shoes	Plain black shoes, i.e. of the type that can be polished, no trainers and no shoes that look like trainers, no coloured stitching or laces
Coat	Outdoor coat may only be worn on top of the blazer. <b>Hooded tops and baseball caps are forbidden and will be confiscated.</b>
Badge	Sewn on blazer pocket
House Flash	Sewn immediately above the badge (This will be provided by the Head of House)
Jewellery	<b>One</b> small stud and a watch are permitted. <b>No</b> rings, chains, bracelets.

All clothing must be **clearly marked** with **name** and **tutor group** to assist with identification if mislaid.

### Official Suppliers

Bailwood, 246 Lewisham High Street, London SE13  
[www.bailwood.co.uk](http://www.bailwood.co.uk)

Wearabouts, 99 Sydenham Road, London SE26  
<http://wearaboutsschoolwear.co.uk>

White Hall Clothiers, 244A Lewisham High Street, London SE13  
[www.whitehallclothiers.co.uk](http://www.whitehallclothiers.co.uk)

### HOUSE COLOURS

	Ofosu-Asare – Red
	Turing – Yellow
	Parks – Light Blue
	Tull – Green

Alternatively, parents may decide to purchase unbranded items at any high street store. Second-hand uniform is also available via the school office.

# Essential Information

## Equipment

It is expected that students have the **essential** equipment in school at all times and may face a sanction from their Form Tutor or teacher if this is not adhered to. The following items are to be brought to school every day:

### Pencil Case containing the following stationery:

Blue/black pens (x2)  
Green pen (x1)  
Pencil  
Ruler  
Calculator

### Reading book

Students may bring a book from home or borrow a school library book.

### Refillable Water Bottle (not glass)

This can be re-filled at water stations in the school Atrium and at water fountains in the playground.

### School bag

Suitable strong material, wearable and large enough to carry books without folding.

### Apron

For DT and Art

Additionally, please ensure your child has the following items for:

### Physical Education

(Indoor: Sports Hall/Gymnasium)

Trainers  
White socks  
White T-shirt  
White shorts  
Table tennis bat

(Outdoor: Games)

Black shorts  
Long black socks  
Football boots  
Games shirt – reversible (one side all black, other side black with broad house colour band)  
Gum shield for rugby  
Shin pads for football

### USEFUL EQUIPMENT

It is also useful to have:

- Colouring pencils
- Eraser
- Glue stick
- Pencil Sharpener

# The School Day

## Daily Routine

Early Closure School Day – Monday		PSHCE Day – Tuesday	
Time	Session	Time	Session
08:15 – 8:25	Arrival and line up	08:15 – 8:25	Arrival and line up
08:25 – 08:45	Tutor Time	08:30 – 09:00	Tutor Time
08:45 – 09:45	Lesson 1	09:00 – 09:55	Lesson 1
09:45 – 10:45	Lesson 2	09:55 – 10:50	Lesson 2
10:45 – 11:05	Breaktime	10:50 – 11:10	Breaktime
11:05 – 12:00	Lesson 3	11:10 – 12:10	Lesson 3
12:00 – 12:55	Lesson 4	12:10 – 13:10	Lesson 4
12:55 – 13:45	Lunchtime	13:10 – 14:00	Lunchtime
13:45 – 14:40	Lesson 5	14:00 – 15:00	Lesson 5

Normal School Day – Wednesday to Friday	
Time	Session
08:15 – 8:25	Arrival and line up
08:30 – 08:50	Tutor Time
08:50 – 09:50	Lesson 1
09:50 – 10:50	Lesson 2
10:50 – 11:10	Breaktime
11:10 – 12:10	Lesson 3
12:10 – 13:10	Lesson 4
13:10 – 14:00	Lunchtime
14:00 – 15:00	Lesson 5

## Tutor Time

Each year group comprises six balanced tutor groups of 25-30 students each. Tutor time is used to explore the Pastoral Curriculum. In Year 7, amongst other things, students focus on how to organise themselves effectively, stay safe and make positive relationships. Students have extended tutor time every Tuesday to ensure high quality and extended coverage of the PHSCE curriculum.

## Breaktime

The morning breaktime lasts for 20 minutes and all students are expected to be outside during this time. Year 7 students have their own designated playground where they have access to table tennis



# The School Day

## Breaktime (continued...)

tables and a basketball net. The servery in the atrium is also open at breaktime for students to purchase hot or cold food.

## Lunchtime

We offer a full school meal as well as a variety of hot and cold snacks in our multi-purpose atrium. As at breaktime, Year 7 students have their own designated playground. Students are also welcome to bring a packed lunch that can be consumed either in the atrium or outdoors.

There is a variety of activities for our students at lunchtime, ranging from using the library to sports and extracurricular clubs. There are also facilities for football, basketball, table tennis and table football freely available. Students are supervised by lunchtime supervisors and Senior Staff throughout the whole of lunch. Our expectation of high standards of student behaviour extends through both breaktime and lunchtime.

## Travelling to and from School

The majority of our students walk to school with a friend or a sibling, some are driven, some travel on public transport and others cycle.

If your child wishes to cycle, parents should put in a written request to the Head of Year. If the request is granted, the cycle must be in a safe condition and an approved helmet must be worn at all times. Bikes and student safety will be the ultimate responsibility of the parents. Students must provide a suitable strong padlock and leave bikes only in the designated student cycle racks. The school will not accept any responsibility for loss or damage to bicycles.

Students are **not permitted** to bring skateboards, roller-skates, scooters or e-scooters to school. These items are banned and will be confiscated if brought in.

## FREE SCHOOL MEALS

Any student who qualifies for free school meals can receive a daily hot meal from the school servery or meal pods.

If your child received a free school meal in a Lewisham primary school they will automatically receive a free school meal here.

However if they went to a primary school in another borough, or you believe you may now qualify for free school meals, please visit <https://lewisham.gov.uk/freeschoolmeals> to check your eligibility.

# Curriculum

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## Overview

At Forest Hill School, we combine the traditional values of hard work and academic learning with up to date methods and content. We believe that students achieve their full potential if they enjoy their work and find it stimulating and challenging.

The school offers a broad and balanced curriculum, fulfilling all the requirements of the National Curriculum, while at the same time reflecting as wide a choice of pathways as possible, to cater fully for all levels of aptitude and ability. Homework and private study are seen as invaluable to nurturing independent learners.

Information about each subject taught at Forest Hill School (along with a curriculum map) is available to view on the school website: <https://foresthill.lewisham.sch.uk/subjects/>

## Periods per Week

Subject	Number of Periods per Week
English and Library	4
Maths	4
Science	4
Art and DT	1
Personal, Social, Health and Citizenship Education (PSHCE)	Delivered in tutor time
Computer Science	1
Dance and Drama	1
History	2
Geography	2
Modern Foreign Languages	2
Music	1
PE	2
RE and Citizenship	1
<b>Total</b>	<b>25</b>

# Curriculum

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## Measuring Progress

One of the central objectives of Forest Hill School is to ensure that your child makes progress in all subjects. We strongly believe that it is our role to do all that we can to support you and your child in improving their skills, understanding and aptitude in all areas, no matter what their starting position or ability is. This applies to all students, ranging from the extremely able student who needs to be pushed to reach even higher standards, to the students with the most challenging learning difficulties who struggle to access the curriculum.

### *How often do we provide formal feedback?*

We continually assess student progress in a variety of ways. We report to Year 7 Parents in the Autumn term and in the Summer term, and there is also a Parents' Evening when you can meet individual subject teachers.

### *How are students assessed in each subject?*

This will be a combination of monitoring class and homework and more formally assessed pieces of work and exams. There are two formal assessment periods for Year 7 students – in the Autumn Term and the Summer Term.

All students should have a green pen to use for making corrections to their work.

### *What assessments does your son complete?*

When your child joins Forest Hill School we ask them to complete several short tests to help us gather more information about their abilities.

The different assessments are:

- **Cognitive Ability Tests (CATs)** – a series of online tests which indicate to us your child's strengths and weaknesses in terms of verbal, quantitative, non-quantitative and spatial reasoning
- **New Group Reading Test (NGRT)** – a simple reading test which assesses your child's reading comprehension and sentence completion abilities

None of these assessments are perfect, but they help us get a better picture of your child so that we can support them better during their time at Forest Hill School.

# Curriculum

## Lesson Standards

We expect all students to follow our lesson standards to make sure that everyone learns and makes progress.



# Curriculum

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## Learning Support

Forest Hill School is committed to meeting the needs of every student at the school. We teach a broad, balanced and enriched curriculum that helps every child reach their potential in a healthy, happy and safe environment.

Children with Special Educational Needs and Disabilities (SEND) are highly valued in our school and are supported by a team of experienced staff and a Special Educational Needs Coordinator. We work hard to make sure that a child's individual challenges are being addressed and monitored so that every child makes progress, both academically and emotionally.

## Homework

Homework is a vital part of the curriculum. There is a clear link between the completion of homework and achievement and it is an integral part of the courses our students study. It provides valuable practice of topics and skills being taught and allows the teachers to assess a student's understanding of those topics. Homework also helps students to develop essential skills.

In Year 7, students will receive homework from seven subjects each week – English, Library (Reading), Maths, Science, Modern Foreign Languages, Geography and History. Once a fortnight, they will receive homework for Computer Science and Religious Education.

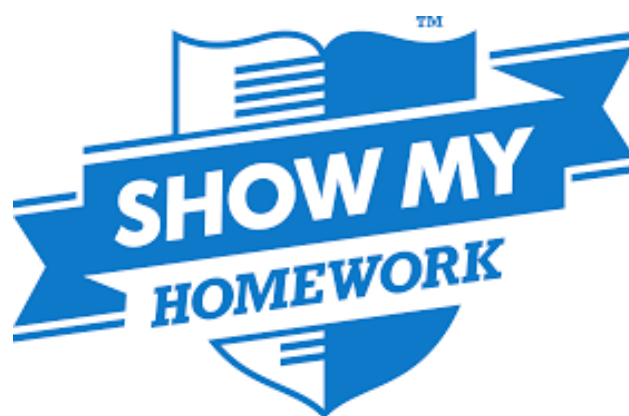
On four evenings, students can join Homework Club in the library. This is open on Mondays until 3.45pm and on Tuesdays, Wednesdays and Thursdays until 4.00pm.

## Show My Homework

The school's system for setting, tracking and monitoring homework is **Show My Homework**. All homework activities are recorded here for students and parents/carers to access, and students are expected to check it every day.

It is an intuitive platform that allows teachers to include worksheets, research information and revision materials online, which students can access from any internet-enabled device at any time. Parents also have access in order to see the homework that is being set.

All parents will be issued with a log-in when your child joins in September. Students have their own separate accounts.



# Curriculum

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## School Library

Forest Hill is first and foremost a reading school. Our library sits at the heart of the school and all students are encouraged to read and share their literacy experiences. Every student in Years 7 and 8 enjoys a supported library lesson in which to read, choose and discuss books. It is important for all students to continue reading and we ask parents to ensure that they read for at least 60 minutes at home each week.

Our electronic library management system (<https://uk.accessit.online/frs01>) and eplatform (<https://foresthill.eplatform.co/>) are available in school or from home; students can review the books they have read and search for books and online resources.

### Clubs

Students can get help with homework at homework club in the library on Monday to Thursday evenings.

Other clubs and activities such as book chat and chess are available at lunchtimes.

Periodically, a Poetry Jam is held at lunchtime and is open to all students and staff.

### Reading

We have library staff with expertise available to support students in developing their reading skills and interests. We also organise reading challenges and author events and the secondary school librarians in the borough organise the Lewisham Book Award and a Book Quiz so that readers from many different schools can come together to celebrate their book knowledge.

All Year 7, 8, 9 and 10 tutor groups have a book box in their tutor rooms.

Further information about the library and ongoing activities is available on the school website and the library Twitter feed ([@FHS\\_Lib](#)).

### Lewisham Public Libraries

A library card gives access to a wide range of online resources as well as the opportunity to borrow books and use the internet freely in local branches. We can arrange a library card if students do not already have one. More information will be given to students towards the end of Year 7.

# Extracurricular

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## Clubs

At Forest Hill School, we offer students a wide range of extracurricular activities that take place at lunchtimes and after school. Clubs vary from term to term but may include:

*Art, Photography, Chess, Debating, Maths Puzzles, Dance, Drama, Animé and Reading, as well as a variety of Sport and Music clubs.*

We also offer students in Years 9 and 10 the chance to take part in the Duke of Edinburgh's Award scheme.

Our full programme of clubs is available to view on the school website:

<https://foresthill.lewisham.sch.uk/clubs/>

## Jack Petchey Achievement Award Scheme

Forest Hill School participates in the Jack Petchey Foundation's flagship programme – the Jack Petchey Achievement Award Scheme. It is a reward and recognition initiative which enables schools and youth organisations to celebrate the achievements of young people and receive additional funding. Each year, students are nominated for awards by students and teachers who feel that they have gone above and beyond to achieve.

## Educational visits

Forest Hill School has a strong commitment to the added value of learning beyond the school day and beyond the school premises. Each year the school arranges a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The variety of visits and experiences available may differ depending on the year group or the subjects being studied. Museums and theatres feature prominently on our trips' schedule and we also host visits from authors, theatre companies and other professionals.

## Residential Trips

Residential trips are a key part of the National Curriculum. They enable teachers to enhance students' classroom learning, adding opportunities students may not otherwise have, particularly in the case of urban schools like ours where children have limited access to natural outdoor environments in their day to day learning.

Residential trips are also a great bonding experience, which is why we usually take all Year 7 students away for a few days during their first term at Forest Hill. The year group is divided into two and each group spends 2 nights/3 days at a Kingswood Activity Centre based at Grosvenor Hall in Ashford, Kent. Students participate in a wide range of challenging, high-adrenaline and skill-based indoor and outdoor activity sessions, including climbing, abseiling, zip lining and obstacle courses.

Examples of other trips regularly taken by the school include Geography trips to Iceland and Sicily (Year 8/9), French trips to Paris (Year 8/9), History/German trips to Berlin (Year 10/12), Skiing trips, and GCSE revision trips to the Kingswood Activity Centre in Kent (Year 11).

# Pastoral Care

## Heads of Year

Forest Hill School prides itself on the quality of pastoral support and guidance on offer. We work very hard to make sure that all available lines of communication are open so that it is easy for you to get in touch with us whenever you need to. Our fundamental belief is that the school and parents should work in partnership to ensure that your child has the best possible educational experience.

In order to offer your child pastoral support that is tailored to their needs, we have a year group system in place. Your child's attendance, wellbeing and academic progress will be overseen by the Head of Year 7. Heads of Year lead a team of Form Tutors who have the day to day responsibility for delivering pastoral support for the students. From Year 8 upwards, the Head of Year and Tutor team will remain with the boys throughout their time here, so they (and you) will develop close relationships with the whole Pastoral Team.

## Houses

Forest Hill also has a strong House ethos of which we are very proud. Houses play a pivotal role in establishing the strong community identity and caring ethos that have been the hallmarks of our success here over the years.

On entry, your child will join one of our four Houses. Each House is overseen by a Head of House.



**Ofosu-Asare House** is named after former student, Kwame Ofosu-Asare. Kwame was a much-loved and respected student at Forest Hill School, who tragically lost his life in a case of mistaken identity. He was a model student, had a keen love for the arts and represented the school in athletics and football.



**Turing House** is named after Alan Turing, who played a crucial role in cracking intercepted coded messages during World War II. Due to laws against homosexuality at the time, he was arrested and castrated as punishment for his identity. In 2013, he was given a posthumous pardon by the Queen.



**Tull House** is named after Walter Tull, who was both a professional footballer and a soldier during World War I. Walter had to give up his career as a footballer to help out in the war, but he then became recognised as the first black officer to lead white British soldiers into battle.



**Parks House** is named after Rosa Parks, who was one of the most influential figures in the Civil Rights movement. She prompted the Montgomery Bus Boycott when she was arrested in 1956 for not standing up to allow a white person to sit down. This led to an end to segregation and prejudice on buses.

The House system creates a sense of community and any younger siblings starting will usually be placed in the same House as their older sibling. Houses play a central role in developing the school community, running fun and engaging events and competitions throughout the year.



# Pastoral Care

## PSHCE

At Forest Hill School we place great emphasis on ensuring that our students are as well-equipped as possible for when they leave us. A key area for delivering this is through our Personal, Social, Health and Citizenship Education (PSHCE) provision. This includes the delivery of the statutory Relationships and Sex Education (RSE) and Health Education curriculum.

PSHCE is delivered in a variety of ways:

- ⇒ Weekly 30 minute sessions during tutor time
- ⇒ Discussion and debate in tutor time
- ⇒ Assemblies on key issues
- ⇒ Woven into the wider school curriculum
- ⇒ Drop-down days and further learning opportunities

Full details of the PSHCE curriculum are available to view on the school website:

<https://foresthill.lewisham.sch.uk/pshce/>

## Student Counselling Service

One of the sources of support available to students is the School Counselling Service, which has been running successfully for several years and has supported many children who have experienced difficulties, by helping them to talk about and explore their concerns in confidence.

Students may access the service in several ways:

- By self-referral
- Referral by the pastoral team
- Referral by parents/carers
- Referral by members of staff (Senior Leadership, Heads of Year, SENCo, Inclusion)

Students who self-refer will be strongly encouraged to tell their parents/carers, but if they are not ready to do this, their confidentiality will be respected.

The service is also open to parents/carers who are concerned about a child. For further information about the counselling service, please contact **Colette Rhodes**.

Our school counsellor,  
Colette Rhodes, can be contacted by  
email at  
[c.rhodes@foresthillschool.co.uk](mailto:c.rhodes@foresthillschool.co.uk)  
or by telephone at school on  
020 8699 9343.

# Rewards and Sanctions

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## School Rules

Our Rules are based upon the simple expectation that students at Forest Hill are always **Ready Respectful** and **Safe**.

**READY TO WORK HARD** – Forest Hill students are ready to learn. They are ambitious and strive to do well. They set the highest standards for themselves both inside and outside of lessons and make the most of the opportunities they are given.

- Students must be punctual to school and to lessons. Students going out of a classroom during lesson time must carry a note from the teacher.
- Students must wear correct school uniform at all times – additional items will be confiscated.
- Students must have a set of the prescribed equipment with them at all times.
- Students should not bring mobile phones or other electronic devices into school. They will be confiscated and only returned to parents/carers.

**RESPECTFUL** – Forest Hill students are respectful, kind and courteous. They support and value the school and all members of the school and wider community.

- Students must treat other people with kindness and respect. Racist, sexist, homophobic/biphobic/transphobic behaviour will not be tolerated.
- Students must respect boundaries with regard to other people's property. The sale of any item in school by students is forbidden.
- Students should respect the environment and refrain from eating or drinking in classrooms during lessons or lesson changeover. Students are permitted to drink water (and only water) in lessons.
- Students are forbidden to drop litter or deface the environment in any way. Students who graffiti (on books, on furniture or anywhere in the building) will face serious consequences.

**SAFE** – Forest Hill students do their utmost to ensure that the school is a safe place to learn. They consider others' needs and the consequences of their own actions.

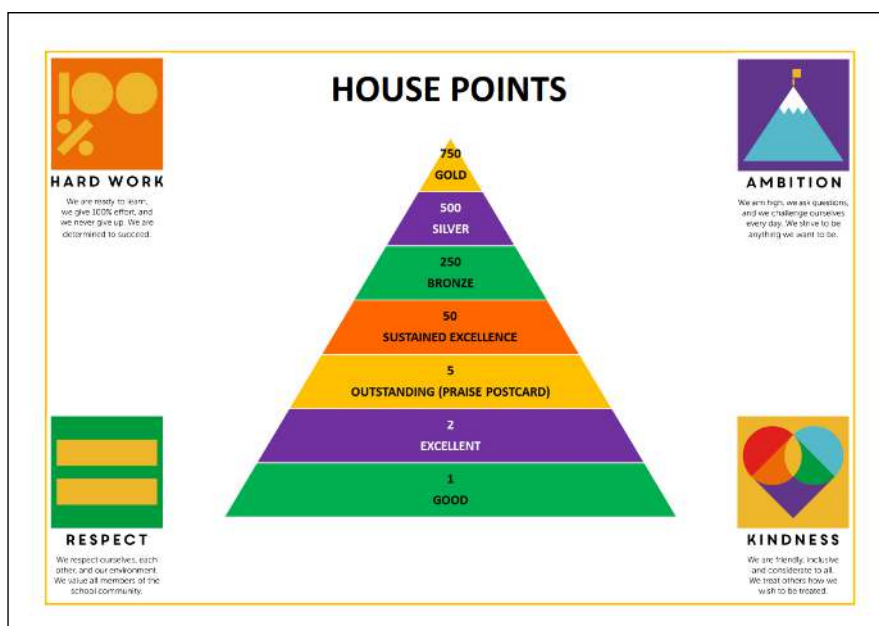
- Students should avoid inappropriate contact with others, especially play-fighting.
- Students must always walk on the left along corridors or staircases and move with regard for the safety of others at all times.
- Students must not attend school in possession of or under the influence of tobacco, vapes, alcohol or any illegal substance.
- Students must not bring items such as frozen drinks/biscuits etc into school which they intend to sell or distribute.
- Students must not bring dangerous objects or objects which could be used as weapons into school.
- Students must not invite or encourage intruders onto the school site.

# Rewards and Sanctions

## Rewards

Students are rewarded House points for good behaviour, such as outstanding effort and application in their learning. As well as House Points, students receive prizes and rewards where their behaviour reflects the school's values of: Hard Work, Ambition, Respect and Kindness.

Informal rewards may include verbal praise; positive comments written on work; placing students' work on display; informing a student's Form Tutor and/or Head of Year; and assembly announcements.



## Detentions

The School runs daily detentions of between 20 minutes and 2 hours. These run after school from 3.00pm. Detentions of up to 60 minutes are served on the same day that they are set - without advanced notice although parents will receive an email alert via the school database where the detention is logged.

Longer detentions of 120+ minutes will be sat on the following day and parents and carers will be informed by telephone/email at least by the day their child is to sit the detention and where possible the day before.

Where it is necessary for students to sit a longer detention – up to two hours on the same day, i.e. for serious incidents or persistent disruption, we will endeavour to ensure that parents are informed by telephone or email.

# Communications with Parents

## Overview

As a school, we realise the importance of maintaining and constantly improving our communications with parents and carers. Brief, regular communication gives you a window into your son's daily school life, which is why you will receive a weekly bulletin with information about the week ahead. This includes a link to a weekly video message from the Headteacher.

At the end of each half term, you will receive a copy of FHS News, our electronic newsletter giving you a round up of all that has been happening (for example: trips, visits, sports fixtures, performances) over the past six or seven weeks.

You will also find useful information and regular news stories on the school website and on social media.



## Electronic Communications

Parents/carers are advised that Forest Hill School does not send out letters in the post. All letters regarding your child's achievement, attendance, behaviour and general information as well as updates will be sent out via email. Please ensure that you check your mailbox (including junk/spam) regularly and if there are any changes to your email address, please update us immediately.

## Contact Information

**It is vitally important that your contact information is kept up-to-date on the school system.** This is primarily because if your child is injured or taken ill at school or requires hospital treatment, the school will need to get in touch with you quickly.

Secondly we send out key information via email and occasionally text to ensure you and your child are kept up-to-date about key developments. Please remember to alert the school should any of your details change, i.e. mobile phone number, home address or email address.

**FOLLOW US!**



For real-time news and activities happening at FHS, follow  
[@Forest\\_HillSch](https://twitter.com/Forest_HillSch)

[@foresthillschoolse23](https://www.facebook.com/foresthillschoolse23)

# Friends of Forest Hill

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Welcome!



Dear Parents/Carers,

The **Friends of Forest Hill** is the school's Parent Teacher Association (PTA). It is run by parent and carer volunteers from across the year groups who work closely with school staff to raise funds and support events for the school and school community. Its main aim is to achieve an active and vibrant supporting group for the benefit of all Forest Hill School students.

The committee is as follows, drawn from parents/carers from across the year groups:

Chair – Katie Knowles  
Secretary – Kara Lockett  
Treasurer – Annabel Dow

The Friends of Forest Hill organise events throughout the year including cheese and wine evenings, quizzes, an annual comedy night and a summer BBQ.

We always need more volunteers to help drive events and fundraising ideas and really do want everyone to get involved. If you have any skills, experience or enthusiasm you can offer, or any suggestions for events you would particularly like to get involved with, please get in touch by emailing [PTA.foresthillschool@gmail.com](mailto:PTA.foresthillschool@gmail.com)

We look forward to welcoming you, and together achieving an active and vibrant supporting group for the benefit of all Forest Hill School students.

With best wishes

The Friends of Forest Hill

# Housekeeping

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## ParentPay/Cashless Catering

Forest Hill School operates a cashless catering system that uses biometrics (fingertip identification). This technology is very safe and commonly used in secondary schools across the UK. You will be emailed a consent form in order to register your child for this.

You will be issued with a secure online ParentPay account which offers you the freedom to make payments for lunches, trips, stationery and ties whenever you like. Making a payment is straightforward either with a credit or debit card or using PayPoint and holds a payment history for you to refer to at a later date.

## Personal Property

We advise that **ALL CLOTHING**, kit and equipment is **CLEARLY** marked with your child's name and tutor group. Bags must not be left unattended around the school. We request that your child does not bring in valuables or large sums of money for their own personal safety before, during or after school. Especially as Forest Hill School is cashless.

## Water Bottles

Every student should bring a reusable (not glass) filled water bottle to school every day. This is part of a student's essential equipment. Bottles can be re-filled at water stations in the Atrium and the playgrounds.

## Timetables

Please make sure you have a copy of your child's timetable in a prominent position so that you can support them in ensuring that they bring the correct books, kit, etc. If for any reason you misplace the timetable, please contact the school office.

## Attendance / Absence

Regular attendance at school is crucial to your child's success and wellbeing. Our aim is that all our students attend regularly and we set ambitious targets to facilitate this. Students are therefore expected to maintain a minimum of 97% attendance throughout the school year. Students whose attendance falls below 90% in any period will be regarded as persistent absentees and appropriate action will be taken to ensure they develop a regular pattern of attendance.

The school must be notified EVERY DAY that a student is absent. You can do this by:

- Telephone: **0208 613 8468** before **8.00am** on the day(s) of absence (automated service to leave a message)
- Email: [attendance@foresthillschool.co.uk](mailto:attendance@foresthillschool.co.uk)

If you receive our *InTouch* truancy message for failing to update us with the reason why your child is absent from school, please reply on the day of the absence. For any absence of five days or more, parents/carers must supply the school with a doctor's note. If your child is marked as absent and

# Housekeeping

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## Attendance / Absence (continued...)

you have not contacted the school we will endeavour to inform you of this absence as soon as possible on that day via the email address you have provided us.

**Please ensure your details are always kept up-to-date.**

Should your child need to leave school for any medical, doctor, dentist appointments etc., they should report to Student Services to sign out. You should inform your child's tutor of the appointment at the beginning of the day and send an email in advance to [attendance@foresthillschool.co.uk](mailto:attendance@foresthillschool.co.uk) with details and proof of the appointment. Students are allowed to leave through Main Reception when leaving for an appointment. If you need to meet your child, you can also wait for them at Main Reception. When your child returns they will need to sign back in at Main Reception. Please see the school Attendance Policy on the website for more detailed information.

## Punctuality

Please refer to the table on Page 6 for start times, as Monday is slightly different to the rest of the week. Students are expected to register daily in their tutor room with their tutor group. Evidence is required (e.g. an appointment card) for genuine reasons for being late. Unauthorised lateness will lead to action from the Head of Year.

## Sickness

Students who are seriously unwell or infectious should not be sent to school – please call the absence line to report details of your son's absence.

Where a student has an accidental injury or generally feels unwell, parents/carers will be contacted to determine if the student should remain at school or be collected. Medical Tracker is the school's first aid reporting system via which parents will be notified if their child has a minor injury or if first aid is given at school.

Designated staff hold a certificate in First Aid only, and will make a judgement on the needs of the student. Where they judge that the student needs more assistance than can be offered in school, parent/carers will be asked to collect their child.

Where there is an emergency an ambulance will be called and parents will be contacted.

## Holidays in Term Time

Parents must not arrange holidays during the school term; dates are available on the website. The school is only able to authorise absence during term time (for holidays) in exceptional circumstances. Any parent wishing to make such an application must do so in writing before the event to the Headteacher via email to [attendance@foresthillschool.co.uk](mailto:attendance@foresthillschool.co.uk)

# School Policies

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You are kindly asked to read and understand the policies included overleaf. Please sign that you accept to agree to them on the 'Declaration and Signature of Parent/Carer' section of the Year 7 Student Admission Form, which is completed online.

Parents/carers of students at Forest Hill are strongly advised to read the full Behaviour and Relationships Policy.

All school policies can be viewed and downloaded from the school website: <https://foresthill.lewisham.sch.uk/school-policies/>



# School Policies

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## School Privacy Notice

### Data Protection Officer

[schoolsdpo@lewisham.gov.uk](mailto:schoolsdpo@lewisham.gov.uk)

Tel. 020 8314 9928

### The categories of student information that we collect, hold and share include:

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions/behavioural information
- Safeguarding information

### Why we collect and use this information

We use the student data:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To protect student welfare
- To assess the quality of our services
- To comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use student information under Article 6, (1) e) of the General Data Protection Regulation (GDPR) where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

### Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

### Storing student data

We hold student data up to the date of a student's 25th birthday.

### Who we share student information with

We routinely share student information with:

- Schools and colleges that the students attend after leaving us
- Our local authority, London Borough of Lewisham
- The Department for Education (DfE)
- Academy chains

# School Policies

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## School Privacy Notice (continued...)

- Federations or Multi Academy Trusts (MATs)
- NHS and other professional school support services
- School Police Officer

### Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### Youth support services

#### *Students aged 13*

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13–19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- Youth support services
- Careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

#### *Students aged 16+*

We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13–19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- Post-16 education and training providers
- Youth support services
- Careers advisers

For more information about services for young people, please visit our local authority website.

# School Policies

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## School Privacy Notice (continued...)

### The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested
- The arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### CCTV

For your safety we record CCTV on the school premises. This is kept on average for two weeks. Under data protection legislation, parents and students have the right to request access to footage of themselves. To make a request for your personal information, or to be given access to your child's educational record, contact the Director of Strategy & Resources (020 8699 9343) or the Data Protection Officer (020 8314 9928).

# School Policies

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## School Privacy Notice (continued...)

### Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's educational record, contact the Director of Strategy & Resources (020 8699 9343) or the Data Protection Officer (020 8314 9928). An administrative fee may be charged which will be notified in advance.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Contact

If you would like to discuss anything in this privacy notice, please contact:

Director of Strategy & Resources (020 8699 9343) or our Data Protection Officer (020 8314 9928 or [schoolsdpo@lewisham.gov.uk](mailto:schoolsdpo@lewisham.gov.uk)).

# School Policies

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## School Partnership

### Aims of the School

Forest Hill School aims for the academic success and personal happiness of every student. We recognise that school should be a preparation for a full and useful life and believe that all students have talents and interests which the school aims to develop. We respect cultural and social diversity and actively encourage confidence and competence in all students.

We aim to work with parents and carers to ensure that students leave:

- Having reached the highest academic standard possible
- With the skills to continue effective learning in the future
- Fully prepared to take up the role of citizens of the future

To support this aim we:

- Provide a safe, caring and stimulating atmosphere
- Maintain high expectations of work and behaviour
- Foster creativity and initiative
- Promote self-esteem
- Celebrate success in all areas

For the school to ensure that the above aims are achieved we need the full support of all students and parents.

The following are the areas in which we expect your son to show responsibility:

- Cooperating with teaching and support staff at all times
- Respecting other students. No student should suffer either physical or verbal abuse of any kind at any time
- Maintaining excellent rates of attendance and punctuality. This is vital for raising achievement and parents should ensure that any absence is avoided in term time, which may only be arranged with the direct permission of the Headteacher
- Respecting the environment – ensuring they avoid contributing to litter and treat property and equipment with respect
- Having the correct equipment at all times
- Completing all homework and coursework on time
- Maintaining a high standard of uniform
- Adhering to the school rules
- Respecting the local community and showing consideration to our neighbours and local residents at all times

We believe that where there is a clear determination by all members of the school community to achieve the stated aims, his time spent at Forest Hill will be both happy and rewarding. The staff and governors have agreed these aims.

**We are embarking upon a partnership of responsibility between home and school.**

# School Policies

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## Relationships and Behaviour

Good relationships are essential for success at school and at Forest Hill we work extremely hard to build these. However we appreciate that children can make mistakes and we know that maintaining strong positive relationships takes time and effort. We have a well-established and embedded practice of adopting Restorative Approaches as the basis for managing relationships in school. The school also operates a behaviour points system in which sanctions such as detentions and being sent out of class accrue points. The points for each child are closely monitored and certain point thresholds trigger support as well as further sanctions.

More detail about this can be found in the Relationships and Behaviour Policy which is available on the school website.

In practice this means that we will ask your child to take responsibility for their part in situations that have gone wrong. We will expect them to be honest and consider any harm that has been caused, then to help put things right and repair any damage done. We have a relatively simple set of school rules so that the expectations for all students are clear. I would ask that you spend some time familiarising yourselves with them and discuss the details with your child to support them in achieving high standards of behaviour.

## Safeguarding and Child Protection

At Forest Hill School we are committed to the protection of every student who attends our school. There is a very clear and effective policy in place that makes explicit the school's commitment to all child protection matters. It is vital we all understand that the needs of the child must take precedence always. Whenever a student discloses an issue to a member of staff we have a duty to investigate and take the most appropriate action.

The Safeguarding and Child Protection Policy is available on the school website.

## Anti-bullying Contract

At Forest Hill School we acknowledge that no school is free of bullying. We, as a school, will strive to create an environment that is happy and supportive of all our students and staff.

In order to have the full commitment of every member of our community to our anti-bullying policy, everyone will be asked to sign this contract. This will help to ensure that bullying is kept to a minimum, if not eradicated altogether. Agreeing to this contract means that the students will not be involved in any kind of bullying behaviour, whether it is verbal, physical or psychological.

### **Students promise to:**

Support the aims of the school by reporting all incidents of bullying whether directed towards you or someone else.

### **Parents/Carers undertake to:**

Support the aims of the school by watching for signs of bullying and communicate these to the school.

### **Staff undertake to:**

Investigate all reported incidents and take appropriate action.

# School Policies

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## Equality and Diversity

The central aim of the school is to provide the best educational opportunities and experience for all its students and staff. Equal opportunity can only be achieved through the delivery of a high quality education catering for the needs of all the students. As such the school is committed to an Equal Opportunities Policy which enables all pupils and staff to feel secure and confident and to succeed to the best of their abilities. Please refer to the policy on the school website.

The Forest Hill School community is made up of a wide variety of individuals and groups with a wide variety of backgrounds, lifestyles, languages and cultures. It is a diversity of which we should be very proud, which enriches our lives and educational processes. It is therefore an essential part of the school's role to ensure that such diversity is seen as the advantage it is, and not feared or derided. To this end the school must take an unequivocal stance against prejudice and discrimination.

We recognise that many members of the school may experience prejudice and harassment both within the school and outside. The school therefore commits itself fully to a policy of challenging all prejudice and discrimination, including;

**Ability, age, class, gender, gender identity, sexual orientation, language, marital status, physical appearance, racial or ethnic or national origin, religion, HIV positive and A.I.D.S status, and employment status.**

Such a policy requires commitment from each member of the community and the acceptance of a code of conduct that:

- a. Encourages respect for the individual**
- b. Encourages collective action to challenge prejudice and structures which perpetuate it**
- c. Challenges stereotyped images and in their place promotes positive images**
- d. Declares as unacceptable any language, action or expressed belief that is prejudiced or which encourages prejudice in others**
- e. Challenges institutional structures which have prejudicial or discriminatory effects**

It is the duty of all members of the school community to uphold this policy even where it may be in conflict with their own beliefs.

Forest Hill School is committed to promoting and nurturing an inclusive environment for staff, pupils and parents/ carers and take various opportunities to celebrate different identities and communities.

# School Policies

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## Internet Permission

As part of the School's ICT programme we offer students supervised access to the Internet. However, it is government policy that, before being allowed to use the Internet, all pupils must obtain parental permission and therefore, both they and you are requested to sign your consent as evidence of your approval and their acceptance of the school rules on this matter.

By signing this consent you, as the parent or legal guardian:

- Grant permission for your child to use electronic mail and the Internet
- Confirm that you understand that students will be held accountable for their own actions and that some materials on the Internet may be objectionable
- Accept responsibility for setting standards for your child to follow when selecting, sharing and exploring information and media
- Grant permission for the school to access your child's social networking accounts if this helps the school to investigate and resolve conflicts within school

Access to the Internet will enable students to explore a vast source of information stored in thousands of libraries, databases, and archives throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration with other schools and organisations, exceeds any disadvantages. Ultimately though, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, videos, movies, radio and other potentially offensive media.

Parents should be alert to the difficulties often associated with social network sites (e.g. Facebook) as these can be the catalyst to conflict and bullying. We would encourage you to ensure you are aware who your child may be communicating with and the content of these exchanges. It is illegal for students to have Facebook pages under the age of 13. Students will be asked to open their Facebook page for staff if an allegation of cyber bullying is raised.



# School Policies

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## Mobile Phones and other Electronic Devices

Students are forbidden to bring mobile phones into school - except in special circumstances and by prior written agreement between their parents and the Head of Year. In these circumstances they should be handed in at Student Services before school. On the occasion of a student realising that they have accidentally brought a phone into school it should be handed to the Head of Year before school and collected at the end of the day. There are no circumstances in which students are allowed to have their phones in their possession during the school day. The school will therefore accept no responsibility of for the loss/theft or damage to a student's phone incurred during the school day or on the school site. The school will also not investigate the loss/theft or damage of such banned items.

All phones along with other banned items seen or heard in school will be confiscated and only returned to the parent/carers.

Students who refuse to cooperate and surrender their phones/banned items will be placed in the reflection room - repeat offenders may face more serious sanctions up to and including exclusion.

## Photography/Filming

At your Admissions interview you will be asked to consent to:

- Pictures/film being taken of your child and used for monitoring and evaluation and publicity purposes, throughout the duration of his education at Forest Hill School. First names and year groups may be included with any photographs, but no other identifying information will be used

This publicity may include:

- Use in Forest Hill School publications
- Use on Forest Hill School website
- Use on Forest Hill School social media
- Use in Forest Hill School events (e.g. Open Days, specialist school-related events)
- Use in national, regional and local general (e.g. newspapers) and specialist (e.g. arts, youth) press/publications
- Use in static displays internally, in public places (e.g. libraries) and at events (e.g. exhibitions, conferences )
- Use in selected funding/sponsorship information and promotional material.

# Useful Links

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## School Website

Information for New Parents: <https://foresthill.lewisham.sch.uk/info-new-parents/>

Staff: <https://foresthill.lewisham.sch.uk/staff/>

School Motto and Values: <https://foresthill.lewisham.sch.uk/motto-and-values/>

Term Dates: <https://foresthill.lewisham.sch.uk/term-dates/>

Subjects: <https://foresthill.lewisham.sch.uk/subjects/>

School Library: <https://foresthill.lewisham.sch.uk/library/>

Learning Support: <https://foresthill.lewisham.sch.uk/learning-support/>

Weekly Bulletin: <https://foresthill.lewisham.sch.uk/weekly-bulletin/>

Newsletter: <https://foresthill.lewisham.sch.uk/newsletter/>

Parent Voice: <https://foresthill.lewisham.sch.uk/parent-voice/>

## School Links

Show My Homework: <https://www.satchelone.com/login>

Seneca Learning: <https://senecalearning.com/en-GB/>

ParentPay: <https://www.parentpay.com/>



# ASPIRING TO EXCELLENCE TOGETHER



## HARD WORK

We are ready to learn, we give 100% effort, and we never give up. We are determined to succeed.



## AMBITION

We aim high, we ask questions, and we challenge ourselves every day. We strive to be anything we want to be.



## RESPECT

We respect ourselves, each other, and our environment. We value all members of the school community.



## KINDNESS

We are friendly, inclusive and considerate to all. We treat others how we wish to be treated.

Forest Hill School  
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W. [www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)