
1.0 The Forest School

We are the highest performing boys school in West Sussex and are committed to:

- ❑ High standards of achievement at all levels
- ❑ Fostering courteous and considerate behaviour
- ❑ High-quality, stimulating and exciting teaching and learning
- ❑ Valuing and respecting all members of our school community
- ❑ Partnership with parents to support the personal development of our pupils

We specialise in how boys learn best. High standards of work and high teacher expectations are vitally important to the success of our school. There is a strong upward trend in our achievement. In 2009 our boys achieved 67% 5A* - C and all those pupils who completed their exams achieved 5 A* - G.

As an Engineering and Business & Enterprise Specialist School, life at Forest is infused with a "can-do" attitude. We have a friendly and cooperative ethos, with excellent staff / pupil relationships and strong support from parents. Highly important to us is that every pupil feels safe and happy and is supported by the whole school community to achieve their 'Personal Best'.

2.0 Facilities

The Forest School stands on an extremely pleasant 20-acre site to the S.E. of the town, with a partner girls' school, Millais, less than half a mile away. The main buildings are relatively modern, having been extensively adapted in the mid-fifties and since added to.

Over the last 4 years we have invested over 2.5 million pounds on premises and infrastructure improvements including:

- Our Business & Enterprise Centre – a stand-alone state of the art ICT complex with 6 fully fitted IT suites, a large auditorium space and its own catering facilities.
- A purpose built engineering workshop with its own IT design and graphics suite, and the latest laser cutting machines
- Fully refurbished science laboratories
- New modern food technology room
- State of the art Learning Resource Centre
- Large interactive white boards in every classroom
- Refurbished kitchen and dining area including a large canopy covered outdoor seating area/teaching space

There is an on-site Youth Wing and our large 'dual use' Sports Hall is shared between the school and the local District Council.

3.0 School Open Events

The school has an Open Evening on **Thursday 8 October 2009** from 6pm to 8.45pm. Prospective pupils and their families are warmly invited to join us to:

- Meet and talk to our staff and pupils
- Attend a short presentation by our Headteacher, Ms Siobhan Denning at either 6:15, 7:00 and 8:00 pm
- Hear about our exciting and innovative curriculum
- See a range of learning and extra-curricular activities
- Visit our state-of-the-art facilities in the main school and at our Business & Enterprise Centre

If you are not able to attend the Open Evening, you are welcome to visit us during one of our Open Days: Monday 12 to Friday 16 October from 9.30 a.m.

To make an appointment please contact the School Office:

Tel: 01403 261086 Fax: 01403 217150 E-mail: office@forest.w-sussex.sch.uk

4.0 Application Process

Parents have a right to express a 'preference' for a school for their child's education. Forms for this are distributed to parents, via all primary schools within the area, usually in the October of the year in which a child is in Year 6.

Completed forms must be returned to the Local Education Authority, which then allocates places – PLEASE NOTE that the school cannot accept Preference Forms and are not involved in the decision-making process at all. Places are allocated according to strict criteria, details of which are found in a Local Education Authority's publication. Copies of this publication are available free of charge from the Education Authority or any of the maintained schools.

Useful Contacts:

Mr David Sword
Director of Operations Learning
County Hall
Chichester
West Sussex
PO19 1RF

Pupil Admissions Office (North)
Centenary House
Woodfield Road
Crawley
West Sussex
RH10 8GP
Tel: 0845 0751007
Fax: 01293 895182
Email:
admissions.north@westsussex.gov.uk

5.0 Learning Communities & Pastoral Care

We pride ourselves on being a learning and caring school, where the individual child matters, and where we are all encouraged to aspire and achieve our personal best.

Our systems and structures for caring for the pastoral needs of your son are firmly built on 3 fundamental principles that underpin all that we do at The Forest School and are closely linked:

HIGH STANDARDS – of achievement, learning, teaching, attitude, behaviour, uniform and courtesy

MUTUAL RESPECT – we respect and value our fellow-pupils, the staff and ourselves

POSITIVE RELATIONSHIPS – all the A* GCSE grades in the world are worth nothing if we can't get on with each other!

Evidence suggests that we all perform well when we feel safe, feel valued, and when our strengths are recognised and our vulnerabilities supported. To support this we have developed a family structure that underpins our Learning Communities.

The school is divided into 4 "Communities" made up of tutor groups from each year and lead by a Community Leader who takes responsibility for all the pupils in their Community. The Community Leader post is a non-teaching role, which means that they can devote the full working day to caring for and supporting your son.

They will be important people in your son's life, and will usually be the first port of call for parents. They are key members of staff, working to an Assistant Headteacher and leading a team of tutors ensuring that your son gets the best possible pastoral care whilst at Forest. Amongst their other duties, our Community Leaders also:

- recognise and celebrate good attendance, good behaviour and effort in assemblies
- foster a "can do attitude"
- organise sports and charity fundraising events to develop a healthy atmosphere of fun and competition
- use pupil talents to nurture responsibility.

Pupils are allocated to a tutor group of between 19-22 pupils with a tutor and in many cases a supporting associate tutor. We endeavour to keep a tutor with the same group over the years – this ensures stability for our pupils and allows parents to build a good relationship with the tutor, who will know their son well.

The allocation for our new Year 7 pupils is done in consultation with their primary school teacher to ensure a smooth and happy transition. The groups are organised vertically (each tutor group is formed of pupils from every year group) to establish a greater level

of support between pupils and to develop maturity and responsibility as they get older. Pupils work together in tutor groups every day for 30 minutes either in a tutor-led session or assembly. They work in year-based groups for all lessons.

The sense of belonging to a particular Community is very important to our pupils. Each Community has its own individual identity and there is good-natured but keenly-felt competition between the 4 Communities – this is seen in the many inter-Community sporting events, as well as the charity work and academic achievements celebrated within each Community.

Each year group has an Academic Progress coordinator, who tracks pupils' progress and who works closely with the Community Leaders and tutors to address any barriers to learning or achievement.

6.0 Transition

We have an excellent reputation for our transition programme which ensures that all new pupils feel happy and comfortable with their move to The Forest School. Our comprehensive programme includes:

- Close working relationships with our feeder Primary Schools
- Dedicated transition staff team
- Primary School visits – Yr 6 pupils have the opportunity to meet transition staff and pupils
- Curriculum based workshops and activity days, such as our Young Engineers Day, where pupils get a taster of lessons and life at Forest
- Young Foresters – more intensive support programme for pupils requiring additional transition support
- Induction Day – new pupils spend a full day at Forest in the Summer term
- Parents Induction Evening – parents have the opportunity to meet key staff and pupils, and to familiarise themselves with the School
- Adapted Timetable – an adapted timetable during the first week of the September term to help pupils settle in to their new school routine
- Discovery Week – a week of team building and 'getting to know each other' activities at Lodge Hill and Southwater Country Park Watersports Centre.

7.0 Working with Parents

We work hard to ensure you are kept up to date with how your son is getting on at school and have a variety of methods for achieving this including:

- Informal contact – a phone call, a message in your son's progress diary, meeting with a member of staff, weekly Senior Leadership Team surgery
- Pupil Targets – academic targets based on pupils performance in national tests

- Academic Review Days – twice a year one-to-one discussion between your son and his tutor, parents are encouraged to attend
- Written Reports – provided three times a year - two data based reports with progress towards achievement targets, attitude to learning and attendance; a third includes comments from teachers and tutor
- Parents Evenings – parent consultation evening to meet and discuss progress with your son's teachers
- Information Evenings – a programme of Information Evenings throughout the year on topics such as Introduction to the KS4 curriculum; Options Choices and Supporting your Teenager
- Parent Consultation & Parents Forum – a working-group of parents who contribute to the development of the school
- Website and Virtual Learning Environment (VLE) – information provision, access to online learning resources, Independent Learning activities and coursework etc.

This communication is 2-way, and we would encourage you to keep in touch with us.

8.0 Praise & Rewards

We all thrive with praise. Here at the Forest School, we are aware of the value and power of praise and endeavour to use it in order to encourage all pupils to do their "personal best" and achieve their potential.

Our Praise and Rewards Policy enables us to encourage and recognise the achievements of pupils of all abilities through awarding Merit Certificates. Excellent attendance, consideration and support for others, and teamwork are also rewarded in a variety of ways.

9.0 Discipline

In matters of behaviour, we think it is essential that parents share our policy and are encouraged to work with us to create a safe, nurturing and encouraging environment in which all pupils, regardless of their academic ability, have the opportunity to fulfill their full potential.

School Rules

Schools have to have rules, as with any other organisation and these are clearly set out. The expectations and desired behaviour are for the benefit of all pupils and staff; we have high expectations that we expect every pupil to meet.

Additional Support

Should individual pupils require additional support to work within the expected behaviours, in partnership with parents, we have a range of interventions to find the most appropriate way forward for your son.

Inappropriate Behaviour

If difficulties arise, your child will be given a chance to consider his responses and the opportunity to make amends, to rebuild the relationship with others and to give and accept apologies. Within the school we refer to this as 'Restorative Justice'. We may ask you to help us with this if the difficulties continue. Some inappropriate behaviours will always be unacceptable and will incur a proportionate sanction.

Lunchtime and Breaks

Pupils are required to stay on the school site and behave appropriately. The staff and lunchtime supervisors are required to support all the school policies and we offer them the same respect and authority as the teaching staff.

10.0 Supporting Pupils with Additional & Special Educational Needs

We are committed to supporting every pupil to achieve their 'personal best' and actively seek to remove the barriers to learning and participation that can hinder or exclude pupils with additional and special educational needs.

We have a strong Inclusion Team who have the skills, experience and resources to support pupils individual needs. All children are integrated into the mainstream curricular provision to which access is ensured by, for example, in-class support, tutorial support in the Inclusion Centre and appropriate technological support.

Admissions arrangements are administered by West Sussex who draw up admission criteria with the agreement of the Governors. No pupil with individual or special educational needs is refused entry on the grounds of their specific needs or disability.

At present, the split level design of the school does create some difficulties for non-ambulatory pupils, although access to upper levels is possible by chair-lift and there is wheelchair access to all areas of the lower level and the Business & Enterprise Centre.

Our Accessibility Plan and SEN Policy can be found on our website www.theforestschool.com.

Full details of our Special Educational Needs (SEN) provision are available from the Inclusion Team. Please feel free to contact Mrs T Walker, Director of Inclusion, if you would like to discuss your child's individual needs.

11.0 Gifted & Talented

Gifted and Talented pupils are identified through a combination of test results and teacher nominations, and a range of enrichment and extension activities are provided. Tracking strategies and targets are implemented which will stretch and challenge able pupils, enabling them to reach their potential.

12.0 The School Day

We expect all pupils to arrive punctually to school, ready to begin lessons at 08:30.

8.20	Staff on Duty. Pupils arrive on premises
8.30	Period 1
9.30	Period 2
10.30	Morning Break
10.50	Tutor time
11.20	Period 3
12.20	Period 4
1.20	Lunch Break. All boys remain on premises
2.00	Period 5
3.00	End of formal day. Buses depart
3.00	Enrichment activities / Independent Learning Club
4.00	Late buses depart

13.0 Term Dates and Holidays

AUTUMN TERM 2009

Friday 4 September 2009 – Friday 18 December 2009 inclusive

Half Term: Monday 26 October 2009 – Friday 30 October 2009 inclusive

SPRING TERM 2010

Monday 4 January 2010 – Thursday 1 April 2010

Half Term: Monday 15 February – Friday 19 February 2010 inclusive

SUMMER TERM 2010

Monday 19 April 2010 – Friday 23 July 2010

Half Term: Monday 31 May – Friday 4 June 2010 inclusive

The school will be closed to pupils on three additional full days and two half days, within term time, to allow staff In-Service Training to take place. These dates are:

Friday 9 October 2009

Friday 27 November 2009

Wednesday 17 March 2010

Tuesday 11 May 2010 (half day) & Tuesday 22 June 2010 (half day)

14.0 Dressed for Learning

School uniform identifies boys with the Forest School and is worn with pride and a sense of responsibility. Wearing the correct uniform at school and when travelling to and from school is very important and sets the high standards expected across the school.

Trousers	Plain, black trousers. Cotton Jeans and cords are not permitted.
Shirt	Plain, white school style shirt. Long or short sleeved. No logos or patterns. Shirts must be tucked in at all times.
Ties	Appropriate Community ties must be worn in the conventional style and length with the top shirt button done up. Available to purchase from the School Office.
Jumper	Black school sweatshirt with the Forest logo – to be purchased from the official stockists or PTA. Hooded sweatshirts, unofficial sweatshirts and fleeces are not acceptable.
Shoes	Plain black shoes.
Socks	Plain black or dark grey.
Outerwear	Black uniform fleece with official embroidered logo – to be purchased from official stockists or PTA. Suitable waterproof coat free from 'unofficial' badges and logos may be worn.
P.E. Kit	Black gym shorts & T-Shirt in the relevant Community colour Plain white socks & white trainers Black rugby/football shorts & Rugby shirt in the relevant Community colour Black rugby/football socks & rugby/football boots
Jewellery	This is not part of the school uniform and must not be worn – this includes earrings, ear studs, friendship bands etc.
Hair	Hair must be smart and presentable. No radical colouring is allowed and the length should be neither too short (crew cut) nor too long (below the collar or over the eyes).

Official school suppliers:

A H Broadbridge 6 Piries Place Horsham West Sussex 01403 272668	or	School P.T.A
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15.0 School Staff Team

Senior Leadership Team

Ms S Denning MA BA(Hons), PGCE, NPQH	Headteacher
Mr C Booker BSc(Hons) PGCE	Assistant Head / Professional Development / Staff Support / Branson Community
Mr M England MA BA(Hons) PGCE	Assistant Head / Specialist Schools / Pupil Support / Marconi Community
Mr G Good BSc(Hons) PGCE NPQH	Assistant Head / Assessment / Curriculum Experience / Dyson Community
Mrs F Hatchard MSc BA(Hons) PGCE ADipEd	Acting Assistant Head / Learning and Teaching / Hawking Community

Teaching Staff

Mr G Almrott CertEd	Design Technology
Miss M Amos BA(Hons) DipAD PGCE	Subject Team Leader / Art
Miss J Arduino BA(Hons) PGCE TEFL	English (P/T)
Mr S Barden BA(Hons) PGCE	English
Mr A Barnes BSc PGCE	Academic Progress Coordinator Year 10 / Science
Mrs S Bashford-Leger BA(Hons) PGCE	Key Stage 4 Coordinator English
Mrs L Beale BA(Hons) PGCE	Key Stage 3 Coordinator English
Mr C Benton BEng(Hons) PGCE	Subject Team Leader / Design Technology
Mrs J Bowen-Melfi MA BA(Hons) DipM, PGCE	Music
Mrs S Bowman PGCE	ICT (PT)
Miss C Bristow BA	Subject Team Leader / Business and ICT
Miss J Brown BA(Hons) PGCE	Humanities
Mrs P Bryant BA(Hons) PGCE PG Dip SpLD	Specific Learning Difficulties (PT)
Miss K Budd BA (Hons) PGCE	English
Miss E Chevalier MA BA PGCE	Academic Progress Coordinator Year 7 / Languages
Mr C Coulson CertEd	School Coordinator / PE
Mrs P Davis MA BA Bed	Director of Learning - Science and Technology
Mr M Day BA(Hons)	Technology
Mrs J Fox MA BA(Hons) PGCE	Art (PT)
Mrs M Frampton BSc CertEd PGCE	Assistant SENCO (PT)
Mrs J Green BSc(Hons) PGCE	Academic Progress Coordinator Year 9 / Science
Miss J Hall BA(Hons) QTS	School Sports Coordinator / PE / Drama
Mrs C Hansen Bed	Maths
Mr L Hardwick BA(Hons) QTS	Humanities
Miss C Harrington BA(Hons) PGCE MA	Subject Team Leader / History, Citizenship and PSHE / Humanities (PT)
Mrs L Hewitt BA(Hons)	Humanities
Mrs G Hewlett BA(Hons) QTS	Science
Mrs F Horrill BA(Hons)	Mathematics

Mr N Isherwood BSc(Hons) PGCE	Languages / International Schools Coordinator / PT
Miss S King BSc(Hons) PGCE	Mathematics
Mr R Maulkin BMus FRCO GRSM LRAM	Music (PT)
Mr S McDermott BSc PGCE	Subject Team Leader / Geography and RE
Mrs S McGowan BA PGCE	Languages / Library and E-learning Resource Coordinator
Mr E Mitchell MA BSc(Hons)	Subject Team Leader / History, Citizenship And PSHE / Humanities
Mrs B Nettlebasic-Saunders BA(Hons) PGCE	Humanities (PT)
Mr M Parsons BEd(Hons)	Academic Progress Coordinator Year 8 / PE / Humanities
Miss S Pasby BSc(Hons)	Mathematics
Miss J Pilcher BA(Hons) PGCE	Languages (PT)
Mr M Playle Bsc(Hons) PGCE	ICT
Miss S Prades BA PGCE	Art (PT)
Mr D Rapley MA PGCE	English
Mr J Rider BA(Hons)	Design and Technology
Dr C Rochester PhD BSc PGCE	Academic Progress Team Leader / Academic Progress Coordinator Year 11 / Science
Mrs S Rodericks BA(Hons) ACIB PGCE	Director of Learning - English and Languages
Mr M Sanderson BA(Hons) PGCE	Subject Team Leader Mathematics
Mr J Sharpe BA(Hons) PGCE	Subject Team Leader / Modern Foreign Language
Miss D Shergill BSc(Hons) PGCE	Citizenship
Mr A Sinclair BA(Hons)	Mathematics
Mrs D Skitch BA	Languages
Mr S Steele BSc(Hons)	Design Technology
Mrs H Sykes BA(Hons)	Subject Team Leader / Drama and Music
Miss J Thomas BSc PGCE	Subject Team Leader / Science
Mr S Tobin BA	Humanities
Mr I Tomkins BEd(Hons)	Director of Learning - Arts and PE
Mrs A Turner BA(Hons) PGCE	History
Miss C Turner BA(Hons) PGCE	English
Mr D Walker BSc(Hons) PGCE	Design and Technology
Mrs T Walker Bsc(Hons) PGCE	Director of Inclusion
Dr D Wall PhD MSc BSc	Science
Mr M Wickham BA(Hons) QTS	PE
Dr P Wright PhD BSc(Hons)	Science

Support Staff

Mrs A Conroy	Headteacher's PA / Office Manager
Mr G McIntyre MCMI, MBIFM	Senior Resources Manager
Mrs T Lowe	Finance Support Assistant
Mrs J Tyler	Receptionist
Mrs M Wright	Office Supervisor
Mrs C Brock	Administrative Assistants
Miss D Edwards	

Mrs J Elliott	
Miss L Elliot	
Miss G Lim	
Mrs L Moss	
Mrs V Saunders	
Miss J Hartley	Clerk to the Governors
Mrs E Fairbairn	Exams/Cover Officer
Mrs A Teager BSc(Hons)	SIMS/ICT Manager
Mrs S Cronin	Resources Assistant
Mrs M Newton	Library Assistant/First Aid
Mrs F Heselgrave BA (Hons) TEFL	Careers Coordinator
Mrs L Ward BSc(Hons), MSc	Community Development and Enterprise Officer
Mrs D Morrison	Learning Support Assistants
Mrs S Pocknell BA(Hons) PGCE	
Mrs J Singleton Cache Cert SEN	
Mrs L Slattery BSc(Hons)	
Miss K Smith BSc	
Mrs C Street BA	
Mrs C Waters	
Mrs S Wilcox BA(Hons)	
Ms A Brean BA(Hons) PGCE	
Mrs C Dale MCSD	
Mrs P Langford CertEd	
Mrs S Hepburn BSc(Hons) MSc HTLA	
Mrs M Kalani BSc	
Mrs L McEwen	
Mrs A Malde BSc(Hons)	
Mrs T Martin	
Mrs S Perry	Learning Mentor (Transition)
Ms A Brean BA(Hons) PGCE	Learning Mentors
Mrs T Martin	
Mrs C Waters	
Mrs M Stack	
Mrs J Dixon	Study Supervisors:
Mrs J Doidge	
Mrs M Stack	
Ms G Aldrich BA(Hons)	Community Leaders
Miss M Attwell	

Mrs J Templeman HND, QTS
Mrs S Withyman
Ms K Skinner
Mr D Walker

Pastoral Assistants

Mr J Fox
Mr Pr Thompson

Laboratory Technicians

Mr R Jeffrey
Ms A Cannell

ICT Technician

Mrs P Jackson

Food Technology Technician

Mr R Jones

Technology Technician

Mr T Viney

Music Technician

Mr G Wait

Senior Caretaker

Mr P Bergin
Mr J Kempshall
Mr J Ruszo

Assistant Caretakers

Youth Wing

Mr T Otter BEd(Hons) HNC
Mrs A Burnal BA(Hons)

Youth Tutor
Youth Wing Clerical Assistant

Governors

Mr A Lincoln
Mrs S Sanderson
Mr D Wightman

Local Education Authority Governors

Miss J Arduino
Mrs S Wilcox

Staff Governors

Mr R Henman
Mr P Paul
Mrs E Le Rossignol
Mr D Scozzafava
Mrs R Summerfield

Parent Governors

Dr W Foote
Mr R Garry
Mr C Purvis (Chairman)

Community Governors