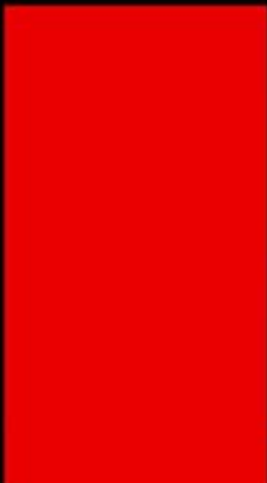




# Information for Parents 2024-2025



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Dear Parent/Carer

## Welcome to Heston Community School

Joining Heston Community School marks the start of a new and exciting chapter in your child's life. I hope that it also marks the beginning of a long and successful partnership between us, as we work together to encourage and support your children in fulfilling their dreams and aspirations.

I have high expectations of my staff and myself. Therefore, you can be assured that we will accept nothing but the best from your son or daughter. We want all our students to leave with:

- A passion for learning
- Independence in learning and improving
- The confidence not to fear failure in the pursuit of their goals
- An understanding of community, integrity, honesty and leadership
- Achievements beyond their expectations

Please do not hesitate to contact us if you feel the need to do so. This should be done through your son's or daughter's Tutor in the first instance. Similarly, we will make direct contact with individual parents/carers whenever we feel there is a need to do so.

I look forward to meeting you all in the Autumn Term.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R. J. Berdesha'.

Ranjit Berdesha  
Headteacher

## KEY STAFF



**Ranjit Berdesha**  
Headteacher



**Mike O'Hagan**  
Deputy Headteacher



**Beth Hart**  
Deputy Headteacher



**Ingrid Hall**  
Deputy Headteacher



**Matt Clayton**  
Assistant Headteacher



**Natalie D'Lima**  
Assistant Headteacher



**Sunita Jassal**  
Associate Assistant  
Headteacher



**Mohammed Abdulla**  
Learning Coordinator



**Julie Macsorley**  
Designated Safeguarding  
Lead



## SCHOOL VISION AND MISSION

### Vision

A learning community that provides a safe and nurturing environment, with an atmosphere of high expectations, creating ambitious, successful and responsible young adults able and willing to contribute to society, a community that ensures all stakeholders are valued and contribute to the future success of the School.

### Mission

Our mission is to instil, in all stakeholders, a passion for lifelong learning and the courage to learn from mistakes.

We have four key aims:

1. To develop **Students** who are ambassadors for the School, positive role models in the community and who achieve in the top 10% of similar schools, progressing to the best universities or jobs.
2. To have **Staff** for whom we are the employer of choice, providing a fulfilling place in which to work and an environment where their contribution is valued.
3. To have **Parents/carers** who know that Heston Community School cares about the individual needs of their children and for whom the School is the natural choice to entrust the education of their children.
4. To contribute to a **Community** for whom we are a partner of choice in improving the life chances of young adults.

## OUR VALUES

Kindness and respect are at the core of the Heston experience and are crucial for the holistic development of our students. These values not only create a safe and nurturing environment; but also cultivate a sense of community and belonging.

By encouraging students to practise kindness and respect in their daily interactions with staff and their peers, we help them to develop essential social and emotional skills that will serve them well beyond the classroom. These expectations are integral to our school, as they underpin the positive relationships and collaborative attitude that drive academic success and personal development.

We want to work with you to instil these values in our students, ensuring they become compassionate, respectful and responsible young people, ready for successfully navigating adulthood, the world of work and making a positive contribution to society.

### HESTONIAN VALUES

#### KINDNESS

Kindness costs nothing but means everything

When words are both true and kind, they can change the world

The best portion of a good person's life is their little, nameless, unremembered acts of kindness and of love

#### RESPECT

Respect yourself and others will respect you

One of the most sincere forms of respect is actually listening to what another has to say

Respect other people's feelings. It might mean nothing to you, but it could mean everything to them

#### EQUALITY

If you want to see the true measure of a person, watch how they treat those less fortunate

Equality implies individuality

Injustice anywhere is a threat to justice everywhere

#### RESILIENCE

Do not judge me by my success, judge me by how many times I fell down and got back up again

Persistence and resilience only come from having been given the chance to work through difficult problems

You may have to fight a battle more than once to win it

#### AMBITION

Failure is only postponed success, as long as courage 'coaches' ambition

Ambition is the path to success. Persistence is the vehicle you arrive in

Ambition beats genius 99% of the time

#### HONESTY

Win or lose, do it fairly

The ultimate tragedy is not oppression and cruelty by the bad people but the silence over that by the good people

Sometimes it is more difficult to be honest with yourself than to try to please other people by saying what they want to hear

## TERM AND HOLIDAY DATES

AUTUMN TERM 2024	
Monday, 02 September 2024	Staff Training Day
Tuesday, 03 September 2024	Staff Training Day
Wednesday, 04 September 2024	Induction Day: Y7 & Y12
Wednesday, 04 September 2024	Academic Mentoring: Y10 & Y11
Thursday, 05 September 2024	Autumn Term Begins
<b>Monday, 28 October 2024 to Friday, 01 November 2024</b>	<b>Half Term</b>
Friday, 20 December 2024	Last day of Term
<b>Monday, 23 December 2024 to Friday, 03 January 2025</b>	<b>Christmas Break</b>

SPRING TERM 2025	
Monday, 06 January 2025	Spring Term Begins
<b>Monday, 17 February 2025 to Friday, 21 February 2025</b>	<b>Half Term</b>
Friday, 04 April 2025	Last day of Term
<b>Monday, 07 April 2025 to Friday, 21 April 2025</b>	<b>Easter Break</b>

SUMMER TERM 2025	
Tuesday, 22 April 2025	Summer Term Begins
<b>Monday, 05 May 2025</b>	<b>Early May Bank Holiday</b>
<b>Monday, 26 May 2025 to Friday, 30 May 2025</b>	<b>Half Term</b>
<b>Monday, 26 May 2025</b>	<b>Spring Bank Holiday</b>
Wednesday, 02 July 2025	Staff Training Day
Friday, 18 July 2025	Last day of Term

*Please note these dates are accurate as at the time of printing. However, should changes occur, you will be notified accordingly*

## THE SCHOOL DAY

PERIOD	START	FINISH
<b>School gates locked</b>	08:25 – students arriving after 08:25 are late	
<b>Registration</b>	08:30	09:10
<b>1</b>	09:10	10:00
<b>2</b>	10:00	10:50
<b>BREAK</b>	10:50	11:10
<b>3</b>	11:10	12:00
<b>4</b>	12:00	12:50
<b>LUNCH</b>	12:50	13:30
<b>5</b>	13:30	14:15
<b>6</b>	14:15	15:00

## METHODS OF COMMUNICATING WITH THE SCHOOL

For further communication with the School, please use the relevant contact details below:

For general enquiries, contact the **Main Office** 0208 572 1931  
[info@hestoncs.org](mailto:info@hestoncs.org)

**Year 7 Learning Coordinator** [info@hestoncs.org](mailto:info@hestoncs.org) - marked for the attention of Mr Abdullah

To report student absence, contact **Welfare** [welfare@hestoncs.org](mailto:welfare@hestoncs.org)

**Access to School Information:** <https://www.hestoncommunityschool.co.uk/>

Letters to parents  
Heston Times  
Parents' Evening  
Access to WisePay [School cashless system]  
Term Dates  
Curriculum content

## COMMUNICATION BETWEEN HOME AND SCHOOL

- Absence notes and letters dealing with routine matters should be addressed to Form Tutors
- Please provide your child with a note on the first day he/she returns to school after an absence
- Please always ensure that you inform the School of any changes to your address, telephone numbers and email. The School emails/texts parents a message to look at our website when a new letter has been posted in an effort to reduce our carbon footprint. However, if your child is invited on a trip or an event, a letter will be brought home by them; please do respond by completing the reply slip
- The School Planner is an important means of communication between home and School. Please read and sign it every week and add any comments you wish to make

## ATTENDANCE

Excellent attendance is very important for our students to achieve well at School. Therefore:

- Heston expects all students to have an excellent level of attendance, above 95%
- A 90% attendance means your child is missing one whole school day every fortnight. This will have a significant impact on their achievement and progress.
- Absences must be reported to Student Services by 08:00 on the first and subsequent days
- Emergency requests for leave of absence must be submitted in writing to Welfare for the attention of Mr O'Hagan [Deputy Headteacher]
- Poor attendance or repeated unauthorised absence may lead to parental prosecution.



## STUDENT EQUIPMENT

Students are encouraged to take responsibility for their learning. Good organisation and planning are key to successful learning.

Please remember that the following items are essential:

- A school bag large enough to carry A4 books-
- A pencil case
- Pens [Black, Blue & Green]
- Pencils, rubber and ruler
- Planner [provided by the School]
- Calculator

## SCHOOL UNIFORM

- **School tie\***
- **School blazer with School Logo\***
- **Black V-necked pullover with School Logo\***
- Plain black skirt [knee length]
- Plain black trousers [regular cut] - no jeans or tight-fitting trousers
- Plain white shirt
- Black leather type upper shoes
- White or black socks
- Plain black or flesh-coloured tights
- Plain dark outdoor coat, hat and scarf - no logos or stripes
- No sunglasses/shades
- No face coverings
- No hoods/hats unless outdoors in the rain
- Plain black or white Hijab / Turban
- A wristwatch and single, small stud earring in each lobe is all that is permitted. Small, religious emblems may be worn discreetly inside a student's uniform but not during PE lessons
- Hair should be smart and formal in appearance. Coloured hair and high fashion/cult hairstyles are not permitted.
- No make-up or false eyelashes; nails to be natural, unpolished and kept short. Students will be required to trim nails; which are too long and pose a potential safety threat to other students
- Mobile phones should never be in use within School and need to be kept out of sight. The School will not take any responsibility for mobile phones or any other electronic devices if such items are lost or damaged on School premises; if seen, they are confiscated. Students will be able to collect them from the Welfare Office on the next Friday after confiscation between 15:00 and 16:00.

### PE KIT [REPLACE AS REQUIRED]

#### STUDENTS ARE REQUIRED TO WEAR THE FOLLOWING PE KIT AT SCHOOL

##### COMPULSORY KIT

- **Red Polo Top with school logo\***
- **Black Shorts or Black trouser with school logo\***
- Supportive trainers [No Plimsolls]

##### OPTIONAL ITEMS

- **¼ Zip Jumper with school logo\***
- **Black/Red Rugby Top\***
- **Waterproof Jacket with School Logo\***
- Red Football Socks
- Black under clothing [thermals]
- Football boots [rubber/moulded/plastic stud] [metal studs field only]
- Shin pads for matches

PE kit should be brought into school for all PE lesson regardless of being ill, injured or unable to take part.

**School Uniform in bold and marked with \* can only be purchased from School Bells. All other items can be purchased from alternative retailers.**

**UNIFORM SUPPLIER:**

School Bells 48 Bell Road, Hounslow, TW3 3PB

Tel: 020 8577 6656 <https://www.schoolbellsuniforms.co.uk/>

## **UNIFORM INFRINGEMENTS**

If a student arrives at School without an item of uniform and without a note of explanation from a Parent/Carer, the following steps are likely to follow:

1. A telephone call home will be made to inform parents/carers of the issue
2. Parent/Carer will be asked to bring in the item
3. Parents/Carer will be asked to arrange for a replacement

We ask Parents/Carers to monitor the condition of their child's uniform and ensure that items such as shoes are replaced in good time. It is essential that students come prepared for school appropriately; this is a life skill to prepare them to be successful in later life.

Students are also expected to wear the uniform correctly:

- shirts should be tucked in
- top buttons should be fastened.

## **MOBILE PHONES**

If a student is seen/heard with a mobile phone, anywhere on the school site, the phone will be confiscated and stored in Student Services Office. It will be kept in a sealed envelope in a locked cupboard. Students will only be able to collect it on a Friday afternoon between 15:00 – 16:00. Mobile phones confiscated on a Friday will be returned the following Friday.

Parents/Carers are asked to remind their child of the School's Policy that mobile phones are not to be seen, heard or used in School. Students should go to Student Services or the Main School Office if they need to make an urgent phone call. Parents/Carers should contact the Main School Office if they need to get to contact their child urgently.

The School does not, under any circumstances, accept liability in case of loss or damage to personal belongings. Students should not bring valuable items to school which could be lost or make them vulnerable to crime. Mobile phones are a valuable item and are not needed in School. Consequently, the School will not normally investigate losses or the theft of items brought to School against our advice.

## **LUNCH ARRANGEMENTS**

- Students have a 40 minute lunch break every day
- Students are required to stay at School for lunch
- The canteen offers a range of hot and cold meals and snacks during break and lunch
- There are always a vegetarian and Halal options. Any food purchased from the canteen must be consumed on the premises
- The School canteen does not sell drinks. This is in order for us to maintain the health of our students by encouraging them to consume water, rather than sugar and additive-

laden drink options; it also helps to maintain our School site as students do not have empty bottles which can contribute to litter

- Instead of selling drinks, we have water fountains available around the School site, including in the canteen. Students should bring a reusable water bottle with them, which they can top up at School as necessary
- Students cannot pay with cash, debit cards or a mobile phone. The School operates a biometric [fingerprint recognition] system [WisePay]. Parents/Carers need to make payments to top up students' accounts via their credit/debit cards using the School website. Students will be registered on the system on their first day and given a letter so that Parents/Carers can provide them with funds
- WisePay is also used to pay for school trips, ties and social events amongst other things
- Students entitled to a Free School Meal will have their allowance added to their account daily. We recommend they select a hot lunch option and a dessert to maximise the nutritional value of this meal. Any money not spent does not accrue on students' accounts so they must use this entitlement daily. Parents/Carers can still put money on students' accounts, in addition to the Free School Meal allowance, should they wish
- Should a school event take place over lunch time, a packed lunch will be provided for students entitled to a Free School Meal. During Ramadan, students entitled to a Free School Meal may collect food in the canteen to consume when they break their fast.

## **BICYCLES**

Bike storage areas are available at the School. Students are responsible for securing their own bikes safely. We expect that your child will wear appropriate safety equipment when travelling, including a helmet and lights for darker nights. We also recommend that they undertake a Cycling Proficiency Test. Scooters are not allowed on site.

## **STUDENTS WITH MEDICAL NEEDS**

Parents/Carers of students with medical conditions should complete a Health Plan [complete the form enclosed in the pack] outlining the condition and any adjustments that need to be made by the School. Medication that needs to be taken whilst at School is stored in the Student Services Area and only dispensed by a qualified First Aider. We do not administer any medication that has not been prescribed by a doctor.

## **WHY WE HAVE RULES**

Rules ensure that our children are protected and encourage good decision making. They are the building blocks of any cohesive community. We expect parents to support by discussing the School rules and explaining how they help to maintain a positive learning environment, fundamental to academic success.

Our PSHE and Tutor Time programmes will help students to better understand the rationale behind the rules.

We want to remind parents of the expectations we have of students:

1. No chewing gum – it is an environmental issue, and it is expensive to remove from desks carpets and corridors. It expends valuable resources that could be better spent on children's education

2. No hoods/hats unless it is raining [never inside buildings] and no face coverings – it is important that all members of our school community are identifiable
3. Mobile phones should always be switched off and out of sight on the school site. Phones will be confiscated and returned as per school rules if they are seen or heard.

## EMBEDDING POSITIVE HABITS AT HOME HOMEWORK

Many Year 7 students cite homework as one of the initial concerns they have about starting secondary school. It is important to support your child to be **organised** with their time and to be **well prepared** for the week ahead – this will go a long way to address their concerns.

### How can I support my child to be organised?

We have several tools that students are given to help with managing their workload – Satchel:One and the Student Planner – and have provided additional guidance and information about these below. Their Form Tutor will also support them to use these, during their induction and throughout Year 7.

Some questions Parent/Carers can ask to support include:

- Can you show me what homework you have been set? [Refer to the Student Planner and/or Satchel:One]
- What order are you going to complete this work in? What is due first? What is the most difficult?
- Can I see the pieces you have finished to check they are done?
- Is this your best effort?
- Have you put the finished work in your bag, ready to hand in?

Satchel:One and your child's Planner both contains their timetable, showing which lessons they have on each day. They should consult their Planner when packing their school bag each evening, making sure they have their exercise books, any required equipment and any homework to submit the next day.

The second tool at your child's disposal is our online homework platform, Satchel:One. This app is free to download and both you and your child will be provided with a login. On the app, your child can check any work set, access any resources to help them and see deadlines. This is an example below of what a task may look like:

■ Mrs A. Andhee set this assignment for group 7a/Ma1 - Mathematic

Set on Fri 24 May

Due on Tue 04 Jun

#### Task description

Two tasks are set on Mathswatch. Due in on Tuesday 4 June 2024.

#### Other information

- This homework will take approximately 30 minutes
- Mrs A. Andhee would like you to hand in this homework online via Show My Homework

When children complete homework unsupervised, they can be distracted by their mobile phones, games or siblings. It is worthwhile ensuring their workspace is regularly monitored and is as quiet as possible.

On occasions, your child may need to use a device to complete homework; but it is unlikely to always be the case; therefore, please do encourage them to leave their mobile phone in another room or in your care when studying. The distractions of communication with friends or use of social media can prolong their completion of homework and reduce its quality, as well as having a potentially negative impact on their emotional and mental well-being.

If your child is struggling with a piece of homework, encourage them to take these steps:

- Re-read the instructions again carefully
- Check Satchel:One to see if the teacher has provided any additional guidance or resources
- Ask a friend, older sibling or parent for help
- Search online to see if there are any solutions
- Contact the teacher, either by email or by going to see them before the lesson, to ask for help.

### **How can I support my child to be prepared?**

It is a good idea to complete homework tasks on the day they are set, to avoid a large workload building up.

You could support your child to develop systems and routines, such as where to store their exercise books so that they remain safe and organised. They could also have a folder for work to complete in their workspace and a completed work folder in their bag, keeping their homework neat and secure.

If students repeatedly fail to hand in homework by the due date, they may be set a detention. If your child incurs a detention, please discuss this with them and help them to reflect on what they need to do to avoid this situation reoccurring. It is important that they remember to attend as failure to complete a detention can result in a further sanction.

However, if a specific issue has resulted in the homework being incomplete, you could write a note of explanation to the teacher in your child's planner, explaining when they will be able to complete this task. They should also see their teacher before the lesson to explain and to see whether an extension is possible.

Usually, students are given a week to complete tasks set so by staying on top, they should not be in the position of completing homework the day before it is due. If your child is struggling with their workload, please speak to their Form Tutor or to Mr Abdulla for further support. Equally, if your child could benefit from additional challenge, please get in contact.

### **How can I push my child further at home?**

In addition to the wide range of enrichment and super-curricular activities offered at school, we also want our students to enrich their minds at home.

Some suggestions are:

- **Regular reading.** Heston Library is free to use for local residents and offers a wealth of literature, audiobooks and films for your child to access. Engage your child in conversation about what they like to read and watch
- **Theatre and film.** There are numerous local theatres, like Questors Theatre in Ealing, the Watermans Arts Centre in Brentford, the Beck Theatre in Hayes and Richmond Theatre, which sometimes even host productions which have toured in the West End
- **Nature walks.** Syon Park, Osterley Park and Cranford Park are all in the locality and offer a lovely place to walk together, whilst enjoying the calming beauty of nature
- **Museums and art galleries.** There are many attractions in the local area, such as Gunnersbury Park Museum, the Steam Museum in Brentford, Redlees Studios and the Waterman Arts Centre. Other attractions within close distance include the National History Museum, the Science Museum, the National Gallery and the Tate Britain, which are free to enter and easy to reach by the London Underground
- **Local cultural activities.** There are sometimes free festivals and charity events in the Hounslow area. Websites like <https://inhounslow.com/calendar/> and [https://www.hounslow.gov.uk/info/20168/parks\\_and\\_open\\_spaces/1832/events](https://www.hounslow.gov.uk/info/20168/parks_and_open_spaces/1832/events) are good ways to keep informed of what is available or upcoming.

## EXTRA-CURRICULAR ACTIVITIES

The School runs a vast range of extra-curricular activities and we want all students to take advantage of these, particularly during KS3 when they have the time to explore their interests. Extra-curricular activities give students the opportunity to socialise, develop team work and communication skills and nurture a talent or passion. We often hold Enrichment Weeks, in which upcoming clubs are shared with students by their Forms Tutors and through assemblies, along with the chance to sign up.



We encourage student participation in all areas of School life, such as by joining our Student Council where they will be trained in leadership skills and participate in recruitment or by helping to order the books in our Learning Resource Centre as Student Librarians. Other opportunities include our popular Duke of Edinburgh programme, additional learning or trips for More Able students and extensive sporting fixtures.

Our Sports and Fitness clubs offer challenge and competition for those students who thrive in team sports. Our Cricket, Basketball and Football teams continue to do very well in fixtures against local schools and Rounders is also a firm favourite in the Summer. The School boasts excellent sporting facilities, including a newly refurbished gym, a state of the art cricket nets, huge playing fields and an astro-turf pitch, enabling us to provide students with experience of many sports through PE and clubs.



We hope your child will join one or more of the clubs on offer, whether they hold ambitions to excel and pursue in athletics or simply for fun and fitness. As part of our commitment to fitness for all, we work closely with various local organisations. The West London Boxing Academy offer Boxing lessons; Brentford Football Club's Community Sports Trust deliver Multi-Sports sessions; The Conquest Academy run Dodgeball and Advanced Boys Football, while Fitness sessions are also delivered by Nuffield Fitness.

There are also many creative clubs for students who enjoy Music, Art and Drama. Many of our students learn musical instruments through private lessons at School. We have a yearly Cultural Fusion Show, showcasing talent from across the School, as well as termly musical concerts. Our Year 7 Drama club recently performed a play version of 'Harry Potter and the Philosopher's Stone' to an audience of 150 parents and students. We look forward to supporting students to explore, discover and hone their talents in the performing arts.



For students who enjoy quiet spaces, our Inclusion Team offer both a Quiet Club and a Board Games Club in a small, peaceful setting, every lunchtime. Our Learning Resources Centre offers clubs for students who like to research using non-fiction sources, and for those who enjoy devouring fiction, in addition to author visits, writing competitions and special events for World Book Day and other literary celebrations.

Knowledge-enriching clubs also play their part for students who want to learn beyond the classroom. Last year, KS3 students enjoyed tracing family trees in the History Club, developed coding skills and entered competitions in the Coding Club, practised Chess, tried out new experiments in the Science Club, and enjoyed brain-boosting games at the 24 Maths Games Club.





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