

BEAL SIXTH FORM
ONE SIXTH FORM – TWO SITES – THREE PATHWAYS

The Forest Academy Campus
Harbourer Road, Hainault,
Ilford, Essex, IG6 3TN

Tel: 020 8501 6672

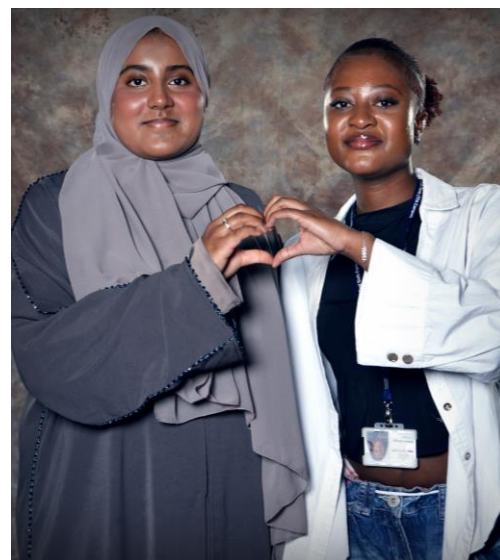
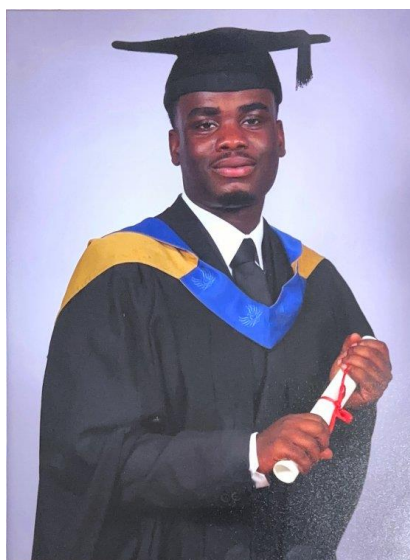
Email:
sft@theforestacademy.co.uk

The Forest Academy Campus

Student Handbook

*** 2025 – 2026 Edition ***

What We Expect From Our Students



The Forest Academy Campus of Beal Sixth Form is a caring, supportive and ambitious learning community where every student is prepared for a lifetime of success. We strive to make every individual the best they can be.

We pride ourselves on our pastoral systems and the individual care and support we offer all our students. As an Ofsted Outstanding sixth form we have the highest expectations of our students in all aspects of sixth form life and the wider community.

All new and existing students should familiarise themselves with the guidelines and codes of conduct set out in this handbook.

All information correct at the time of printing, September 2025

Beal Sixth Form's Compelling vision for success

To Succeed at Beal Sixth Form, ALL Students MUST:

1. **Actively participate in all aspects of sixth form life.**
2. **Behave with HONESTY, INTEGRITY and MATURITY.**
3. **Strive for the best results academically, working their hardest to reach their full potential.**
4. **Serve the whole school community as a positive role model.**
5. **Achieve *at least* 95% attendance and punctuality.**



MY DETAILS

Name _____

Tutor Group _____ Form Room _____

Form Tutor _____

The Forest Academy Campus Sixth Form Team & Contacts 2025-2026

Mr W Luck – Director of Sixth Form, Assistant Principal

WLuck@theforestacademy.co.uk

Mr F Nortey – Head of Year 12 & Year 13 (Level 3)

fnortey@theforestacademy.co.uk

Mr A Lamont – Head of Year 12 (Level 2)

& Progression Coordinator

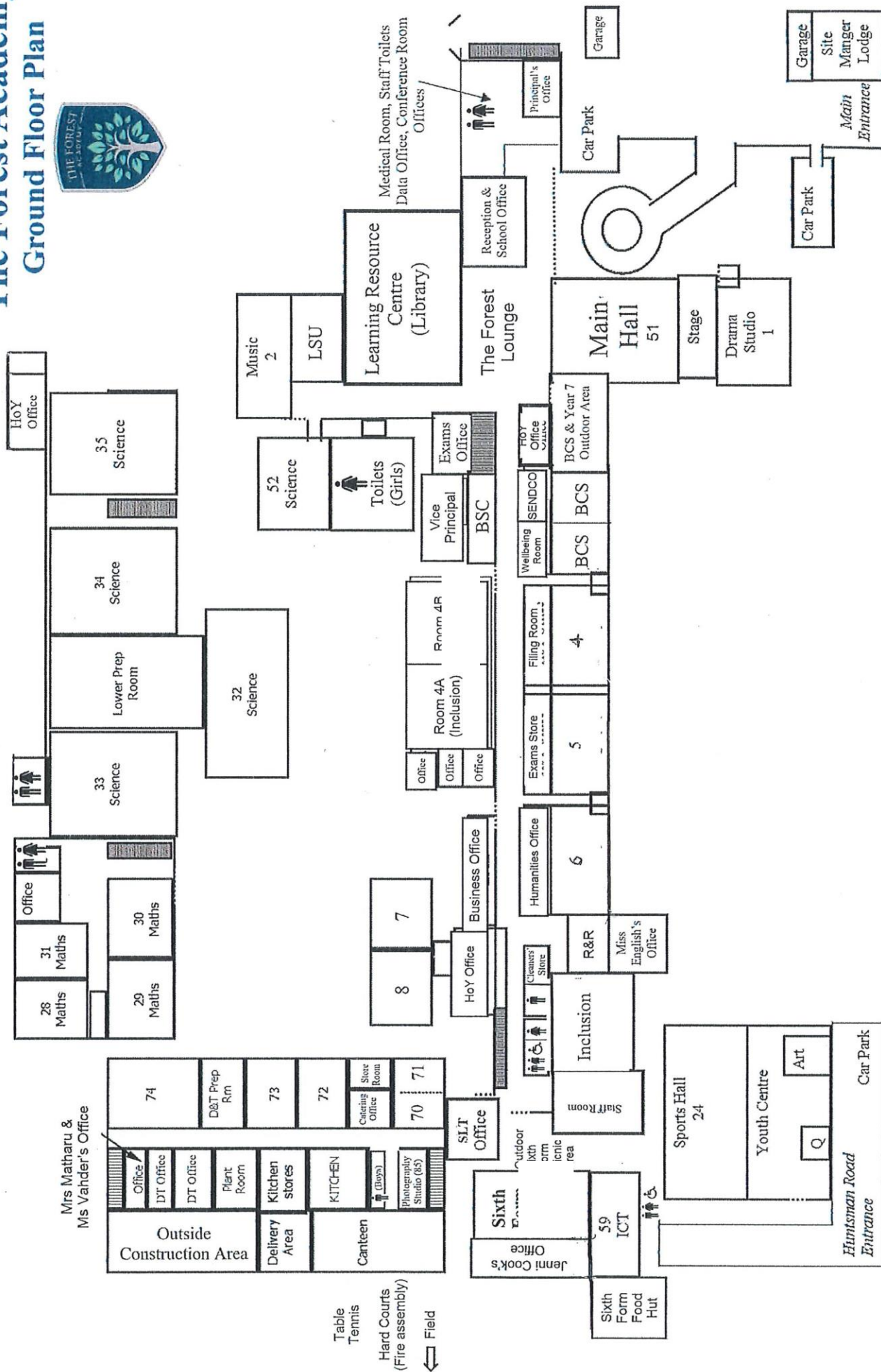
ALamont@theforestacademy.co.uk

Miss Jenni Cook – Sixth Form Student Services Manager

j.cook@theforestacademy.co.uk

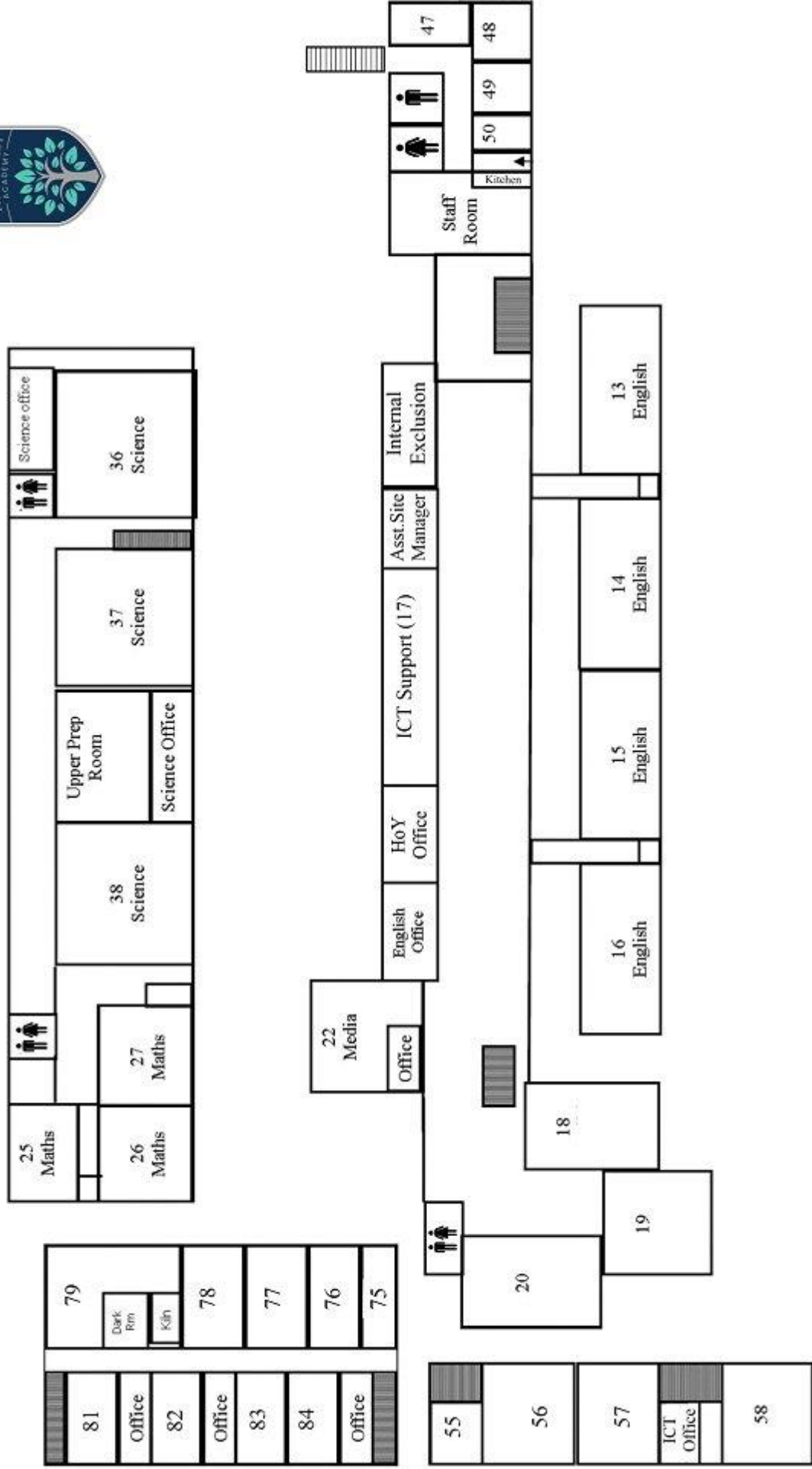
Sixth Form Direct Line: 020 8501 6672

Email: sft@theforestacademy.co.uk



The Forest Academy

First Floor Plan



TFA Campus Sixth Form Team (SFT)



Mr W Luck

Director of Sixth Form
TFA Campus,
Assistant Principal



Mr F Nortey

Head of Year:
Year 12 & Year 13
Level 3



Mr A Lamont

Head of Year:
Year 12, Level 2



Miss Jenni Cook

Sixth Form Student
Services Manager

Sixth Form Tutors & Form Rooms

Year 12 – Level 3 Form Groups



Mr S Raza
12F (58)



Miss C Chizelle
12O (84)



Miss S Fisher / Miss S Hussain
12R (16)

Year 12 – Level 2 (Three Year Pathway – '3YP')



Mrs M Zadeng / Mr J Mwanang'umbi
12E (73)



Miss N Sirbu
12S (13)



Mr S Owusu
12T (25)

Year 13 Form Groups



Mrs M Mukherjee
13F (57)



Mrs S Charles (*Tue -Fri*)
Mr D Gonzales (*Mon*)
13O (56)



Miss N Khanum
13R (22)

Other BSF @TFA Staff



Miss A Baldock
Senior Leadership &
Sixth Form Administrator



Ms Sonia Tardetti
BSF Counsellor
(TFA – Fridays)



Ms S Miah
TFA SENCO,
Head of Faculty - Inclusion

Contact Information - To report an absence, general enquiries and first point of contact:

Sixth Form Direct Line: 020 8501 6672

Email: SFT@theforestacademy.co.uk

The School Day

All sixth form students are expected to be on site between 08:25 and 15:00 every day.

THE SCHOOL DAY	Time
Students on site	08:25
Registration & Form Time / Assembly	08:30 – 09:00
Period 1	09:00 – 10:00
Period 2	10:00 – 11:00
Break	11:00 – 11:20
Period 3	11:20 – 12:20
Period 4	12:20 – 13:20
Lunch	13:20 – 14:00
Period 5	14:00 – 15:00

Student Arrival & Finish Times

- ALL Year 12 and Year 13 students are expected to be on site by 08:25 every day, even if they do not have a lesson period 1
- Students must remain on site until 15:00 every day, unless signing out with Jenni Cook (JCO) for a pre-planned, authorised, absence

Lunchtime Procedures

- Students *may* leave site for their lunch break – this is a privilege and will be revoked if students return late for period 5
- Students who go off site for lunch **MUST** sign out, and back in again, with JCO (*on the blue sheets in the Study Zone*)
- Should parent(s) NOT wish their child to be allowed off-site at lunchtime they must contact JCO
- Students are NOT allowed off-site during morning break or at any other time during the day

Sixth Form Dress Code: ‘Presenting A Positive & Professional Image’

To purchase the **compulsory Beal Sixth Form Blazer**, and other optional items, please order from our **online** supplier **Price & Buckland** www.price-buckland.co.uk

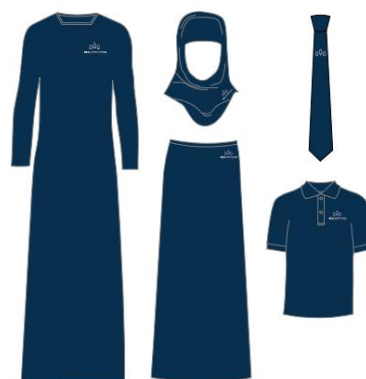
Financial assistance to purchase the compulsory blazer is available as vouchers for eligible students.

Parents should contact Director of Sixth Form, Mr Luck, ASAP via email:

SFT@theforestacademy.co.uk outlining details of their request.



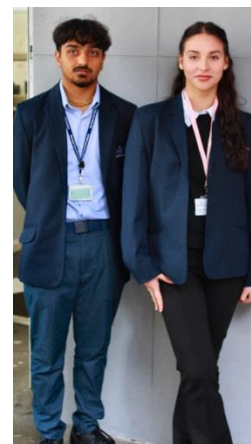
* **Compulsory male / female BSF Blazer with badge**



Optional items with BSF logo available

Sixth Form Dress Code

'A Positive and Professional Image'



Students MUST Wear

Compulsory Items:

Sixth Form ID & Lanyard
(worn around neck and visible at all time)

BSF Blazer with BSF badge *

Button-through collared Shirt or blouse (or navy polo shirt – summer term only)

Plain, dark-coloured formal trousers, or skirt
(knee length or longer)

Black, low / flat-heeled shoes,
or **solid black trainers**

Optional Items:

*BSF tie, navy abaya, navy hijab,
plain black or navy jumper or cardigan*

Students MUST NOT Wear

Face coverings, or items, that obscures the face

Hats, caps, hoodies, Denim

Jeans, leggings,

jeggings or cargo pants

High heels, sandals, flip flops, sliders

Or any other shoes that could be a trip hazard

T-Shirts or shorts

Above the knee skirts

Vest tops, spaghetti tops or crop tops

Sportswear or gym wear

Clothing with large logos

False nails, false eyelashes

- Shoulders, midriffs, low neck lines and backs **should not** be exposed
- Chewing gum **is not** permitted on site
- Students **should not** have headphones, earpods or headphone wires showing when moving around the school site
- Students are **not allowed** to use their mobile phones, devices or headphones, outside of the designated sixth form areas, or have them visible when moving around the school site



Students who refuse to follow the dress code will face disciplinary action, such as confiscation of items, being sent home to change or internal / external suspension if necessary. The school reserves the right to ask students to modify / change their attire if they do not meet the spirit of the dress code as outlined.

Safeguarding & Child Protection

Safeguarding at TFA 2025-26



Ms English
BMAT Safeguarding Lead
Deputy Designated Safeguarding Lead KS4
Assistant Principal—Years 10 and 11



Mr Luck
Deputy Designated Safeguarding Lead (DDSL)
Assistant Principal—Years 12 and 13



Mrs Hope
Head of Year 8



Ms Homig
Head of Year 11



Mrs Sakaliene
SENDDHOY (KS3)



Mr Ansell
Designated Safeguarding Lead (DSL)
Principal



Ms Miah
Head of Inclusion Faculty—SENCO



Miss Briggs
Head of Year 9



Mr Lamont
Head of Level 2—Year 12



Miss Dixon
SENDDHOY (KS4)



Mr Onienze
Deputy Designated Safeguarding Lead (DDSL)
Assistant Principal—Years 7, 8, 9



Ms Kerai
Head of Year 7



Mrs Hussain
Head of Year 10



Mr Nortey
Head of Level 3—Year 12 and 13



Mrs Fernandez
Parent Support Advisor (CLA specialist)

Safeguarding is the responsibility of everyone who works at the school. You can speak to your form tutor, any class teacher, any member of support staff or our senior leaders.

We have a specific safeguarding team who had additional training and can help you. If you need help, or are worried about something, please speak to us.

Redbridge LADO—the Local Authority Designated Officer handles concerns about people who work with children in Redbridge—lado@redbridge.gov.uk
0208 708 5350
Whistleblowing Policy is available at beaconacademytrust.co.uk/whistleblowing



RULES, PROCEDURES & GENERAL INFORMATION

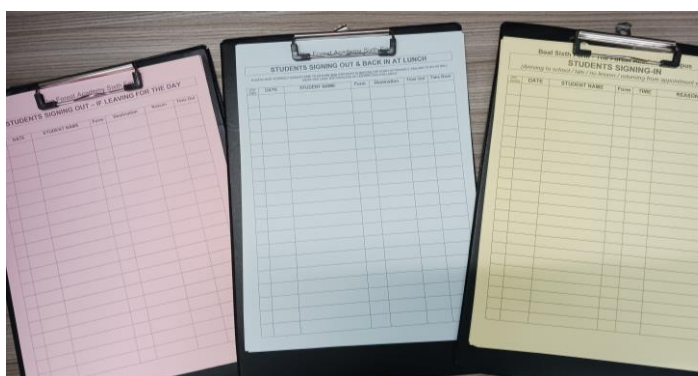
In other situations, SFT discretion and The Forest Academy campus rules apply.

Daily Expectations

- Students must attend form time, assemblies, Personal Development sessions and check the notice boards and cover board in the Study Zone every day for information and important dates (See *Cover Lesson Procedures*, below)
- Students must check their Beal school email every day
- Students must engage with the Sixth Form Bulletin PowerPoint every week, which will be emailed, so they may read in detail at their leisure. The bulletin includes important messages, celebrates successes and offers a huge variety of extra and super curricular opportunities

Sixth Form Punctuality

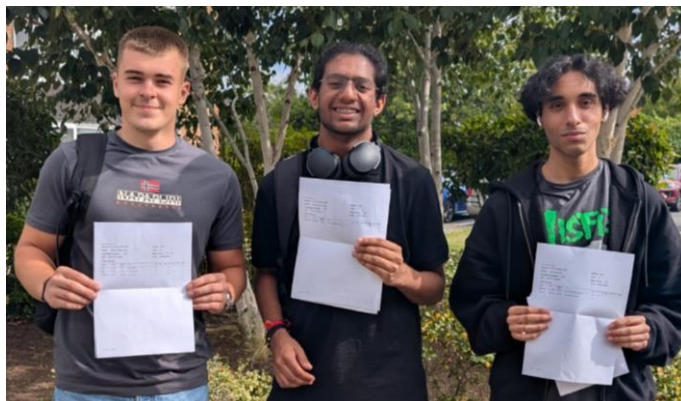
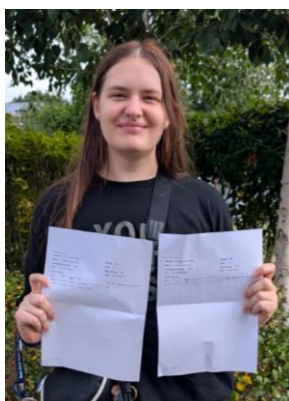
- Sixth Form attendance and punctuality are very carefully monitored
- A minimum standard of 95% attendance and punctuality are expected. If at any point in the year a student's attendance or punctuality falls below this rate, we will arrange to meet with families to discuss next steps as this could result in the student not being able to progress to the next stage of sixth form
- **Any student arriving late MUST follow the procedure explained below**



Signing-in and signing-out sheets

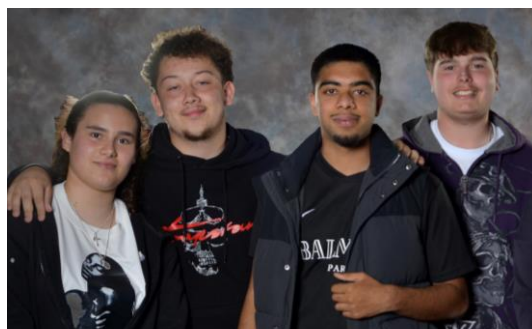
Late Arrivals Procedure & Late Detentions

- Sixth Form students should only enter and exit site via the Harbours Road gates
- **Any student arriving late MUST report immediately to the Study Zone and sign-in on the yellow 'Late' sheet with Jenni Cook (JCO)**
- Students should **NEVER go straight to registration or lesson, without signing in with JCO first.** This is to ensure students' safety in the event of an evacuation situation
- Each student is given 2 'grace' late marks per week (to allow for, e.g. travel problems)
- Any student with 3 or more late marks in a week will be expected to attend detention the following Monday, after school, under Head of Year supervision
- Detentions range from 30 minutes to 90 minutes (dependent on number of late marks) and students and parents will be emailed the Friday before Monday detention if they are on the list
- The list will also be displayed in the Sixth Form Study Zone
- Any student who fails to attend (or liaise with HoY to rearrange, in advance) will have the length of the detention doubled



Sixth Form Attendance & Absence Procedures

- If a student is ill and unable to attend school, a parent / carer **MUST** call in, or email JCO, before 09:30
- A message may be left on the **Sixth Form Direct Line (020 8501 6672)** or email (j.cook@theforestacademy.co.uk)
- **Please clearly state the student's name, nature of illness / reason for absence and leave a contact telephone number for us to call back if necessary**
- **Each day of absence will require the same procedure**
- Parents / carers will be sent a text message if their child is not in school and follow-up calls will be made to seek an explanation for absence and update registers
- Failure to provide follow-up evidence of absence and / or appointments (within two weeks) will result in default unauthorised absence mark(s.) This will detrimentally affect overall % attendance and may jeopardise the student's place within sixth form
- **Students must not book driving lessons during the school day**
- **Students must not agree to part-time employment during the school day**



Medical / Dental / Official Appointments

- Please try not book appointments (e.g. medical, dental) during the school day unless it is an absolute emergency. *Usually, orthodontists and dentists will prioritise after school appointments for SF students upon request*
- For scheduled appointments, the student must provide evidence (e.g., hospital letter, appointment card) to JCO in advance, so the absence can be noted on SIMS
- For emergency appointments or those booked for the same day, a parent or student should call to explain and the student should bring a parental note or evidence from the appointment when returning to school. All documentation should be given to JCO

Religious Observations (e.g. Eid)

- **Students wishing to take a leave of absence for religious reasons MUST request, in writing, in advance**
- We appreciate that with some events (such as Eid) advance warning can be difficult. In these instances, we ask that parents, or students, email / telephone on the morning of the day off
- Students are allowed a one-day authorised absence only for each religious occurrence
- Any additional days taken (whether confirmed by a parent or not) will not be authorised and will detrimentally affect the student's % attendance

Three Sixth Form Student Pass forms are shown. The top form is a purple 'Sixth Form Student EXIT Pass' with fields for Leaving & Returning, Leaving for the day, Other Note, Student Name(s), Day & Date, Time, Authorised by Jenni Cook, and Official SF Stamp. Below it are two yellow forms: a 'Sixth Form Student Library Pass' and a 'Sixth Form Student SPORTS PASS'. The Library Pass has fields for anteen, Room 49 / 50 (Y13s only), Library, (only if free & agreed by staff present), Student Name(s), Day & Date, Time, Authorised by Jenni Cook, and Official SF Stamp. The Sports Pass has fields for Student Name, Day & Date & Time, Valid for Period, Authorised by Jenni Cook, Courts, TT, Field, Equipment, and Official SF Stamp.

Exit Pass, Library Pass, Sports Pass

University Visits, Work Experience

- Students wishing to attend a university open day, taster day or interview must print out the online confirmation of booking for the event and have it signed by a parent / carer explaining they consent to this visit which is not organised by BSF or TFA
- All Year 12 students will have time set aside during Progression Week in July to arrange a work experience placement
- Any student applying for initiatives at any other time of the year (Future Fist, Future Leaders etc) must submit their request in writing, and signed by a parent, in advance of the event. The SFT will only consider authorising the absence providing it is in the best interest of the student and does not incur too much school absence

Leave of Absence – Exceptional Circumstances

- Any student wishing to take a leave of absence due to exceptional circumstances **MUST** provide a written request by a parent, in advance. If overseas travel is required a copy of tickets / booking confirmation of outbound and return travel must also be provided.

BSF Attendance and Punctuality Policy (Updated January 2020)

‘Beal Sixth Form aims to encourage excellent levels of attendance and punctuality, with the intention of enabling all students to take full advantage of the educational opportunities available.’

The aim of Sixth Form attendance and punctuality is to improve the overall percentage attendance of students at school to above 95%. This will include lesson and tutor time sessions. Students who fall below 95% attendance will then be placed on the attendance disciplinary ladder. We expect students to arrive punctually to school. Persistent lateness will be dealt with by form tutors and the Sixth Form Team (SFT)

- 1. Informal Warning – details kept on file (pre-stage 1).** This is issued by the tutor and / or SFT following emerging patterns of lateness to school / missing tutor time. This will be logged on SIMS.
 - 2. Formal Warning and Report card (stage 1) –** This is issued by the tutor and / or SFT once pre-stage 1 has not led to sustained improvement in attendance and punctuality. A formal Warning letter will be sent home to parents/carers and students will have to complete a one-week report with 95% attendance.
 - 3. Formal Warning and Report card (stage 2) – ‘Persistent Absences’** This is issued by the Head of Year following lack of impact of stage 1 in terms of their attendance and punctuality. Formal Warning letter will be sent home to parents/carers and students will have to complete a further two-week report with 95% attendance.
 - 4. Attendance Concern Meeting (stage 3) -** this is organised by the HoY if students at stage 2 do not improve their attendance and punctuality. Parents/carers are invited to attend an **‘Attendance Concern Meeting’** with the SFT.
 - 5. Educational Welfare Officer (EWO – Stage 4) -** Once stage 3 has not had the desired impact on their attendance and punctuality, the SFT liaises with the Director of Sixth Form, who will refer to the EWO. They will arrange a home visit to address attendance concerns and/or write a letter home with possible removal from roll.
 - 6. Removal from Beal Sixth Form (stage 5) –** Failure to respond to the previous interventions will result in the student’s place being withdrawn.
- It is the responsibility of the student and parents/carers to ensure that if absences do occur that the correct procedure is followed
 - Absences of five consecutive days or more, or where patterns of absence emerge, must be supported by medical evidence
 - Leave of absence during term time will not be granted unless there are exceptional circumstances to consider, parent / carer has submitted a written request, and then only when authorised by the Director of Sixth Form or Principal
 - Progression to Year 13 is dependent upon a minimum attendance of 90%

Sixth Form ID & Lanyard

- As part of site safeguarding all Sixth Form students are required to have a photo ID card, with BSF lanyard, which **must be worn around the neck at all times with the photo on display**
- IDs will also allow students to gain entry to specific SF areas
- All **new** students will have their photographs taken and IDs and lanyards issued within the first four weeks of term
- IDs provide evidence of full-time education and may allow access to student discounts etc
- Replacement ID cards and lanyards (lost / damaged etc) may be subject to a replacement fee of £5.00
- Students who fail to display their ID will be sent home at the discretion of the Sixth Form Team (SFT)

Independent Private Study Periods

- When students are not in timetabled lessons they are expected to stay on site and use the time effectively to complete private, independent study in the Sixth Form Study Zone or Main School Library
- Timetabled private study periods are also allocated to student timetables and during these periods students will need to register with JCO and work in the designated sixth form study areas
- Student **MUST NEVER** leave site during lesson times, study periods or 'free' periods
- If students wish to work in other, subject-specific, areas within the school they must still register with JCO and then gain permission to do so
- Should we need to locate a SF student at any point during the day, when not in a lesson, we should be able to do so quickly and effectively for safeguarding purposes

Cover Lesson Procedure (*Teaching Staff Absence*)

- Any sixth form cover lessons will be displayed on the daily cover board in the Study Zone.
- Students will register with JCO and be given cover work and / or instructions for how to progress in the absence of their subject teacher
- **It is the responsibility of every sixth form student to check the cover board throughout the day, follow instructions and obtain their attendance mark**

Mental Health & Wellbeing

- We pride ourselves on being able to offer excellent support and pastoral care at TFA campus
- JCO is trained in young people's mental health, CBT, academic resilience and mental health first aid and can also refer students to school counselling service
- We discuss mental health, physical health, sexual health and general well-being to avoid stigmas and stereotypes and forge open, respectful and factual discussions
- Health and wellbeing forms part of our Tutor Time and Personal Development sessions and is also given over to curriculum 'drop down' days, visits, trips and guest speakers



Sixth Form Senior Prefects & Student Leadership Team

- All sixth form students can apply to become Senior Prefects and then join our Sixth Form Student Leadership Team in Y13
- Senior Prefects carry out a range of duties including lower school form group support, sports support, Student Voice representatives, school ambassadors, mentoring, organising charity events, assisting in the Library and with book fairs.
- They can also initiate and manage projects within school and the local community
- Compulsory duties include participating in the daily rota of break and lunchtime duties around the school site and assisting at Parents' Evenings and Open Evening events
- All Senior Prefects are required to be exemplary role models and attend regular meetings and briefings

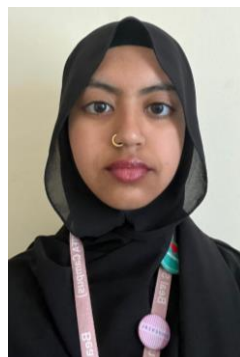
Sixth Form Senior Prefect Leadership Team 2025 - 2026



Head Prefects



Deputy Head Prefects



Assistant Head Prefects

'Superstar' Certificates and SIMS Points

- 'SIMS' or *School Information Management System* is the education database we use at TFA
- All staff can award positive points to students on SIMS for academic, pastoral, community, attendance, punctuality, and behaviour efforts
- These points accumulate throughout the year and the student with the highest points at the end of year 12 and Year 13 are each awarded a prize
- Negative points can also be given for poor behaviour and /or failure to meet our expectations of a sixth form student (*as outlined in the handbook, along with school policy and within lessons*)
- Negative points are offset by positive points so students can get 'back on track'
- The SFT and tutors monitor these points closely and intervene where necessary
- We recognise the weekly achievements and contributions of our students by celebrating success in our student bulletin, Personal Development sessions and issuing 'Sixth Form Superstar' certificates at termly achievement assemblies



Designated Sixth Form Areas

- At NO point during the day should students be 'wandering' or loitering around the school site.
- Free periods should be spent in the Common Room, SF Study Zone or Library.
- Any student wishing to be elsewhere MUST inform JCO in advance (this is crucial for safeguarding purposes)
- Dedicated Study Zone (SZ) with PC access, colour printer, scanner & photocopier, laptop trolley, private study booths and an adjacent silent study / revision area
- Two study rooms, specifically reserved for year 13 students' private study
- Specially designed and dedicated Sixth Form Common Room
- Outdoor picnic area, sports courts, indoor and outdoor gym areas (*subject to availability and obtaining a Sports Pass*)
- A dedicated SF snack kiosk, open 10:00 to 14:00, Monday – Thursday, (subject to staffing) where SF students can purchase food and drinks outside of breaks during their free periods
- SF students may request a Library pass to work in the area during the day (*subject to behaviour and availability*)
- A dedicated SF study space in the main Art classroom throughout the day
- Opportunity for 3D Design students to work in the DT Prep Room (*with access to laser cutter etc*)
- Sixth Form student areas should be treated with respect, kept tidy and no furniture be moved
- If the Common Room is misused, littered, not maintained by students, or not treated with respect it will be locked and its use withdrawn
- Lower school students may not use these rooms – please do not encourage them and report any misuse to staff immediately
- The Study Zone (SZ) is a quiet study area; students are not permitted to use PCs for gaming and social media
- The SZ is NOT to be used as a leisure space / break room during break or lunch
- The SZ is staffed for most of the day and students are supervised and supported
- Students may utilise the Study Zone between 07:30 and 17:00, although staff supervision may not go beyond 16:00 some days
- Food and drink may only be consumed, during breaks, in the Canteen, Common Room or outdoor areas
- NO food is allowed in the SZ at ANY time
- NO CHEWING GUM is allowed ON SITE so should not be consumed in ANY area of the school, including SF only areas
- SF students have a designated toilet for only their use during the day (when lower school toilets are closed.) This toilet is situated near the SZ and students should obtain the key from the SF office, locking it again after use and returning the key. If this toilet is misused it will be locked and SF only have access to lower school toilets at break and lunch and before and after school
- Inappropriate use of computers is flagged up to Mr Luck and Mr Ansell, (e.g. Google searches.) In such cases parents will be contacted with full details of the search, or site that the student has attempted to access. (*See 'Network Use' policy below*)



Enrichment Opportunities

We pride ourselves on the extra and super curricular initiatives we offer our sixth form students.

These underpin students' academic studies with enrichment opportunities and cultural capital so that our young people leave us as well-rounded individuals, ready to begin higher education, apprenticeships or employment.

Personal Development (PSHE)

- In addition to PSHE activities undertaken with tutors during morning registration periods, all sixth form students engage in a weekly period of Personal Development as part of their timetabled curriculum
- Year 12 and Year 13 sessions are delivered separately and tailored to student needs as appropriate
- Sessions are delivered by members of the SFT and / or visiting guest speakers and industry professionals.
- An example of areas covered are: Mental health, sexual health, substance misuse, budgeting and planning for university, preparing for the world of work, interview techniques, CV writing, study skills, UCAS, Student Finance, personal safety, consent and healthy relationships, career-specific talks and financial education

Visits, Events, Collaborations & Work Experience

- In addition to in-school events (Progression Week, Careers Events, Senior Prefect Duties) we encourage all Year 12 students to engage in a work placement in the summer term as part of our dedicated Progression Week. Students source their own placement and may seek assistance from our dedicated Careers Coordinator or members of the SFT
- Below are just a small number of the trips, events and opportunities which students have previously enjoyed:

Work shadowing placements at KPMG, Allen & Overy, Citigroup, Deutsche Bank, Kings College, Imperial College, The National Orthopaedic Hospital, Pret A Manger, and Financial Conduct Authority.

Collaborations with Upskill, Ofcom, Aspen Construction, Metropolitan Police, Teach First, Future Leaders. Trips to London Careers Fair, Oxford and Cambridge Colligates, Queen Mary University and summer school placements at UEL, SOAS and Oxford University.

Subject-specific trips: Construction Skills Academy, National Theatre, Bloomsbury Philosophy Conference, The Photographer's Gallery, Starbucks Head Office, The Bank of England Museum, The National Gallery, The V&A Museum, UEL's Sports Centre of Excellence, UEL 'Courtroom in a Classroom'.

- **Examples of previous visiting external speakers:** Wings of Hope, The Alzheimer's Society, Making the Leap, The Teenage Cancer Trust, Make-a-Wish Foundation, Malcolm Sweeting - Senior Partner, Clifford Chance Law, Wes Streeting MP, Barclays Life Skills, Imperial College, Speakers for Schools, The Breck Foundation, Mental Resilience with Andrea Corbett, Metropolitan Police



Making the Leap.



Communication and Technology Use

SF Student Bulletin

- Every Tuesday JCO emails the SF Student Bulletin to the Beal email addresses of all year 12 and year 13 students. Students MUST check this vital source of communication of notices and information and also opportunities such as work experience placements and enrichment opportunities.

Weekly Parent Newsletter

- Every Friday all sixth form students and their parents and carers are emailed the weekly newsletter from The TFA Campus Principal.

Microsoft Teams

- In addition to checking their school emails every day, students will use 'Teams' to access work and submit work online. Individual teachers will advise on working practices.



Student Network Login & Email

- Every student is given their own, unique, login and password to access all PCs in the school and their email account
- Every student receives a Beal email address which allows access to Office 365 and MS Teams.
- Students should check their Beal email address and MS Teams accounts every day
- We have a small number of laptops available specifically for SF students to loan during the school year. Application forms are available from JCO

***STUDENTS MUST CHECK THEIR EMAILS ON A DAILY BASIS
(‘I didn’t know’ is not a reason!)***

My Network Login _____ My Password _____

My 'Beal' email address _____



Network and Internet Use Policy

All Internet sites, favourite links, home folders and ANY other contents / files / folders / executables are scanned and filtered on The Forest Academy ICT Network. The Network Administrator has full access, control and permissions over the above. You are personally responsible for ALL contents within your user area - if you believe someone knows your username and password you must inform a Network Administrator immediately.

SF students MUST NOT remove mice, keyboards, plugs from anywhere in the SZ, Library or when in classrooms. If any damage is noticed or caused (accidently or otherwise) students MUST inform a member of the SFT immediately.

Rules for Responsible Computer Use

- I will only access the network with my assigned login and password, which I will keep secret
- I will only use the computers at TFA for school and homework
- I will not bring data from outside school on portable media, unless I have been given permission
- I will not attempt to gain unauthorised access to the TFA / BSF network or any other computer system within school
- I will not try to access, corrupt or destroy other people's files
- I will use TFA's resources responsibly at all times
- I understand that the school will check my computer files and monitor any computers that I work on for inappropriate use
- I understand that any inappropriate use may result in disciplinary action
- I will not violate the privacy or disrupt the work of other users
- I will not load unauthorised software/applications on the network or computers.
- I will not print out any documents that are NOT work related
- I will take care not to cause damage to computer equipment, networks or furniture and will report immediately any accidental damage
- I will not violate laws relating to copyright, data protection or computer misuse

Rules for Responsible Internet Use

- I will be responsible in my use of electronic communications (examples: e-mails, Instant Messaging, Blogging, Message Board Submissions and Newsgroup Conversations). I will not send any material that is inappropriate
- I will not use offensive or threatening language in my electronic communications. All communications I send will be polite and responsible
- I will not give out personal information about myself particularly my home address in any electronic communications
- I will report any unpleasant material or messages sent to me, in confidence if necessary, so as to help protect other students and myself
- I will not visit websites that contain unsuitable material. If I am unsure that a site is suitable, I will ask a member of staff
- I will not participate in any Internet chat rooms
- I will not download unauthorised files into my user area (examples: software, games, music, screensavers, zipped/winrar files, executables, etc)
- During lessons and club times I will ONLY use the Internet for schoolwork
- Using the Internet for other purposes is allowed at the discretion of a member of staff
- If I want to use the Internet for any other purpose, I will ask permission first
- I will not take information from the Internet and pass it off as my own work I will report any misuse of the Internet immediately to a member of staff

SF Mobile Device Charing

- SF students MUST NOT charge mobile devices (phone, earpods, laptops, tablets, headphones etc) with their own chargers in sockets around the SZ or other areas of the school
- Student may give their device to JCO to be charged, in the SFT office, using school-tested chargers only (*iPhone and Android chargers available, subject to availability and use throughout the day*)

16 - 19 Bursary Fund

The 16-19 Bursary Fund provides support to help students overcome financial barriers to participation which they may face, so they can remain in education.

There are two types of 16 to 19 bursaries:

- Bursaries for specifically defined vulnerable groups
- Discretionary bursaries which Beal Sixth Form award using policies set, in line with these funding rules

The young person must be aged under 19 years on 31st August 2025 and may apply at any point during the school year, dependent on circumstances.

Students must apply online via the Bursary Portal section of the online account they used for their sixth form application via Applicaa.

Please see separate information leaflet for full details, eligibility criteria, types of bursary and conditions of payment.

Assessment, Tracking and Reporting

Beal Sixth Form has a rigorous and established tracking system. The nature of this system supports the dialogue teachers maintain with students and parents/carers about progression.

Interim Reports (IRs) are completed each term by all subject teachers who enter end of course predicted grades as well as comments and targets into the tracking system. The Sixth Form Team and Heads of Department analyse this data and intervene where necessary to ensure personalised learning is effectively impacting on results.

Mentoring meetings are held by form tutors once a term with each individual student in order to track their progression and ensure underachievement is challenged. The Director of Sixth Form and Heads of Year meet with individuals who are underachieving in two subjects or more. Parents are also contacted to discuss concerns.

Targeted interventions are provided for individual students and small groups. These can be directly related to subjects and / or general study skills, literacy and revision techniques etc.

We greatly appreciate parental support and positively encourage two-way communication. We are happy to make appointments for parents / carers to meet with Heads of Year, Directors of Sixth Form and Student Services Manager outside of the formal events shown above throughout the year.



ALPS ('The 'A' Level Performance System')

We use ALPS minimum target grades – calculated using average GCSE point scores and normalised against 200,000 students across the UK to set targets, monitor regularly and evaluate progress, of individuals and departments.

Students are motivated to be aspirational and exceed their minimum target grade at every opportunity.

MY ALPS TARGET REVIEW

Subject	ALPS Target Minimum	Aspirational Target Grade	IR1	IR2	IR3
			Date:	Date:	Date:

For every hour of timetabled lessons, each student should also undertake the equivalent hours of independent study at home and private study in school.

E.g: 27hrs of lessons across a fortnight, plus 27hrs at home and 27hrs of in-school independent study.



TERMS DATES, INSET DAYS & HOLIDAYS

- **Autumn Term 2025**

1st Half Term: Wednesday 3rd September – Thursday 23rd October

Half Term: Friday 24th October – Sunday 2nd November

2nd Half Term: Monday 3rd November – Friday 19th December

- **Spring Term 2026**

1st Half Term: Monday 5th January – Friday 13th February

Half Term: Monday 16th February – Sunday 22nd February

2nd Half Term: Monday 23rd February – Friday 27th April

- **Summer Term 2026**

1st Half Term: Monday 13th April – Friday 22nd May

Half Term: Monday 25th May – Sunday 31st May

2nd Half Term: Monday 1st June – Friday 17th July

Staff INSET Days / Additional Holidays *(School closed to students)*

- Monday 1st & Tuesday 2nd September 2025
- Friday 24th October 2025
- Friday 28th November 2025
- Monday 1st December 2025
- Friday 23rd January 2026

Important Sixth Form Dates

- | | |
|---|---|
| • 10th September 2025 | Y13 End of Year Exam Retake Exams |
| • 30 th September 2025 | TFA Open Evening (16:00 – 19:00) |
| • 29 th September 2025 | Y12 Course Change Window Deadline |
| • 6 th October 2025 | Y13 Data Capture – Retakes |
| • 15th October 2025 | Y13 Progression Exam Week (Mocks 1) |
| • 21 st October 2025 | Sixth Form Taster Day for Y11, Y12 Aspirations Day (Off site) |
| • 4 th November (TBC) | GCSE November resit exams begin |
| • 3 rd & 4 th November 2025 | Y13 Photography Progression Exams |
| • 17 th November 2025 | Y12 Data Capture 1, Y13 IAGs |
| • 24 th November 2025 | Y13 Data Capture 1, Y13 IAGs |
| • 2nd December 2025 | Y13 Parents' Evening (15:30 – 19:00) |
| • 12 th January 2026 | External BTEC Exams Begin |
| • 8 th January 2026 | November 2025 GCSE resit results |
| • 28 th January 2026 | Y12 Mid-Year Assessment |
| • 2 nd February 2026 | Y13 Data Capture 2 |
| • 2 nd March 2026 | Year 12 Data Capture 2 |
| • 4th March 2026 | Y13 Progression Exams (Mocks 2) |
| • 17th March 2026 | Y12 Parents' Evening (15:30 – 19:00) |
| • 23 rd March 2026 | Y13 (At Risk) Data Capture |
| • 8 th May 2026 | Y13 Leavers' Farewell (14:00 – 15:45) |
| • 11 th May 2026 | Y13 Data Capture 3 |
| • 13 th May 2026 | GCSE / 'A' Level Public Exam Season Begins |
| • 10 th – 17 th June 2026 | Y12 Progression Exams |
| • 22 nd – 26 th June 2026 | Y12 Progression Week, Y12 IAGs (2 weeks) |
| • 23 rd June 2026 | Y12 Progression Evening |

Exam Results & 2026 Enrolment Dates

- Thursday 13.08.26 'A' Level & Level 3 BTEC Results (08:00 – 13:00)
- Thursday 20.08.26 GCSE / Level 2 Results & Y12 Enrolment (08:30 – 14:00)
- Friday 21.08.26 Y12 Enrolment (09:00 – 14:00)
- Monday 24.08.26 Y12 Late Enrolment (09:00 – 13:00)

2025 – 2026 Calendar

September 2025						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2025						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2025						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2026						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2026						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2026						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2026						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2026						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2026						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2026						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

■ School Holidays

■ Bank Holidays

■ Twilight sessions

■ School closed to students for INSET days

■ School Additional Holiday

■ BMAT Winter Well-Being Holiday

USEFUL CONTACTS

Redbridge Awards Team: (Free School Meals)
020 8708 3129

Redbridge Careers Service:
020 8708 2718

Student Finance England
www.studentfinanceengland.co.uk
0845 300 50 90

UCAS
www.ucas.com
0870 1122211

Health, Wellbeing & Support Groups

Anorexia & Bulimia Care	www.anorexiabulimiare.org.uk
Anxiety UK	www.anxiety.org.uk
Asthma Helpline	www.asthma.org.uk
BEAT (<i>eating disorders</i>)	www.b-eat.co.uk
Black Women's Health Support	www.bwhafs.com
Boy Anorexia	www.boyanorexia.com
CALM (<i>male suicide prevention</i>)	www.thecalmzone.net
Carers Trust	www.carers.org
Childline	www.childline.org.uk
Childnet International	www.childnet.com/young-people
Crime Stoppers	www.crimestoppers-uk.org
Drinkline	www.patient.info/support/Drinkline
Drugwise	www.drugwise.org.uk
Frank (<i>drugs helpline</i>)	www.talktofrank.com
Hope Again	www.hopeagain.org.uk
Kooth (<i>online wellbeing community</i>)	www.kooth.com
Macmillan Cancer Support	www.macmillan.org.uk
Men Get Eating Disorders Too	www.mengetedtoo.co.uk
Mind	www.mind.org.uk
Missing People	www.missingpeople.org.uk
Muslim Youth Helpline	www.myh.org.uk
National Drugs Helpline	0800 776600 (<i>anytime</i>)
NHS Choices	www.nhs.uk
No Panic	www.nopanic.org.uk
OCD Action	www.ocdaction.org.uk
Rape & Sexual Abuse	www.rapecrisis.org.uk
Relate	www.relate.org.uk
Samaritans	www.samaritans.org
Self-Harm UK	www.selfharm.co.uk
Shelter	www.shelter.org.uk
Stonewall (<i>LGBT</i>)	www.stonewall.org.uk
Students Against Depression	www.studentsagainstdepression.org
Switchboard (<i>LGBT</i>)	http://switchboard.lgbt

The Hideout

www.thehideout.org.uk

The Mix

www.themix.org.uk

TESS *(for girls)*

www.selfinjurysupport.org.uk

Victim Support

www.victimsupport.org.uk

WGN *(for girls)*

www.wgn.org.uk

Young Minds

www.youngminds.org.uk

Youth Involvement / Participation / Volunteering

British Youth Council

www.byc.org.uk

Do It

www.do-it.org.uk

National Citizen Service *(NCS)*

www.ncsthechallenge.org

Student Action for Refugees

www.star-network.org.uk

Volunteering Matters

www.volunteeringmatters.org.uk

Vinspired

www.vinspired.com

Wings of Hope *(WOHAA)*

www.thewingsofhope.org

Employment

www.allaboutcareers.com

www.gov.uk/topic/further-education-skills/apprenticeships

www.prospects.ac.uk

www.nationalcareersservice.direct.gov.uk

www.notgoingtouni.co.uk

Financial Advice & Planning

www.moneyadvice.service.org.uk/en/corporate/young-people-and-money-toolkit-yphub

www.moneysavingexpert.com/financialeducation

www.mymoneysense.com

www.turn2us.org.uk



All of our students are supported through the UCAS (university application) process with dedicated mentors, referees, tutors, workshop sessions and guest speakers. Students who do not opt for the university pathway are then given 1:1 support with applications for apprenticeships and employment. All SF students have access to the school's dedicated careers coordinator and can book an appointment or attend a drop-in session.

UNIFROG

All students will be given a log-in for this unique online platform which BSF subscribes to.

You will be able to filter-search courses and institutions; log all your activities, experiences and enrichment opportunities and complete short, online courses to enhance your applications. Your personal statement drafts can also be checked, online, by your UCAS mentor who can leave electronic feedback.

'MDV' & Competitive Course Applications

If you are committed to applying for medicine, dentistry, veterinary science and / or Oxbridge (Oxford and Cambridge colleges) we will be able to offer you additional support for these competitive courses, including tailored personal statement writing, UKCAT and BMAT preparation (and test-sitting) and mock interviews.

UCAS Tariff System Explained

UCAS allocates tariff points to level 3 qualifications (such as 'A' Levels and BTEC courses) which most universities use as part of their entry requirements. Each university course has different entry requirements. Find out more on the UCAS website: ucas.com/ucas/tariff-calculator.

BTECs				'A' Levels	
BTEC Level 3 National Extended Certificate (Single Award)		BTEC Level 3 National Diploma (Double Award)		'A' Level	
Grade	UCAS Points	Grades	UCAS Points	Grade	UCAS Points
D*	56	D*D*	112	A*	56
D	48	D*D	104	A	48
M	32	DD	96	B	40
P	16	DM	80	C	32
		MM	64	D	24
		MP	48	E	16
		PP	32		

UCAS and VISA status:

If you are planning on applying for a UK university at the end of your 'A' Levels / BTEC Level 3 studies please check your application status before Progression week in June 2025. Please be aware that **without citizenship or settled status**, you may be expected to **pay international fees**, which are considerably higher. It is important to find out your status before applying.

If you do have international status, please do speak with Head of Year 13, Mr Nortey, to explore your options.

The Costs of Higher Education

Prior to 18yrs, all educational courses are free of charge unless you are attending a private institution. After 18yrs the course you study may charge tuition fees with the amount depending on what and where you study. The following table is only a **guide**. There are many variations (e.g. the Degree Apprenticeship where the tuition fees are paid by the sponsoring company and/or government) and the NHS pay the full tuition fees in years 5 & 6 for medicine and dentistry students.

Level	Course	Tuition Fee Cost p/a
1- 2	<ul style="list-style-type: none">GCSE (Grades 9 – 1 / A* - G)BTEC Level 2Level 1 & Level 2 Diploma (Foundation)	No Cost
3	<ul style="list-style-type: none">'A' LevelsBTEC Level 3Level 3 National Certificate & National Diploma	
4 & 5	<ul style="list-style-type: none">Foundation Degree (Levels 4 & 5)HNC and HND <i>Higher National Certificate, Higher National Diploma</i>	£3,500 - £14,800
6	<ul style="list-style-type: none">Degree Apprenticeship	No cost
	<ul style="list-style-type: none">University Undergraduate Degree (BA, BSc, LLB,)	£7,500 - £9,250
7	<ul style="list-style-type: none">Master's Degree (MA, MSc, MPhil)	£2,340 - £8,790
8	<ul style="list-style-type: none">Doctorate (PhD)	Varies

Student Finance (SFE)

Student Finance England is the government body to whom you can apply to borrow money to afford your tuition fees and (see below) maintenance costs. Once you have a confirmed university place you can apply online to SFE up to 9 months after your course starts. You can find out approximately what loan you are eligible for at: **[www.gov.uk.student-finance-calculator](http://www.gov.uk/student-finance-calculator)**



Tuition Fee Loans

Tuition fee loans are paid directly from SFE to your university or college in 3 instalments (25% in the first term, 25% in the second term and 50% in the 3rd term.) You are expected to repay this loan, whether you complete your course or not. Loans also carry variable interest charges. For undergraduate courses, you only start to repay your loan when you are earning more than £21,000 per year and approximately 9% of the difference between this figure and what you actually earn. **www.gov.uk/education/funding-and-finance-for-students**

Maintenance Loans

Aside from tuition fees, you will also have *maintenance* costs (rent, food, travel, entertainment, course materials etc.) The cost of living can vary greatly depending on where your university is located and whether you live on-campus or off-campus. The *average* living costs for an undergraduate is £12,000.

You can apply for a maintenance loan at the same time as applying for your tuition fee loan. Maintenance loans are 'means tested', so the amount you can receive depends upon your personal and / or family's taxable income. To check your eligibility: **[www.gov.uk.student-finance-calculator](http://www.gov.uk/student-finance-calculator)**

Your maintenance loan for the year is paid directly into your bank account and split into two or three instalments, depending on how many semesters you have in the year.

Grants, Bursaries & Scholarships

Depending on your circumstances, you may be eligible to apply for grants, bursaries or scholarships (e.g. sports, drama, academic, disability.) Check with individual institutions and also see: **www.oodlesof.info**

The Russell Group

The Russell Group is a catch-all term for a group of universities with a shared focus on research and a reputation for academic achievement: <http://russellgroup.ac.uk/about/our-universities/>

Oxbridge

'Oxbridge' is the collective term for the universities of Oxford and Cambridge which are each made up of colleges (more than 40 at Oxford, more than 30 at Cambridge) and prospective students choose one particular college to apply to at one university. www.ox.ac.uk www.cam.ac.uk

Deferred Entry

Deferring means applying for a course and then taking a year out before starting university – for example, you could apply in September 2018 to start university in September 2020. Usually, you can only defer your entry by one year. **Some universities and colleges do not allow deferred entry for some subjects, such as medicine. Ensure** you check with each university or college that they are happy to consider an application for deferred entry – they may not be offering the course the following year, they could be changing it, or may prefer students not to have a gap in studying before they start their degree.

You will still need to meet the conditions of any offers in the year that you apply (unless the university, college, or conservatoire tells you otherwise). **It's very important** that you check the subjects, courses, and universities/colleges you're applying to are open to applications for deferred entry, otherwise you could end up wasting one of your choices. Check the university or college website, read the course information carefully, and/or contact their admissions team to find out if your chosen subject/course will not accept deferrals.

Clearing

The ideas with 'Clearing' is to identify courses with vacancies that interest you and contact the course provider directly to see if they will offer you a place.

You can use the UCAS Clearing system if:

- You did not receive any offers (or none you wanted and declined them)
- You didn't meet the conditions of your offer (e.g. grade requirements)
- You applied *after* 30th June

Clearing is available between July and September every year, with the busiest period around 'A' Level results day. Advice will be available from staff if Clearing is necessary and you can also visit:

<https://www.ucas.com/undergraduate/results-confirmation-and-clearing/no-offers-learn-how-clearing-works>



Degree Apprenticeships

Launched in 2015, degree Apprenticeships offer an alternative route through higher education. A university course is offered in partnership with an employer so the course is split between university and the workplace – like an apprenticeship but you graduate with a Bachelor's or Master's degree and a job, more-or-less, guaranteed at the end of the course.

Two thirds of the tuition fees are paid by the government and the remaining third by the employer, so you do not pay ANY tuition fees at all! You are still responsible for your maintenance costs but you will be earning an average salary of £15,000 p/a, increasing as your course progresses.

There are currently 26 universities where you can study a Degree Apprenticeship, in all different areas of the UK, and this number is set to increase in future years. Some of the courses available include Aerospace, engineering, aerospace software development, automotive engineering, construction, defence, digital industries, electronic systems engineering, financial services, life and industrial sciences, nuclear, power engineering, public relations and surveying. On average, you will spend 30 hours a week for 30 weeks a year in the workplace. www.gov.uk/government/publications/higher-and-degree-apprenticeships

UK UNIVERSITIES



SUCCESSFUL CV WRITING



**Recruiters will spend an average of only
8 seconds reviewing a CV**

**Make yours count using the following tips and
example layout shown here**



1. Make it concise - *No more than 2 sides of A4 at this stage (1 if you can)*

2. Ensure the layout is 'clean' and easy to read

- *Use spacing and bullet points effectively, **follow the example format**, print on 'good' paper*

3. Dates are important

- *Always **start with most recent** and work backwards (Education, Employment History etc.)*
- *Make 'to' and 'from' dates instantly noticeable*

4. Do not leave any date gaps (this makes recruiters suspicious)

- *If you do have gaps, explain them and try to put a positive 'spin' on the situation*

5. Ensure there are NO mistakes

- *Always proof read and check for spelling and grammatical errors*
- *Do not abbreviate (e.g. don't = **do not**, can't = **cannot**)*
- *Ask someone else to check it too*

6. NEVER LIE

- *Under no circumstances should you lie in your CV*
- *Never say anything you cannot prove or give an example of*

7. Always include a 'Personal Profile' (not too long though)

- *Make yourself stand out by your Personal Profile and your CV will reach the top of the pile!*
- *A good Personal Profile will instantly engage a recruiter and lead them to read on*
- *Give concise details of your experience, skills and qualities which are relevant to the role with brief examples to back up what you are claiming*
- *Avoid clichés, quotations and using 'I' too much*

8. Tailor each CV for each application

- *Recruiters do not like generic CVs (also known as 'Blanket CVs.') - Take time to adapt your CV for every application you make.*
- *Match your Personal Profile and key skills and qualities to the job specification or what you think the employer is looking for in an ideal candidate*

Keep your CV up-to-date even if you are not actively job-hunting. This way you will not forget events, dates etc.

Curriculum Vitae

Larger font & Bold for Personal Details

Miss Leigh Wood

101 Manford Way, Chigwell, Essex, IG7 000

Mobile: 07000 000 000

Home: 020 8000 0000

Email: lw95@hotmail.co.uk

Contact details easily accessible ✓

Personalised intention for specific application

Matching skills, qualities & experience to application and giving examples to prove statements ✓

Personal Profile

I am an enthusiastic, conscientious and very personable candidate who is driven to secure a position as a member of airline Cabin Crew. My work experience has enhanced my communication skills and allowed my natural flare for customer services to shine. My enjoyment of working within a team, and with a wide variety of people, can also be demonstrated by my voluntary work and the personal accomplishments I have achieved in Dance; all of which have been undertaken alongside my full-time education.

Not too much use of 'I' in Personal Profile ✓

Education & Qualifications

2005 - 2012 The Forest Academy, Hainault, Essex IG6 3TN

2012 - 'A' Levels:

French (B)
English Literature (B)

List English, Maths & Science first

2010 - GCSEs:

English (C), Maths (C), Science (C), French (A), Catering (B),
Business & Communication Studies (B)
ICT First Diploma (Pass), (Pass)

Note the correct way to write: GCSEs 'A' Levels BTEC

2010 - BTEC Level 2:

Feb 2011

Hainault Youth Centre, Hainault

CIEH Level 2 Food Hygiene Certificate (Pass)

May 2011

The Downshall Centre, Goodmayes

Youth Leadership Course (Pass)

Show dates from most recent, working backwards ✓

Employment History & Work Experience

Feb 2011 - Present

Valentines Restaurant, Ilford

Front of House Assistant

- Waitressing, customer service, cashiering, general duties & assistance.

Sept 2011 - Present

Fat Face, Canary Wharf

Crew Member

- One-to-one customer service / personal shopping. Stock control and replenishment, point of sale.

Name of Business, Location, Job Title

Give brief details of what your duties involve/d & what skills you gained (relate to your application)

It is good to show a clear distinction from Work Experience and (paid) part-time employment

March 2009

Thomas Cook, Romford

Front Desk Assistant (school work experience placement)

- Meeting and greeting, telephone and face-to-face customer service and enquiries, filing, general administration.

Voluntary Work

Oct 2010 - Sept 2011

Hainault Youth Centre, Hainault

Disability Group Assistant

Differentiate voluntary work and detail the experience and skills it has given you (relate to application if relevant) ✓

- Assisted members with physical and mental disabilities (aged 10yrs - 25yrs) to engage in life skills and social skills through activities and events such as arts and crafts, discussions, cookery and residential activity trips.

Additional Skills & Information

- Clean driving license and own vehicle
- Good level of French
- ISTD Gold Star Level Disco Dance
- Ballroom & Latin Social Dance Test - National Competitor

E.G: Senior Prefect, Sports Leader, Duke of Edinburgh Award, Additional Languages, Specialist IT knowledge, First Aid / Lifesaving qualifications, extended travel etc

Hobbies & Interests

- Competing in National Dance Events
- Member of the 'All Stars' Youth Theatre, Stratford, since 2007
- Baking - attended a workshop with Mich Turner, MBE (of the Little Venice Cake Company) in September 2012
- Reading contemporary fiction (I am guided by the Booker Prize short list each year)

Do not use clichés (e.g. "Socialising with friends or "I like to read" etc.) If you actually do like to read explain what and why

References

1 'academic' referee (school, college etc) AND
1 current (or most recent) employer OR
1 'character' referee, if no previous employer (unrelated to you)

Mr E Macleod

Director of Sixth Form, Assistant Headteacher
The Forest Academy
Harbourn Road
Hainault
Ilford
Essex, IG5 3TN

Miss A Manager

Supervisor
Fat Face Retail Ltd
1 Canada Square
London
E11 1EE

Tel: 020 8500 4266

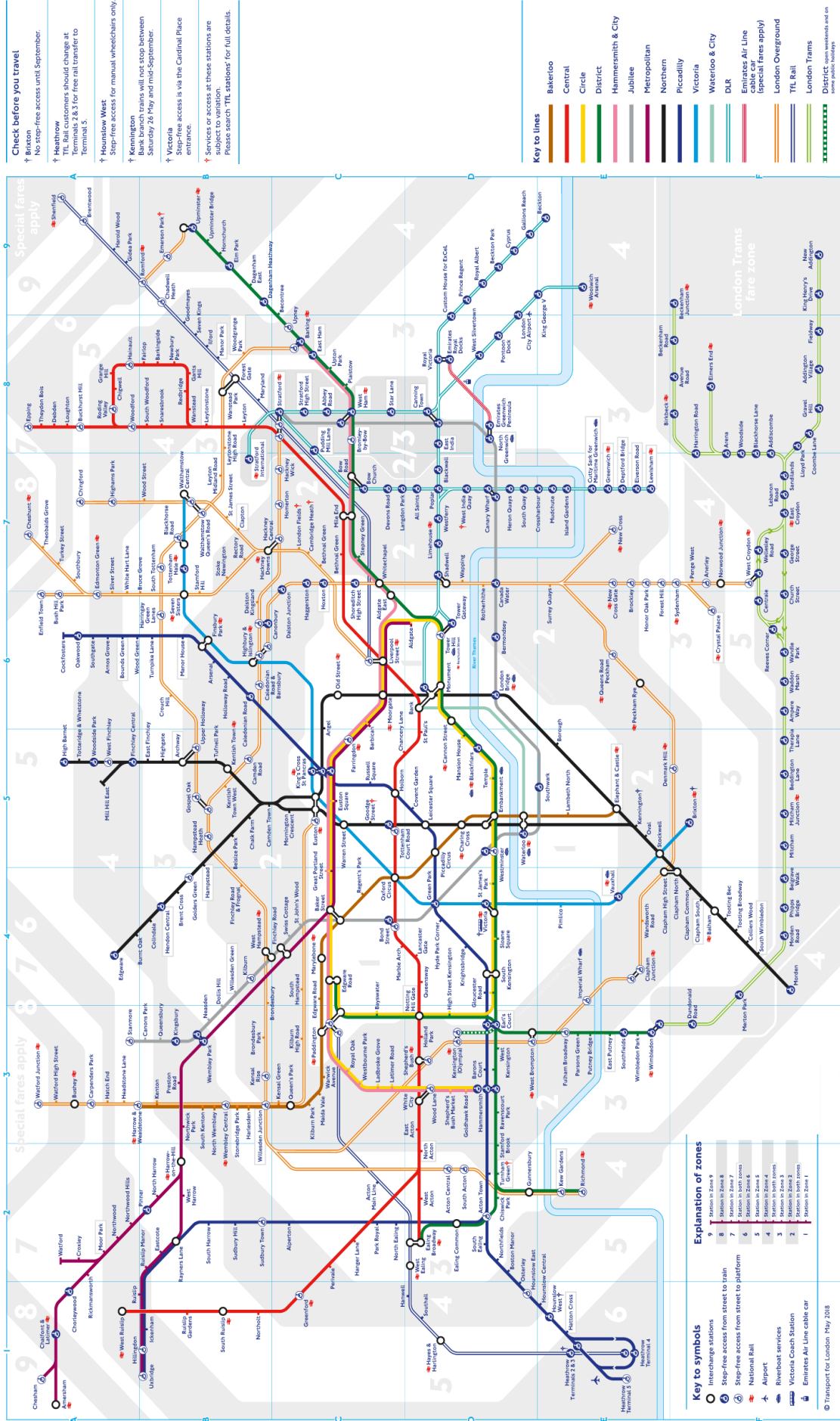
Email: emacleod@theforestacademy.co.uk

Tel: 020 7000 0000

Email: amanager@ffretail.net

If you do not wish to disclose your referees at the application stage state:
"References available upon request"

Tube map



MAYOR OF LONDON

tfl.gov.uk

24 hour travel information

0343 222 1234*

Sign up for email updates

tfl.gov.uk/emailupdates

@TfLTravelAlerts

TRANSPORT FOR LONDON

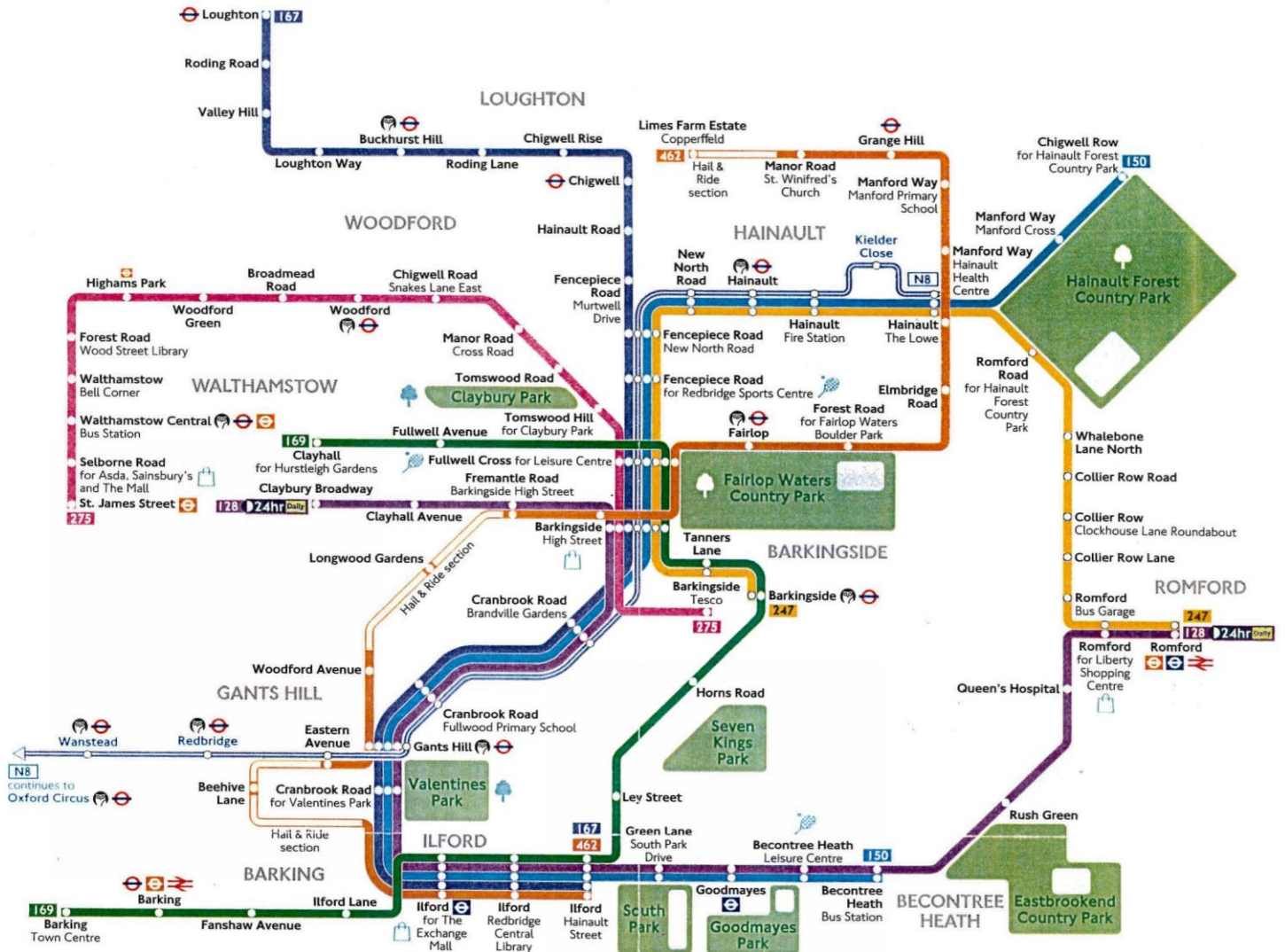
*Service and network changes may apply. See tfl.gov.uk/terms for details.

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EVERY JOURNEY MATTERS

Your local bus map

Take a look at all the local routes that run through your local area on the map below.
For other routes, simply search 'Journey Planner' online.



Key

- Connection with London Underground
- Connection with London Overground
- Connection with TFL Rail
- Connection with National Rail
- Tube station with 24-hour service Friday and Saturday nights

Route finder

Route	Towards	Route	Towards
167	Claybury Broadway	247	Barkingside
150	Romford	275	Romford
128	Beacontree Heath	169	Barkingside
167	Chigwell Row	462	St James Street
150	Ilford	150	Ilford
167	Loughton	150	Limes Farm Estate
128	Barking		
169	Clayhall		

Hail & Ride section

On sections of the 462 route you can 'hail and ride.' Just signal the driver that you wish to board rather than waiting at a designated stop. Bus drivers will only stop where it is safe to do so.

Night bus service

The night bus takes you where you need to be from late at night through to early morning. Look for the areas that the N8 runs through.

Key destinations on our routes

Here are some places we think you might like to visit in your local area.

Green areas

- Claybury Park **275**
- Fairlop Waters Country Park **462**
- Hainault Forest Country Park **150 247**
- Valentines Park **128 150 167**

Sport and leisure

- Beacontree Heath Leisure Centre **128 150**
- Fullwell Cross Leisure Centre **150 167 169 247 275 462**
- Redbridge Sports Centre **150 167 247**

Shopping

- Barkingside High Street **150 167 169 247 275 462**
- Liberty Shopping Centre **128**
- The Exchange Mall **128 150 167 462**
- The Mall Walthamstow **275**

Top tips for bus travel

- Have your contactless payment or Oyster card ready before boarding
- Remember you can't use cash to pay for your fare
- To get off the bus, simply press one of the 'STOP' buttons before your stop

Weekly, Evening Revision / Study Planner

Homework / Revision Planner: Photocopy and use to plan your evening study time around family, leisure and employment commitments

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
17:00		17:00		17:00		17:00	
17:30		17:30		17:30		17:30	
18:00		18:00		18:00		18:00	
18:30		18:30		18:30		18:30	
19:00		19:00		19:00		19:00	
19:30		19:30		19:30		19:30	
20:00		20:00		20:00		20:00	
20:30		20:30		20:30		20:30	
21:00		21:00		21:00		21:00	
FRIDAY		SATURDAY		SUNDAY			
17:00		17:00		17:00			
17:30		17:30		17:30			
18:00		18:00		18:00			
18:30		18:30		18:30			
19:00		19:00		19:00			
19:30		19:30		19:30			
20:00		20:00		20:00			
20:30		20:30		20:30			
21:00		21:00		21:00			

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