



Woolwich Polytechnic
School for Girls

INFORMATION & SAFEGUARDING BOOKLET

for parents/carers

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HEAD'S WELCOME

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I am delighted to welcome you and your daughter to Woolwich Polytechnic School for Girls. I feel most privileged and honoured to be its first Head Teacher.

The opportunity to create a new school within the Woolwich Poly Family is both exciting and special. Woolwich Polytechnic School for Boys and Girls will work in close partnership and will ensure that students benefit greatly from the collaboration. I am very pleased to be a part of the Woolwich Poly Family and to join its outstanding leadership team.

The curriculum, ethos and vision of the school will be based upon the successful formula of the boys' school but tailored to the needs of girls to ensure that they are prepared for the world of work and able to face the challenges ahead of them.

We are already oversubscribed and will be opening with 240 girls in year 7 and then a further 240 girls will join us each September until all year groups are full. The first new cohort will be in a privileged and unique position to be the founding year group of the school. Not only will they receive personalised attention and pastoral care, but they will also be at the forefront of receiving a range of leadership opportunities and high-quality innovative teaching. Our new building has exceptional facilities and well-resourced classrooms that motivate and inspire.

By choosing our school and becoming a part of the Woolwich Poly Family, you are giving your daughter the very best opportunity to be happy and successful. Please come and see what makes us so special: we welcome and encourage your involvement.

I very much look forward to meeting and working with you as we begin this exciting journey together to create a truly fantastic school.

Subreena Kazmi
Head Teacher



IMPORTANT DATES

Induction Day at Woolwich Polytechnic School – Wednesday 3rd July

In order to have the best possible start to their secondary schooling, all new Poly girls are invited to spend the day with us before starting in September. This day will include team-building activities, taster lessons and a chance to meet some of the staff that they will be working with. Girls will be in their form groups for the first time so will also have the chance to make some connections with their peers and make some new friends.

On the day, we will be meeting students at the boys' school site (however, it will be a completely separate day to the boys – the students will not mix) and they should wear their primary school uniform and trainers. They will also need to bring a bottle of water. A sandwich lunch will be provided for them and any dietary requirements can be given closer to the time.

A letter will be sent out with more details for the induction day and an email contact for any queries or questions.

Term dates:

Term 1 - Monday 9th September – Friday 18th October 2019

(Staff only in school - Monday 2nd Sept – Friday 6th September)

Holiday - Monday 21st October – Friday 1st November 2019

(Staff only in school - Monday 28th October – Friday 1st November 2019)

Term 2 - Monday 4th November – Thursday 19th December 2019

(Staff training days - Friday 22nd and Monday 25th November 2019 - no students in school)

Christmas Holiday - Friday 20th December – Friday 3rd January 2020

Term 3 - Monday 6th January – Friday 14th February 2020

Holiday - Monday 17th February – Friday 21st February 2020

Term 4 - Monday 24th February – Friday 3rd April 2020

Easter Holiday - Monday 6th April – Friday 17th April 2020

Term 5 - Monday 20th April – Friday 22nd May 2020

May Day Bank Holiday - Monday 4th May 2020 (School Closed)

Holiday - Monday 25th May – Friday 29th May 2020

Term 6 - Monday 1st June – Friday 17th July 2020

(Staff training days Friday 4th July 2020, Monday 20th July and Tuesday 21st July - no students in school)

Dates for the following academic year (2020-2021) will be released in due course.

SCHOOL VISION AND VALUES 5

We intend to create a school which is recognised for providing excellence in education for young women. We will empower our girls to become strong role models and the leaders of tomorrow. Our girls will excel in all subjects, including those traditionally male dominated. We will nurture self-belief and encourage them to aim high and have a passion for life. They will stand tall in adversity with greater strength and resolve, proud to be resilient individuals.

Woolwich Polytechnic School for Girls will be a place where girls' talents and abilities are nurtured in a happy, safe and creative space, where they can develop their talents, ambitions and the power of self-determination. Our relentless focus on ensuring that your daughter achieves the very best outcomes and our pursuit of excellence is based upon our unshakeable belief that every child is unique and special and has the capacity within them to succeed.

I will work tirelessly with my staff and the governors to provide a school for your child where high-powered learning and achievement is coupled with a commitment to wider personal development. The pastoral care at the school will emulate the outstanding system at the boys' school and will be driven by experience alongside new ideas and innovation. We aim to create an ethos of support and encouragement in order to allow our students to succeed both academically and personally. This includes the development of character, leadership and an intelligent, moral and ethical compass. Together, we aspire to develop learners who are confident outstanding human beings, active and articulate participatory citizens and exemplary members of their community.

Our school values of **LEADERSHIP, RESILIENCE and EXCELLENCE** will underpin everything that we do at Woolwich Polytechnic School for Girls. The students will always be expected to exhibit these values and in every aspect of their school lives. We firmly believe that children with these values will become the successful adults that we know they can be in the future.

HOME-SCHOOL CONTRACT

At Woolwich Polytechnic School for Girls, we know that the key to success for every student is that home and school work together, in partnership, to provide the best possible support. We have very high expectations that we always expect your daughters to meet. This is to ensure that she makes the best progress at school both academically and personally. We have three simple school rules: Be Ready, Be Respectful and Be Responsible. We feel that these encompass everything that is necessary for excellence. As parents, we expect that you will support the school in our aims and expectations 100%. We need you to be all in, so that we can work together to provide the best education for your daughter.

To this end, you will be expected to sign our Home-School Contract and give it the weighting that any contract deserves. The contract will outline what we as a school will provide for your daughter, what is expected of your daughter as a student at Woolwich Polytechnic School for Girls, as well as what is expected of you as parents. We will be inviting you to attend a contract signing event in September, details of which will be confirmed in the first week of term. When given to you, please read this document carefully and emphasise to your daughter that you are entering this contract as a family and all parties are required to stick to this agreement no matter what.

With your full support, we can guarantee that your daughter will be the very best that she can be.

ATTENDANCE

Full attendance to school is very important if your daughter is to take full advantage of the of the opportunities available to her at the Poly and make excellent progress. If your daughter isn't feeling completely well, they often feel better once they are at school and taking part. If in any doubt, please send your daughter to school and should she become too ill to be there, we will contact you to make the necessary arrangements. Any absences must be **reported to the school office**, via the school phone number or email address; this should be on the first day of absence and any subsequent days. If your daughter does not arrive at school and we have not had notification from you, you will receive a text message asking you to contact us with the reason that she is absent. Please remember that we expect all students to have a minimum of **96% attendance** and rewards will be given for those that achieve 100%. **PLEASE NOTE THAT NO HOLIDAYS TAKEN IN TERM TIME WILL BE AUTHORISED.**

All students are expected to be in school on time every day. School begins at **8.15am**. This means that students should be in their form rooms ready to register at this time, so we advise that your daughter arrives at school by **8.10am**. If your daughter is late, she must sign in at reception upon her arrival and will be kept behind after school that day. If your daughter is going to be late due to an appointment, then please call the school in advance to let us know.

RESETS (DETENTIONS)

At Woolwich Polytechnic School for Girls, resets will be given for lateness to school or class, unacceptable behaviour or failing to meet our expectations at any point during the school day (this includes failure to complete homework or lack of effort). Resets can last up to one hour and will be given the **same day**. We will endeavour to contact you via text message on the day if your daughter is given a reset.

MEDICAL CONDITIONS/MEDICATION

If your daughter requires medication whilst in school, this must be prescribed by a doctor and left with the **school's office** staff along with a note explaining how it should be dispensed. Students are not permitted to carry any medication on their person, with the exception of an asthma pump. If your daughter has an on-going condition that may require appointments in school time and/or a care plan with the school nurse, please let us know and provide the school with a copy of any medical evidence.

PARENTAL MEETINGS/CONTACT

During your daughter's first year at Woolwich Polytechnic School for Girls, there will be 3 academic reports and 3 academic review meetings to which parents will be invited and **expected to attend**. This will give you the opportunity to discuss your daughter's progress with her teachers. However, we wish parents to be as fully involved with the school as possible and you are welcome to contact the school at any time with a query or concern. The first point of contact should be your daughter's **form tutor**, whom you can contact via a note in her contact diary or direct email. You can also contact your daughter's **Head of Year** via email or phone. If you do contact the school, please be aware that the member of staff that you wish to speak to may not be available immediately, but they will respond to you **as soon as they can**.

SCHOOL CONTACT DIARIES

Each student will be given a contact diary at the start of the academic year, which is to be used for the entire year and must be with the student **every day**. If a student loses their contact diary, they will need to purchase a replacement via the online cashless system. The contact diary is very important in a number of ways: it contains students' timetables; it is where students record their homework and it is a vital tool in communication between school and home. It also allows parents to help students to ensure that they are organised – that they have completed all homework and that they have the things that they need with them for each day (e.g. PE kit). **We also ask that parents sign their daughter's contact diary every week** although you will probably want to look at it every day or two; it will then be signed by the form tutor weekly too.

The contact diary can also be used to communicate non-urgent messages to your students form tutor or teachers. For more urgent messages, please call the school or email the relevant member of staff.

HOMEWORK AND HOMEWORK CLUB

Homework can be a big change for students coming from primary school and they may require extra support to begin with. We expect that students should be spending around **one hour per night** completing homework. We heavily advise that students complete homework on the day that it is set; this avoids last minute panic and also helps them to remember the homework expectations set by the teacher. Students will record homework in their **contact diaries** whenever it is set. Homework is an essential part of learning and aids the progress of students over their 5 years at secondary school.

Homework clubs will be run in the school library and learning support department. The days on which these clubs will run will be confirmed when your daughter starts in September.

READING BOOKS

Reading confidently is the key to learning in school and we insist that students always carry a reading book. We ask all parents to listen to their daughter read for at least 30 minutes twice a week and take them to visit your local library regularly. There is a school library where students can borrow books and take part in clubs and other activities. Students are expected to look after books borrowed from the school library and, if they are not returned on time or are damaged in any way, parents will be charged for a replacement.

Students will be provided with all exercise books and any text books or subject specific equipment they might need. If students lose their exercise books, or any other school property, they will be expected to **pay for a replacement**. This also stands if a student causes any damage to school property or equipment. All students are expected to take pride in their school environment and look after school property.

We will be providing every student the following equipment that they will need to bring to school every day: **pencil case containing a minimum of 2 pens (blue/black), 2 pencils, ruler, rubber, sharpener and a purple coloured pen**. If your daughter loses any of this equipment, parents will need to replace it. We will not provide any student with any further equipment at any time after they have received this.

You must provide your daughter with a scientific calculator

They may also bring their own colouring pencils or highlighters if they wish to, but no felt-tip pens or permanent markers (e.g. 'Sharpies'). Tippex is **NOT ALLOWED** and will be confiscated.

EXTRA-CURRICULAR CLUBS

The school endeavours to provide as many extra-curricular opportunities as possible, before school, at lunch time and after school. There will be a **wide range of clubs** in various sports, music, drama, ICT and art. The timetable for these clubs will be given to your daughter in September. We also hope to start up a school newspaper, which will be written and run by the students. There will be several opportunities for your daughter to develop her **leadership skills**: school council representatives, form captains, sports captains and charity ambassadors to name a few.

CASHLESS CATERING SYSTEM

The school uses an **online payment system** to purchase school lunches, pay for educational visits, replacement contact diaries and any other item you may need to purchase from the school. When your daughter starts the school, you will be issued with unique and **secure log in** details in order to access the system. This means that students shouldn't need to carry cash in school. They will be issued with an ID card that links to their account; they then pay for food and drinks in school using the card.

HEALTHY EATING AND FAMILY LUNCH IN SCHOOL

Every day, pupils and staff will eat together in a communal dining room, share conversation, serve each other and clean up together. Vegetarian options will be available every day to allow all students to eat the same food no matter their religious or cultural differences. Family-style dining creates a happy and caring environment in which to eat. **No fizzy drinks or energy drinks** are permitted in school at any time and they will be confiscated if students bring them in. This also stands for chocolate, sweets, cakes, biscuits, crisps or any other foods with high sugar content. School lunches will cost between £2.20-£2.50 per day (this is subject to change). No students are permitted to leave the school site during break or lunch times and packed lunches are not allowed.

SCHOOL TRAVEL

Students are encouraged to walk or cycle to school, wherever possible, or to use public transport. The school is served by several local bus routes; 177, 229, 244, 472, 672 and B11.

Your daughter will require a child Oyster/ZIP card (via TfL), which you will need to apply and pay for **before term starts**. It is a one-off payment for the card and then bus travel is free. We do ask that you practice the route going to and from school with your daughter before she starts school as travelling a new route alone can be a daunting experience. Please also speak to your daughter about **crossing the road safely** and using pedestrian crossings as you know we are located on a busy dual carriage way. If parents are dropping their daughter off to school, we ask you to be mindful that there is no parking onsite for parents and to be considerate of our neighbours in Birchdene drive and surrounding roads.

MOBILE PHONES

Mobile phones are **NOT PERMITTED** in school at any time. If your daughter uses her mobile phone on the way to and from school, it must be switched off and out of sight as soon as she enters the school premises. Any phones that are seen or heard will be **confiscated** until the end of the school term. Students are responsible for the loss of mobile phones.

The reason for this ban is to ensure your daughters' **safety online** during in the school day and to avoid any distraction from her school work.

Under no circumstances should students use their own phone to call home during the school day. In case of emergency, your daughter should report to a member of staff who will contact home if necessary. Please **do not call your daughter** on her mobile phone during the school day.

Students are expected to wear **FULL school uniform** at all times with no exceptions; this includes on their journey to and from school. If your daughter doesn't have correct uniform on, she will be **sent home**. If there is a legitimate reason that she does not have her full uniform, please contact the school via phone or provide her with a note to explain what she doesn't have, why she doesn't have it and when she will be provided with the item(s). A decision will then be made on whether she can stay in school that day. She may need to be prepared to borrow school shoes from us for a day.

Hoodies, sports tops/jumpers, trainers and hats are not permitted at any time and will be confiscated.

Please ensure that ALL items are **labelled** with your daughter's name.

Compulsory items:

- *School Blazer
- *School tie (special founders' tie for first year group)
- White shirt/blouse (can be long or short sleeved)
- Black pleated skirt (this **MUST** be pleated and **MUST** come below the knee, any students wearing skirts that do not come below the knee will be sent home)

OR

- Black straight trousers (can be purchased from uniform website (Plymouth trouser) or alternatively any plain, straight legged, black trousers are permitted – no leggings, tracksuit bottoms or 'bodycon'/fitted style trousers are allowed)
- Black flat leather shoes (no trainers, canvas shoes, ballet pumps, high heels, or boots will be permitted. Kicker ankle boots are allowed)
- Plain opaque black tights or black ankle socks (no knee-high socks or sheer/patterned tights)
- Plain black school bag, rucksack style (not a 'handbag', must be big enough to fit all school books and PE kit)
- Plain dark coloured coat/jacket (Black, navy, dark grey)

PE Kit:

- *School PE shirt
- *School PE skirt or PLAIN black tracksuit bottoms
- *School PE socks
- Trainers

Optional items

- *School V-neck jumper (to be worn under a blazer, not as an alternative)
- *School PE jumper
- *Black hijab

Items with an *asterisk, can **only** be purchased from the school uniform website – brigade.co.uk - you will be given a flyer regarding uniform and how to order at your interview.

TO GUARANTEE DELIVERY OF UNIFORM IN TIME FOR THE START OF TERM,
PLEASE ENSURE THAT YOU HAVE ORDERED IT BY **WEDNESDAY 7TH AUGUST**.

SAFEGUARDING

WHAT IS SAFEGUARDING?

The Children Act 2004 states that safeguarding children is about:

- Protecting children from maltreatment, abuse and neglect
- Minimising risks of harm to children
- Preventing impairment of children's health or development
- Addressing children's needs at an early stage
- Ensuring all children are able to fulfil their potential

WHAT TO DO IF YOU HAVE CONCERNS

Safeguarding is everyone's responsibility: all agencies and adults have a part to play. If you have concerns regarding any child's safety or welfare, you should contact one of the help numbers below. You can also contact a professional person such as a teacher, GP, health visitor or school nurse.

CONTACT NUMBERS

Greenwich social services – 0208 921 3172

Bexley social services – 0208 303 7777

Childline – 0800 1111

If you are concerned that a child is at grave or immediate risk, dial 999

GENERAL ADVICE

Adolescence is a difficult time for parents and young people. You can avoid a lot of issues by talking to your daughter every day and giving her some quality time with you. These things will also support your daughter and the rest of the family:

- Set firm boundaries and stick to them - it makes children feel safe and cared for, as well as teaching them expectations
- Be supportive and try not to be overly judgemental - it's tough being an adolescent too
- Include your daughter in the family decision making so that they can understand the pressures that the adults looking after them are sometimes under
- Try to give your daughter some autonomy and independence, but link it to responsibility

Remember that a lot of adolescents become moody and secretive at times: it's not necessarily a sign of something bad; just part of growing up!

The risk of mobile phone usage is increasing due to advancements in technology and the increased access to social media. You need to take actions to safeguard your child according to the risk of her handset.

| Low Risk | Medium Risk | High Risk |
|--|---|--|
| 'Brick' phone (old style) with no access to mobile data/internet | Smart phone but with little access to mobile data/internet | Smart phones with unlimited access to mobile data/internet |
| No access to any potentially dangerous content via social media or other sites | Access to potentially dangerous content via social media or other sites. Could be a target for theft and bullying. | Unmonitored and unlimited access to dangerous content via social media/ other sites Could be a target for theft and bullying. |

ACTIONS PARENTS/CARERS CAN TAKE:

- Request parental controls – all mobile phone providers offer free parental control services which limit the content children can access via the mobile network to items suitable for under 18s. However, they may not always be automatically switched on. Check with your service provider and ask for them to be switched on if they are not already. This is particularly important if the phone was used by an adult beforehand.
- Turn off Bluetooth – many phones use Bluetooth to send messages, photos and videos between phones. However, this means that other people can send unwanted content which parental controls cannot stop.
- Monitor your daughter's camera roll – young people often take photos and videos of themselves and each other on their phones, but they need to be very careful how and where they share these images. Embarrassing or inappropriate photos/videos could easily be passed between phones and put online. Once sent or put online, control over the content is lost as they could end up in anyone's hands. This can be used for bullying, harassment or grooming.
- Monitor your daughter's phone usage – chatrooms and social media platforms (WhatsApp, Snapchat, Instagram etc) are popular with young people and while those that are aimed at children may be monitored and moderated, others may not be. Discuss with your daughter which apps and sites they are visiting, what is OK to post and what behaviour is unacceptable.

ACTIONS PARENTS/CARERS CAN TAKE:

Request logins for social media accounts – if your daughter has a profile on a social media networking site, they usually access it on their phone. Ensure that they know how important it is that they only allow their personal information to be shared with people that they know in the real world. Phone numbers, address and emails should not be visible on their accounts. Most of the larger social networking sites specify a minimum age of 13 for all members. For those that are aimed at younger minimum age requirement for users, ask your daughter which platforms/apps she is using.

Discuss and report inappropriate material – 25% of children and young people are uncertain about what they would do if they came across inappropriate material on their phone. Parents/carers should encourage their children to tell them about anything they have seen or heard that has made them feel uncomfortable or unsafe. Parents and carers should report incidents on social media via the instructions on the individual website or app.

Visit these websites – childnet.com, childline.org.uk (for information on child safety online) or iwf.org.uk (to report and submit unsafe content anonymously).

If you need support in managing your daughter's mobile phone use, please ask your daughter's tutor or Head of Year to point you in the direction of advice. Alternatively, you can draw up a family mobile phone contract (see below) on this link provided by Tesco: <https://www.tescomobile.com/the-hub/helpful-mobile-choices/>

OUR FAMILY MOBILE CONTRACT

I, _____, _____

The Parent/Guardian, agree to the following Family Mobile Agreement. The Child, agree to the following Family Mobile Agreement.

SIGNED / _____

Responsible Usage
How the phone will be used, along with time limits and switch off times. It's important that children know about age limits on apps, games and websites to ensure they are appropriate and to always check with a parent/guardian.

I agree that I won't use the phone at the following times (e.g. bedtime, meal times, before/after my homework):

I agree not to use the phone for longer than this many hours each day:

I agree that I can't access sites by doing the following (e.g. sending or receiving, taking or using):

I agree to be responsible of other people's actions by being clearly reporting anything and asking parents/guardian if anything worries me.

Safety
Parents/guardians can help children by setting up rules and expectations around safe mobile use. This includes using the right age-rated apps and games, and understanding that personal information shouldn't be shared with strangers.

I agree to only use websites, apps and games that are appropriate for my age.

I agree to ask permission before downloading new apps or games.

I agree not to give out my name, address or the name of my school when I'm using my mobile.

I agree not to accept friend requests from, or talk online to, anyone that I don't know.

I agree to ask permission before sharing anything such as photos online and remember that anyone online could see the things I post.

Any other family rules and agreements:

Communication
To stay safe and responsible, parents and children need to keep talking about the phone. Along with this family agreement, parents/guardians should play games and apps with children to enjoy them together and understand how they work.

I agree that my parent/guardian must check how my phone is being used.

I agree that the phone will have a password known by me and my parent/guardian.

I agree to regularly talk to my parent/guardian about what I'm enjoying most on my phone and anything that worries me.

Any other family rules and agreements:

TESCO mobile
Every little helps

There is also information and advice on safe mobile phone usage in the booklet provided for your daughter.

PLEASE REMEMBER THAT MOBILE PHONES ARE NOT TO BE USED BY STUDENTS AT ANY TIME WHILST AT SCHOOL.

Children start using computers, phones, tablets etc. at a very early age and are using the internet more and more, whether it is at home, at school, on their phones or on a games console such as Xbox or Playstation. However, the misuse of these types of technology poses potential dangers and it is important that we as adults are aware of the dangers, minimise the risks and provide information to safeguard the community, particularly children, young people and vulnerable adults.

The risks include:

- Cyberbullying – bullying or being bullied using any of the above-mentioned technologies. It could include sexting, stalking and harassment.
- Inappropriate content – being sent, or being invited to view, unwelcome content, e.g. sexual/pornographic/violent/hateful/racist/homophobic/self-harm content.
- Scams/Fraud – being targeted with the intent to obtain money illegally. It could include asking for personal details such as address, DOB etc.
- Grooming – unwanted approaches of a sexual nature/with sexual intent or with the intent radicalise or recruit into illegal activity.
- Overuse of technology, including all mobile devices and the internet.

What you can do:

- Only allow your child a maximum of one hour a day on their computer.
- Only allow your child to use a computer at home under supervision, i.e. in the living room instead of their bedroom.
- Set parental controls on all devices (including the TV).
- Give your child a basic phone, not the latest model.
- Encourage your child to talk to their friends face to face and have them round to the home, not just to communicate on social media.
- Monitor your child's phone regularly and follow the advice given specifically for phones on the previous pages.

BULLYING

Bullying is the SUSTAINED abuse of a person and can take the form of:

- Emotional abuse (belittling)
- Physical abuse (hitting)
- Deliberate isolation, 'sending to Coventry', not allowing them to play or hang out with their usual friends etc.
- Taking or damaging their property or stealing money
- Name calling, spreading lies or rumours
- Cyber bullying
- Racist, sexist or homophobic language, abuse or behaviour

The effects of bullying:

- Your daughter may not wish to come to school or to attend the activity where the bullying has occurred (e.g. a youth club, sports activity etc.)
- Your daughter may start 'losing' money or belongings
- Your daughter may lose confidence and become tearful or angry
- There may be changes in her friendship group
- In extreme cases, she may truant school, wet the bed, steal from home or shops, become clingy or not want to go out

What to do if your daughter is being bullied:

- Talk to her and find out exactly what is happening.
- If it is a school-based issue, contact the school. If it isn't but may still affect your daughter in school, still let us know so that we can support her.
- Give your daughter confidence that the matter will be dealt with.
- If possible, do not remove your daughter from the situation but give her reassurance and strategies to deal with the issue.
- Provide your daughter access to activities that will help build her confidence and improve her social skills (i.e. cadets, scouts/guides, youth club, sports).

Contacts:

Contact the school on the school office number or alternatively email your daughter's form tutor or Head of Year.

For extra support or issues outside school, you could call Childline on 08001111.

MENTAL HEALTH

- 50% of adults with lifetime mental illnesses actually began suffering when they were children.
- Too often, the stigma of mental illness prevents people that need help from seeking it.
- Whether an illness affects your body or your brain, it is still an illness, and there shouldn't be any distinction or discrimination.

Signs of mental ill health:

- Becoming withdrawn
- Not eating
- Self-harming
- Spending a lot of time alone
- Being agitated
- Not looking after themselves and poor hygiene
- Low self-esteem, feeling hopeless

Possible causes:

- Bullying
- Loneliness in school
- Change of school, including transition to secondary school
- Changes at home, including the death of a close family member/friend, divorce, moving house
- Finding school work difficult and stressful

What to do:

- Talk to your daughter and listen to her.
- Keep them physically active.
- Encourage them to keep in touch with friends.
- Encourage them to get involved with clubs and activities.
- Get advice – online, from school, the GP etc.
- If they have self-harmed in any way, take them to A&E (hospital) immediately.
- Let the school know.

Advice and help:

- Headscapegreenwich.co.uk
- Headscapebexley.co.uk
- Talking point – 020 8853 9065
- CAMHS Greenwich – 020 8836 8621
- CAMHS Bexley – 020 8260 2500
- Changedirection.org

DRUGS AND ALCOHOL

If you suspect your daughter is using drugs or alcohol:

- Check their bedroom and any other possible hiding place in the house/garden.
- Monitor their behaviour – check for mood swings and uncharacteristic behaviour.
- Look for changes in their spending and that no other money is going missing.
- Check your daughter's phone and online contacts for people that you do not know and messages about meetings.
- Contact the school to discuss your concerns.

If you find drugs or alcohol, or proof that your daughter is using them:

Talk to your daughter, in a non-judgemental and calm manner, to find out:

- What they are taking, how often and when it started.
- Where they are getting the drugs/alcohol and how they are paying.

Then take your daughter to the GP to discuss, as well as informing the school

Contacts:

- FRANK - Talktofrank.com or 0300 123 6600
- Youngminds.org.uk
- Addaction Greenwich (at The Point) – 020 8921 6907 or addaction.org.uk
- Drinkaware.co.uk
- Giveusabuzz.com

Why do young people join gangs?

- Peer pressure
- To have things that parents do not want them to have or cannot afford
- They slip into them, having been the victim of soft recruitment
- Their friends join or their boyfriend/girlfriend is involved
- They are scared or isolated
- They are struggling at school
- Things at home have been difficult

Warning signs:

- They stop spending time with their usual friends
- They start coming and going at different times to usual, particularly staying out late
- They have more money than you have given them
- They acquire new items of clothing, trainers or mobile phone
- They go to unusual places
- They stop doing the things that they previously enjoyed (e.g. playing sport, attending a club)
- They ask for a bank account

What to do if you think your child has joined a gang:

- Inform the school
- Talk to your child: try to have a frank and honest conversation about what is going on
- Set in place rules about where they go and coming home at a set time
- Check her room for anything that you have not bought or paid for
- Reward her for doing the right thing, coming home on time, spending time with the family etc.
- Encourage her when she takes part in her 'normal' activities (i.e. sport, youth club, family activities etc.)
- Give her more of your time; spend quality time together

Contacts:

- School police officer
- Royal Greenwich Youth Violence, Vulnerability and Exploitation Project officer – Michael Efthymiou – 020 8921 4428

RADICALISATION

What is it?

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social or religious ideals and aspirations that reject or undermine the status quo or reject and/or undermine contemporary ideas and expressions of freedom of choice.

What to do if you think your daughter is being radicalised:

- Talk to her every day: make time for her and discuss her ideas and interests
- Be aware that during adolescence, young people tend to accept new ideas and can become more interested and concerned with religion, politics or social issues
- Make sure that you know who your daughter is spending time socialising with and what activities they are doing. Preferably, check them out yourself
- Check your daughter's social media accounts, email and internet history
- If you are concerned that her ideas or contacts are extreme, contact the school with as much information as possible

Contacts:

nspcc.org.uk / educateagainsthate.com / childnet.com

MISSING CHILDREN

What to do if your daughter goes missing:

- Check their bedroom and the rest of the house, the garden and the surrounding area.
- Check with family members, friends, school, work, neighbours or anyone else that they know. Ask them to contact you IMMEDIATELY if they hear from your daughter.
- Find out if any of their friends are missing, too.
- Try to contact your daughter by phone, social media, messaging services and via friends.
- If you still have not located her, call the police on 999 – you DO NOT need to wait 24 hours to do this.
- Record the crime number given to you by the police.
- Once your daughter is classified as missing, the call taker will explain what will then happen.
- Think about what your daughter was last wearing and check to see if they have taken extra clothes – the police will need this information.
- Check to see what else they have taken with them – mobile phone, bank cards, money etc.
- Have a recent photo.
- When a police officer attends your address, record their name, badge number and phone number.
- Check your home computers for any leads like online contacts or details of planned meetings.
- Check phone bills for the last few months for any unfamiliar numbers.
- Keep a record of everyone you contact; keep your phone on and keep a note of any calls.
- If you discover where your child is, inform the police immediately. If you still have concerns about the place she is in, ask the police to carry out a welfare check on that address.

You will be asked the following questions:

- When was your daughter last seen and by whom?
- When and where did you last see her?
- Where were they going when they were last seen?
- What are you most worried about and why?
- Are these circumstances out of character for your daughter?
- Is your daughter taking any medication that she may need urgently?

What to do when your child returns:

- Show them that you are happy to have them back.
- Remain calm and express relief; tell them you love them and that you can solve any problems together.
- Allow them time to settle in; have a shower, eat, change clothes and sleep.
- Make follow-up calls to let everyone, including the police, know that your daughter is home.
- The police may wish to speak to you and your daughter.
- Get medical attention – even if there is no obvious injury – take her to the GP for a check up.
- Talk to your daughter to work out how you can prevent them feeling like they need to leave again.
- Acknowledge problems; take the time to resolve them.

What are the possible solutions?

- Help her to identify triggers that lead to risky decisions.
- Help your daughter with problem solving skills – what can you/she do differently?
- Check in with your daughter every day – how are they feeling? Anything they need help with?
- Get assistance and support from children's' services, school and/or any other agencies.

Why do young people run away/go missing?

- Trouble at school
- Bullying
- Family quarrels or break ups
- Arrival of new step-parent or baby
- In protest over a rule or isolated event
- Fear of pregnancy/being pregnant
- Drug or alcohol problems
- Being draw away by something outside of home like older friends/partners, excitement or fewer/no rules
- Issues around sexuality
- Feeling alone/isolated
- Fear of gangs/gang involvement

LEARNING EMPOWERS



Woolwich Polytechnic
School for Girls
Head Teacher: Ms. S. Kazmi



Website:
www.woolwichpolygirls.co.uk