

Parent/Carer Weekly Bulletin

Week Ahead

Monday 23 February	INSET DAY- SCHOOL CLOSED FOR STUDENTS
Tuesday 24 February	School Reopens for Students Start of Year 13 Mocks
Wednesday 25 February	Year 7-9 Boccia Trip- All Day
Thursday 26 February	
Friday 27 February	End of Year 11 Assessments
Monday 2 March – Friday 6 March	Year 9 Options Week National Careers Week
Monday 2 March	Spring Enterprise Fair – Lunchtime Author Visit- All Day
Tuesday 3 March	National Reading Champions Quiz – 10AM-12.30PM
Wednesday 4 March	Year 12 University of Birmingham Law Trip- All Day
Thursday 5 March	World Book Day Parent Voice 5PM-7PM
Friday 6 March	End of Year 13 Mock Exams

Our theme this week is **“Choose a Better Future”** and here at Forge, we believe that every future begins with a choice. The choices you make today on how you learn, how you treat others, and how you treat yourself, shape the life you will live tomorrow. Your education is more than assignments and exams; it is a pathway to opportunity, confidence, and independence. Every lesson learned, every challenge faced, and every positive decision made becomes a building block for your future. We encourage all of our students to:

- **Set goals** and work toward them step by step
- **Learn from mistakes** rather than give up
- **Choose kindness, respect, and responsibility**
- **Believe that your actions matter**

1. Attendance

Top 5 Form attendance last week:

9B1 – **99.63%**

7S2 – **98.28%**

7M2 – **97.69%**

2. Arbor and ClassCharts

We recently shared information about our move to a new Management Information System (MIS). This transition will take place over the half-term break, and when we return, we will be fully live and working with Arbor.

From **Monday 23rd February**, we will no longer be using ClassCharts. We will begin the process of emailing all parents and carers with their Arbor login details and instructions on how to create their Arbor account. Students will also receive their login details for their student pages.

We kindly ask for your patience during this process, as it may take some time to distribute all login information. Our aim is for all families to receive their details by **Friday 6th March**. If you have not received anything by this date, please contact us at info@oatforge.co.uk. To help avoid delays, please ensure that the email address we hold for you is up to date.

3. Half-term reading challenge

We're excited to announce our Half-Term Reading Challenge! This year, we're celebrating the joy of reading in fun and unexpected places. Over the half-term break, we invite students and their families to snap a photo of themselves reading in the most creative or unusual spot they can find.

Once you've captured your photo, please email it to Cunningham-SmithS@oatforge.co.uk. Don't forget to include your child's name, their year group and form, what they are reading, and where the photo was taken. Every entry will be placed into our prize draw.

One lucky winner will receive a sweet treat and a brand-new book of their choice! We can't wait to see where your half-term reading adventures lead you.

4. World Book Day

We are excited to celebrate **World Book Day on Thursday 5th March**, and students are welcome to come dressed as a **book character of their choice**.

Costumes do not need to be expensive or elaborate and simple, creative outfits are absolutely encouraged. A book's character can be represented using everyday clothing, homemade props, or printed images. The focus is on **celebrating reading and favourite stories** rather than purchasing new costumes. **Please see our recent ClassCharts communication for guidance on costumes.**

5. Medications

If your child requires medication during the school day, please ensure that a medication form is completed, as we are unable to administer any medication without this documentation. Medication forms can be collected from the main office, and they are also available online [here](#). If you choose to complete the online version, please email it to info@oatforge.co.uk, or you may print it and bring it into the office.

Please note that all **medication must be in date, and for prescribed medication, we must see the original packaging provided by the pharmacy**. We would also like to remind parents and carers that pain relief cannot be administered in school before **11:30am**, unless it is part of an agreed medical plan. Students are encouraged to take their first dose of pain relief at home to ensure they are prepared and comfortable for learning when they arrive.

6. School Office

We have noticed an increase in parents bringing items into the office for their child during the school day. We kindly ask parents and carers to encourage students to be organised and ensure they have everything they need with them at the start of the day to avoid disruptions to their learning.

We understand that, on occasion, items may be forgotten, and staff will always do their best to get these to students as quickly as possible. However, please be aware that staff cannot interrupt their daily responsibilities to deliver items immediately. Thank you for your patience and understanding.

7. Appointments

If your child needs to attend a medical appointment, we kindly ask that, wherever possible, these are arranged outside of school hours. If an appointment must take place during the school day, please inform the attendance team in advance by calling **01384 566 598 (Option 1)** or by emailing **attendance@oatforge.co.uk**. Providing advance notice allows us to record the correct attendance code and ensures that staff are aware so your child can be released from lessons in time to sign out.

Recently, we have seen an increase in parents arriving to collect their child without prior notification which has unfortunately resulted in some students missing their appointments. **Without advance notice, we cannot guarantee that your child will be ready and waiting at the school office.**

In addition to notifying the attendance team, we ask that parents and carers **encourage students to take responsibility for knowing when they need to leave for an appointment**. Please speak to them beforehand and remind them of the time they must sign out. If helpful, you may send them with a written note indicating the time they need to leave—however, this should only be done **after** the attendance team has been informed.

Please be aware that proof of medical appointments is required before any missed marks can be authorised.

8. KS3 ERIC Reading Leaders

Here are the names of our current KS3 leaders in ERIC points:

7B2 - Deborah O with 19 points

8M1 - Olivia S with 13 points

9C3 - Alexis S with 11 points

9. Forge House System Weekly Update

