Dear Parent/Carer,

At Ark Academy we believe in the potential of every child. We will strive to create a positive learning environment in which our pupils:

- develop enthusiastic and enquiring minds
- question and present rational arguments
- adopt an independent, positive and engaged approach to working

We will provide high quality learning and teaching experiences that take into account the intellectual, social, physical, ethical and spiritual development of our pupils.

We are determined that each of our pupils will become valued members of society and leave the academy with real choices: to continue their education at university or pursue the career of their choice.

Everyone at Ark strives constantly to deliver the best possible education and experience to all our pupils and demands the highest standards and expectations. We strive to develop the whole child and place great importance on both academic success, as well as aiming to nurture every child to be happy, well-adjusted and active citizens, both in school and in the wider world. We do not accept excuses nor do we make any – every child is provided with equal opportunity to maximise their full potential. We place literacy, mathematics and citizenship at the heart of everything we do and work hard to ensure every child experiences a rich and exciting curriculum. Our children are encouraged to aim high and be aspirational in their achievements and in their ambitions; students graduating from the academy will be prepared to be responsible, active and successful members of society.

We will do everything in our power to communicate and involve you effectively in the future and wish you and your child a happy and successful Ark Academy primary experience for the next 7 years.

Yours faithfully,

Mr Doswell
Headteacher
CONTACT DETAILS

School:  Ark Academy Primary
Forty Avenue
Wembley
Middlesex
HA9 9JR
020 8385 4390
primaryadmin@arkacademy.org
www.arkacademy.org

Head Office:  Ark Schools
65 Kingsway
London
WC2B 6TD
020 3116 0800
www.arkschools.org

Chair of Governors: Patrick Wall – please send any correspondence to Ark Academy
### STAFF DETAILS
Below are our staff details for the year 2016/2017:

#### Senior Leadership Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mr Ian Doswell</td>
<td>Headteacher</td>
</tr>
<tr>
<td>Mr Peter Watkins</td>
<td>Deputy Headteacher</td>
</tr>
<tr>
<td>Mrs Ciara O’Carroll</td>
<td>Assistant Headteacher (Maternity Leave)</td>
</tr>
<tr>
<td>Mrs Julie Harrison</td>
<td>Assistant Headteacher/Teaching and Learning</td>
</tr>
<tr>
<td>Mrs Camilla Oscroft</td>
<td>Assistant Headteacher SENCo</td>
</tr>
<tr>
<td>Ms Joanna O’Byrne</td>
<td>Assistant Headteacher/KS2 Lead</td>
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#### Teaching Staff

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ms Jessica Brownlee</td>
<td>Nursery Manager</td>
</tr>
<tr>
<td>Ms Molly Devlin</td>
<td>EYFS Lead/Reception Teacher</td>
</tr>
<tr>
<td>Ms Diana Vlass</td>
<td>Reception Teacher</td>
</tr>
<tr>
<td>Ms Charlotte Burke</td>
<td>Year 1 Teacher</td>
</tr>
<tr>
<td>Ms Hayley Taylor</td>
<td>Year 1 Teacher</td>
</tr>
<tr>
<td>Ms Layla Mahlojian</td>
<td>KS1 Phase Lead/Year 2 Teacher</td>
</tr>
<tr>
<td>Mrs Kenyeh Kawa</td>
<td>Year 2 Teacher</td>
</tr>
<tr>
<td>Ms Melinda Mathe</td>
<td>Year 3 Teacher</td>
</tr>
<tr>
<td>Mr Adam Moloney</td>
<td>Year 3 Teacher</td>
</tr>
<tr>
<td>Ms Sophie Vellacott</td>
<td>Lower KS2 Phase Lead/Year 4 Teacher</td>
</tr>
<tr>
<td>Ms Jenna Pickering</td>
<td>Year 4 Teacher</td>
</tr>
<tr>
<td>Mr Richard Pompillis</td>
<td>Year 5 Teacher</td>
</tr>
<tr>
<td>Mr Graham Jenner</td>
<td>Year 5 Teacher</td>
</tr>
<tr>
<td>Ms Hollie Prescott</td>
<td>Year 6 Teacher</td>
</tr>
<tr>
<td>Mr Chris Field</td>
<td>Year 6 Teacher</td>
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<tr>
<td>Mr James Merel</td>
<td>ITT Teacher</td>
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#### Support Staff

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mrs Katherine Butler-Lloyd</td>
<td>Nursery Nurse</td>
</tr>
<tr>
<td>Mrs Anisa Mahomed</td>
<td>Nursery Nurse (Maternity Leave)</td>
</tr>
<tr>
<td>Mrs Iram Ishaque</td>
<td>Nursery Nurse</td>
</tr>
<tr>
<td>Mr Tyron Devonish</td>
<td>Learning Mentor</td>
</tr>
<tr>
<td>Mrs Jacky Evans</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Ms Shereene Williams</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Ms Alison Bodha</td>
<td>Teaching Assistant</td>
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<tr>
<td>Ms Emily Harris</td>
<td>Teaching Assistant</td>
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<tr>
<td>Ms Sonia Seeram</td>
<td>Teaching Assistant</td>
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<tr>
<td>Mrs Harriet Sackey</td>
<td>Teaching Assistant</td>
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<tr>
<td>Ms Jackie Maxey</td>
<td>Teaching Assistant</td>
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<tr>
<td>Mrs Ifeoma Arinze</td>
<td>Teaching Assistant (Maternity Leave)</td>
</tr>
<tr>
<td>Mrs Paola Marioni</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Ms Allison Sakyi</td>
<td>Teaching Assistant</td>
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<tr>
<td>Name</td>
<td>Position</td>
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<tr>
<td>Ms Tracy Adams</td>
<td>Teaching Assistant</td>
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<tr>
<td>Mr Rene Capucho</td>
<td>Teaching Assistant</td>
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<tr>
<td>Mrs Uchenna Nwandison</td>
<td>Teaching Assistant</td>
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<tr>
<td>Ms Laura Charles</td>
<td>Teaching Assistant</td>
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<tr>
<td>Ms Taneka Witter</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Ms Mandie Jacob</td>
<td>PA to Headteacher/Office Coordinator</td>
</tr>
<tr>
<td>Mr Seamus McKeon</td>
<td>Site Manager</td>
</tr>
<tr>
<td>Mrs Kathryn Menia</td>
<td>Primary Administrative Assistant</td>
</tr>
<tr>
<td>Mrs Asti Bradshaw</td>
<td>Primary Receptionist (AM)</td>
</tr>
<tr>
<td>Ms Maria Collins</td>
<td>Primary Receptionist (PM)</td>
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ARK ACADEMY MISSION STATEMENT

Ark Academy has at its core the pursuit of the highest standards possible in education. We believe in high aspirations, high motivation and high achievement for all. Through our extended curriculum and community life we seek to meet the needs of the whole person. Civitas – Citizenship – is at our core. We will build a community of civic pride and social justice in which all members are equally valued. We are committed to the service of young people and to helping them play their full part in society. We will do whatever it takes to provide all children with the skills and knowledge to attend university or to follow an appropriate career path of their choice.

In light of this we aim to:

- Welcome, value and respect all who come to the school.
- Provide every pupil with the skills, self belief and motivation to be successful in their learning and lives.
- Build a community based on justice and a sense of personal responsibility.
- Provide opportunities for all to experience CIVITAS whilst developing a spirit of tolerance and understanding for all cultures, traditions and faiths.
- Promote dialogue and co-operation with the wider community.

Our values are:

- Civitas
- Participation
- Excellence
- Persistence
OUR TEACHING AND LEARNING PLEDGE

FUNDAMENTAL PURPOSE
Our job is to help every pupil who comes to Ark Academy get the most out of life in the 21st century. In order to thrive, young people will need to be ready to enjoy challenging situations and be able to meet them calmly, confidently and creatively. We know that there are many young people who aren’t like this, and who are struggling to cope. We really don’t want that to happen to any of your children. If you encourage them to turn up, join in and give 100%, we will do everything in our power to give them that confidence and capability.

POWERFUL LEARNERS
We will do all we can to help your child to develop these habits of mind:
- curious
- courageous
- enjoy exploration
- experimental
- imaginative
- disciplined
- sociable
- reflective

PUPIL PLEDGE
“I will try my best to do my best and help others when I can”
Pupils repeat this throughout their school day.

HOW YOU CAN SUPPORT US IN ACHIEVING OUR PURPOSE
Achieving our fundamental purpose is not going to be easy and we will not be able to do it without your help and support. We want your help to keep us on track and to help us get better. We promise to be as open with you as we can be about what we are trying to do, and what we are thinking, and to take your thoughts and ideas seriously.

HOW YOU CAN SUPPORT YOUR CHILD IN BECOMING A MORE POWERFUL LEARNER
Learning does not only happen at school, nor does it end when you leave school. If the pupils at Ark Academy are really going to fulfil their potential then they will need to be surrounded by adults modelling what it looks like to be a lifelong learner. There are many things you can do at home to support this:
- Be a visible learner for your child. Let them see you learning new things, grappling with difficult ideas and making mistakes.
- Involve children in adult conversations. The best thing you can do is to sit down with your child over a meal and discuss interesting news items or discuss a book you are reading with them.
- Let them spend time with you while you are doing difficult things. Let them see you working things out and learning from making mistakes.
- Tell your children stories about your learning difficulties. Share your own learning journeys with your child – what did you struggle with at school and discuss what can be done to get over such learning hurdles.
• Don’t feel that you have to jump in if your child is getting stuck or making mistakes. Let them see that making mistakes is not a bad thing.

• Restrain the impulse to teach. Offer them only as much help as they need to get going again once they are stuck and don’t tell them everything. Try not to give them the answer—think with them not for them.

• Don’t praise too much — use interest rather than approval. Young people who are consistently told they are ‘bright’ or ‘talented’ adopt lower standards of success; engage in less challenging situations and under-rate the importance of effort in learning.

• Encourage different kinds of computer use. Exercise a little ‘light’ parental guidance so that the computer not only becomes a vehicle for instant stimulation but also that the computer is used for challenges that require patient thinking and reading.

What you can do at home to help

Read to and with your child everyday. This shows that daily reading and spending time together is very important.

Let your child choose the books you read together. This will help get them interested. You can also read magazines and newspapers with them. Anything they want to read is a good choice.

Read aloud to your child. When you are reading together they don’t have to do all the reading. This will help them to learn the language of books and will encourage them to enjoy books and reading.

Find a comfortable place to read together. This will help them create a special feeling at reading time.

Change the voice and the pace that you read to fit the story. This makes the story interesting for the children.

Read in your child’s home language if your first language is not English. Experience shows that using your home language will help your child to learn English.

After reading a book, talk about the story. Talking about the main ideas in the book helps develop understanding.

Let your child see you reading books, newspapers, and magazines. This sets a good example for them because it shows that you enjoy and value reading

Play word games with your child. They are a great way to help children learn how to read and spell. Here are some of the best ones that we use at Ark Academy; Boggle, Scrabble and Junior Scrabble.

Take your child to the library. Libraries are a wonderful place to find books and so much more.

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1 Reading with your child at home. New South Wales Department of Education and Training.
Praise your child about their reading. Children who feel positive about themselves tend to learn better.

Hints for listening to your child read

• Before reading, talk about the cover, the title, the pictures, and discuss what the book may be about.
• During reading, discuss what has been read up to that point, and imagine what will happen next time.
• After reading is finished, talk and ask questions about the story and the pictures.
• When reading a harder book together, take turns. Beginning readers can read the repetitive parts and more experienced readers can read a paragraph or a page.
• On finding an unknown word:
  Pause to give your child time to work out the word
  Prompt
  – go back to the beginning of the sentence, or read past the difficult word to the end of the sentence.
  – look for a clue in the picture or the words
  – look at the first letter and think about what the words could be
  – ask “Does this make sense?”
  – try to sound out the word
  – if necessary tell your child the word
• Praise your child for trying even if mistakes are made.

What to read and do

• Tell and re-tell stories of all kinds including favourite stories, fairy tales, movie plots, local news items and family history.
• Play games such as “I spy... something beginning with d”.
• Ask your child to read out simple recipes while you cook together.
• Read comics, magazines, short stories, poems and rhymes, including nursery rhymes.
• Do crosswords & other word puzzles together.
• Read the TV guide before watching a program.
• Look at letterbox leaflets together.
• Read directions and signs when driving and shopping.
• Read and write notes and letters to family members.
• Play board games together and read the rules.
• Provide plastic letters, crayons, pencils, pens and writing paper.

And do remember...

• Let your child see you enjoy reading.
• Visit and use a library near you. Borrow books for yourself as well as your child.
• Talk to your child’s classroom teacher or the principal for further help and advice.
• Enjoy reading – it should be fun!
# Home School Agreement Primary

<table>
<thead>
<tr>
<th>School</th>
<th>Home</th>
<th>Pupil</th>
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| **Teaching and Learning:** pupils deserve the highest possible standard of teaching and support to help them learn. | **Our school will:**  
- Place an emphasis on literacy and mathematics to ensure mastery  
- Provide an enriched curriculum which challenges and motivates  
- Use regular assessment to track pupil progress | **Home will:**  
- Take an interest in what their child is learning  
- Support the school’s philosophy of high expectations for all  
- Participate, where possible, in class activities and off-site visits  
- Pupils will:  
  - Attend school every day and arrive on time  
  - Ensure that children eat healthily  
  - Bring a water bottle to school  

**Attendance:** pupils have the right to education and parents have a legal responsibility to make sure children attend regularly. | **Our school will:**  
- Contact parents on the first day of unknown absence  
- Contact parents of children who regularly arrive late for school | **Home will:**  
- Make every effort to make sure that their child will attend school every day and on time  
- Inform the school as soon as possible about any absence and the reason for it  
- Avoid taking children on holiday during term time | **Pupils will:**  
- Come to school ready to learn  
- Work hard in all lessons  
- Complete their home learning everyday |

**Behaviour and Ethos:** pupils learn best in an orderly environment where everyone knows what is expected of them. | **Our school will:**  
- Have a behaviour policy which creates a safe and caring environment for everyone  
- Make sure that all staff, pupils and parents know what behaviour is expected  
- Consistently implement the behaviour policy sanctions and rewards | **Home will:**  
- Give praise at home for good behaviour and attitude at school  
- Work with the school to find solutions in cases of unacceptable behaviour  
- Make sure their child wears the correct uniform everyday  
- Make sure their child comes to school with the necessary equipment and books | **Pupils will:**  
- Keep school and class rules  
- Have a positive attitude to learning and school  
- Wear the correct uniform everyday  
- Come to school with the correct equipment and books |

**Home Learning:** learning at home has an important part to play in helping pupils to achieve. | **Our school will:**  
- Keep parents informed about home learning  
- Provide suitable materials and advice on home based activities and how to help  
- Mark home learning promptly and give constructive feedback | **Home will:**  
- Encourage their child in home learning  
- Ensure that their child reads every day  
- Encourage their child to practice playing their musical instrument everyday (if appropriate) | **Pupils will:**  
- Complete all home learning set and return it to school on time  
- Read everyday  
- Practise their instrument everyday (if appropriate)  

**Communications:** good communication between home and school is essential to make sure that pupils get the support they need. | **Our school will:**  
- Make sure that parents have information about their child’s progress, behaviour and general school matters  
- Make sure that parents are informed about what their child is learning  
- Make sure they listen to parents’ concerns and do their best to help  
- Ensure school events and key information is shared regularly via letters, newsletters and the school website | **Home will:**  
- Tell school about anything that may affect their child’s learning or behaviour  
- Attend parent evenings  
- Raise concerns promptly and directly with the school  
- Speak respectfully to teachers before or after school  
- Contact the school office or SLT if they have a concern during teaching hours  
- Make sure all trips/lessons/club are paid for in advance or by the deadline  
- Make sure that the ParentPay account is regularly checked and in credit | **Pupils will:**  
- Take letters, notes and reports from school home and give them to their parents  
- Talk with parents and teachers about any worries in school  
- Use correct English and answer in full sentences  
- Use mobile phones outside of school |

| Teacher signature: | Parent signature: | Student signature: |
CODE OF CONDUCT

In the community of Ark Academy:

- We listen to all staff and follow their instructions politely and calmly
- We are polite and respectful to everyone, treating people as we would wish to be treated
- We go straight to every lesson
- We walk in silence in a single file in corridors and stairs, keeping to the left, without running or causing a disturbance
- We never insult, undermine or swear at, any member of staff, visitor or student
- We keep our hands and feet to ourselves
- We do not touch, or interfere with other people’s property
ARK APPROACH TO LEARNING

In order to achieve our very best

- We make **learning our priority** and understand there are no shortcuts
- We are on **time** for school and all lessons
- enter the classroom **silently**
- We show **respect** for our own learning and that of others by being silent when requested
- We are **active learners** engaging with every activity
- We respect other peoples’ responses and questions and learn from them by **active listening** and **following the speaker** with our eyes
- **We complete home learning on time** and to the best of our ability
- **We drink water** when necessary from the appropriate water bottle, but never eat or chew in class
- We make sure **we catch up** with our learning if we are absent from school or behind in our work
- **We help** a classmate if they are finding the work difficult
THE ARK ENVIRONMENT

To take pride in the Academy’s surroundings and support the planet:

- We will help keep teaching rooms pleasant, clean and tidy areas for myself and others to work in

- We will always be ‘ECO’ aware
  - switch off PC’s and any electrical items, not leave them on standby
  - never, ever drop litter and indeed help pick it up/ remind others of their duty to keep the environment clean and tidy

- We will never, ever indulge in graffiti

- We will only eat in the dining hall, never in corridors

- We will remember fizzy drinks and chewing gum are banned from Ark Academy
ATTENDANCE AND PUNCTUALITY

Attendance and Punctuality is very important both to your child and the Academy. Breakfast club will be available from **7.50am** every morning. The main school gates are locked at **8.30am** and all pupils who arrive after this time will have to go to main reception to sign in as late.

Pupils are welcome to arrive from 8.20am when the school gates will be opened and children may enter their classrooms. A “Do Now” task will be available for them to complete. The time before school is used by the teachers to prepare the day’s work or meet with parents/carers or staff. Therefore, individual staff will not be available to help pupils before 8.20am.

WHY IS PUNCTUALITY SO IMPORTANT?

- It makes a **GREAT START** to the day, putting your child in a positive frame of mind to make the most of the day’s learning and activities.
- It allows your child time to make friends in the playground and to settle into the classroom.
- It ensures that your child doesn’t miss out on the start of lessons.
- It ensures your child does not feel anxious about going into class after lessons have started.
- It helps your child to develop a good pattern of behaviour in terms of time keeping and time management – important skills for the future.

HOW YOU CAN HELP

- Get to know your child’s school timetable – work together to make sure they have everything ready the night before e.g. books, cooking ingredients, PE or swimming kit, uniform!
- Make sure your child has a good bedtime routine so they get plenty of rest and don’t struggle out of bed in the morning.
- Invest in a good, reliable alarm clock – set it together as part of your child’s bedtime routine.
- Try to ensure your child has a good breakfast to set them up for the day.
- Have a back up plan for getting your child to school in case something crops up – friends or family, perhaps neighbours who are taking their children to school anyway.
- Allow lots of time for your journey.
- If you are finding it difficult to get your child to school on time, talk to a teacher and ask for help.
LEAVING SCHOOL
If your child has to leave school at any time during the day then the School Office must be informed and their absence recorded. Appointment cards must be provided.

At the end of the day parents/carers are asked to collect their children from their classroom. KS2 children will be collected from KS2 the playground. Any children remaining on the premises will be taken to the school office where they can be collected via the main reception.

SCHOOL FINISHES AT 15.40 MONDAY TO THURSDAY AND AT 15.00 ON FRIDAYS.

ATTENDANCE
If a child is going to do well at school it is vital that they have a good attendance record. Therefore, students should only be absent if they are too ill to come to school or in exceptional circumstances. If absence is unavoidable then a family ADULT should telephone the Academy on the first day of absence and every day thereafter. Phone calls should be made by an adult family member before 8.15am on each day of absence. When the student returns they must bring a written note of explanation addressed to the attendance officer (Mandie Jacob). Every pupil is set a target of 97% attendance. Absence of 10% is considered very unsatisfactory and is the equivalent of a day off every two weeks.

The school is under obligation to report any unauthorised or continued absences to the Local Authority Education Welfare Service, who will then contact the family to discuss the reasons for the absences.

If your child is likely to be absent from school due to illness for a long period of time please contact us. We will be happy to discuss any support needed to ensure they keep up to date with what is taking place in school. On your child’s return to school following an absence, we require a short note outlining the reason for the absence for our records and a doctor’s certificate if longer than 5 days.

HOLIDAYS/TERM TIME LEAVE
We strongly discourage parents/carers from taking their children out of school for holidays during term time, as it really does affect the continuity and quality of your child’s education.

HOLIDAYS IN TERM-TIME WILL NEVER BE AUTHORISED.

If you need to take your child out of school for any reason, you will need to fill out a “Request for Leave during Term” form available from the school office. Please understand that leave during term time is not a right and can only be granted by the Headteacher in exceptional circumstances. Please DO NOT make any arrangements for travel unless authorisation has been given by the Headteacher. If you take your child out of school without permission, you may be in breach of section 444(1A) of the Education Act 1996 and your child may be referred to the Education Welfare Service.
The law makes it clear that taking a child out of school without the school’s authorisation is illegal. It is a Parent’s duty to ensure their child attends school regularly under the Education Act 1996. Failure to meet this responsibility could lead to an appearance at Court which could then lead to:

- a fine of up to £2,500
- community service
- referral to parenting classes
- a prison sentence

A pupil taken on leave without permission will be marked in the attendance register as taking **unauthorised absence** (truancy). The matter will then be referred to the Education Welfare Service for discussion about further action.

**AFTERNOON LATENESS**

Parents/carers collecting their children after 3.40pm need to sign the ‘Late Collection’ book, which the member of staff on duty will have. The Headteacher will check this book every half-term and invite parents/carers who are regularly late to collect their children to a meeting to discuss how we might help to reduce these incidents.

Parents/carers who collect their child later than 3.40pm without prior notice could incur a late collection fee. Persistent lateness could also incur a fine. If any parent/carer knows that they will be late collecting their child, they are asked to inform the School Office as early as possible to avoid any unnecessary concern.

If you wish your child to be collected by someone other than yourself you must let the teacher/adult in charge know in the morning. This person must be known by your child and the school (class teacher).

**CHILDCARE PROVISIONS**

We currently operate a playscheme run by external providers which currently runs Mon - Thurs, 3.40pm-6.00pm and Friday 3.00pm – 5.00pm. Parents/carers may enter into a private arrangement with the centre and make arrangements for their child/ren to get to the centre at the end of the school day. Parents/carers accessing this service will pay the provider directly. Prices and registration forms are available from the School Office. All holiday provision where available will be a private arrangement between the centre and the parents/carers.

**AFTER SCHOOL CLUBS**

Children will be able to participate in a range of after school clubs from 3.40pm – 4.40pm (3pm – 4pm on Friday). Clubs will be charged at £3 per session (approximately £18 per half term), with some clubs, delivered by outside experts, charged at a higher rate. If additional childcare is required, pupils can attend their selected club and then attend the Playscheme.
**MEDICAL APPOINTMENTS**

It is always best to make medical appointments outside Academy hours. If this is not possible students MUST bring a note from their parents/carers in advance of the date along with a letter of appointment from their doctor or hospital to show to their class teacher or office. If their Head of Year agrees with the necessity to miss school they will countersign the letter and the student will present that at student reception where they will need to sign out. Reception will retain the letter.

**TRAVELLING TO SCHOOL**

Our students will be very distinctive in their school uniform and we expect the highest standards of behaviour at all times. If there is unacceptable behaviour on the streets or on public transport we will deal with it most severely and in the most appropriate manner. If such behaviour occurs, the usual practice would be to send a letter home offering an appointment to discuss the issue as a matter of urgency. We do ask parents to respond with the same urgency in such circumstances.

We would expect most of our students to travel by public transport or on foot to school every morning. If you decide to drive your child to school then you may only set your child down at an appropriate place. Parents may not drive into the staff car park to drop their children off, nor may they park across exits or entrances to driveways and other roads. The same applies for the end of the day when you pick your child up. Forty Avenue is a congested and busy main road and there are very few places to park whilst dropping off or picking up your child. For that reason we would heavily urge against using your car for school transport.

All pupils in Year R-5 must be accompanied to school by a responsible adult known to them. They must be delivered to their classrooms (YR & KS1) or the KS2 playground if in KS2. They should never walk unaccompanied to school or left outside the school to find their own way in. We allow our Year 6 children to travel to and from school unaccompanied by parents/carer who must complete the necessary permission form and gain permission from the Headteacher before this can happen. Forms are available from the school office.
SCHOOL UNIFORM

Our uniform policy reinforces our academy culture of high expectations and academic achievement. We encourage age-appropriate dress and focus on teaching and modelling situational attire, making sure pupils know the difference between suitable attire for different settings: school; places of worship; work; holidays and weekends. The uniform policy is effective throughout the school year.

All pupils must dress according to the uniform policy.
This is a very important part of our ethos and culture.

- Uniform unites us as a community. We learn, practise, play and succeed together. All pupils make a commitment when they put on their Ark uniform that they will abide by the rules of the academy community.
- Uniform reduces distractions. We are focused on our learning, the basics being reading, writing, mathematics and citizenship.
- Uniform makes us all equal. The children come to school looking the same way. No one has to feel awkward about the clothes they have or don’t have.
- Uniform gives us all an identity to be part and proud of.
- Uniforms are professional. Pupils look smart, neat and ready to learn.

All pupils are expected to wear a uniform every school day, Monday to Friday. Once a pupil walks into the academy grounds, he/she should be wearing the appropriate uniform clothing and shoes. Shirts should be tucked in. When a pupil is in school, these expectations apply unless he/she has to change clothing for a specific activity e.g. PE and games. This change of clothing should also be appropriate attire. Upon return to normal classroom teaching, they must again wear full uniform. Shoes must be worn at all times, except in specified classes. **NO TRAINERS are allowed. DURING COLD WEATHER BLACK BOOTS MAY BE WORN BUT THEY MUST BE PLAIN WITH ONLY ONE BUCKLE OR LACES.** Coats should be worn throughout the winter months and during inclement weather. They should be of plain design in either black, dark blue, dark grey or red.

If pupils are not dressed in the appropriate uniform parents will be contacted and asked to bring a uniform by the end of that day. In certain cases we may agree to loan an item of clothing to pupils but this will be at the discretion of the Headteacher. Pupils who repeatedly do not wear their uniform in the expected manner during the school day may be required to attend detention. **Parents of pupils who repeatedly violate the uniform policy will receive a letter indicating consistent disregard of uniform policy with specific consequences.**

We ask parents to support all decisions by academy staff regarding whether or not clothing is appropriate or inappropriate for school.
We are very grateful to parents/carers for supporting the wearing of the following items:

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
<th>P.E.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red jumper with grey trim*</td>
<td>Red jumper with grey trim*</td>
<td>Red tracksuit*</td>
</tr>
<tr>
<td>White collared shirt</td>
<td>White collared shirt</td>
<td>White polo shirt*</td>
</tr>
<tr>
<td>School tie*</td>
<td>School tie*</td>
<td>Red P.E. shorts*</td>
</tr>
<tr>
<td>Charcoal trousers</td>
<td>Charcoal pinafore or trousers</td>
<td>Black plimsolls</td>
</tr>
<tr>
<td>Grey or Black socks</td>
<td>White socks or grey tights</td>
<td>White socks</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Black shoes</td>
<td></td>
</tr>
<tr>
<td>(no trainers)</td>
<td>(no trainers)</td>
<td></td>
</tr>
<tr>
<td>Grey Blazer* (not compulsory for reception class)</td>
<td>Grey Blazer* (not compulsory for reception class)</td>
<td></td>
</tr>
</tbody>
</table>

All uniform can be purchased from the school suppliers:

**Pullens**
48-50 Church Road, Stanmore, HA7 4AH **Tel:** 020 954 3850

Website: [www.uniform4kids.com](http://www.uniform4kids.com)
WASHING INSTRUCTIONS FOR ACADEMY UNIFORM

PILLING
Every garment selected and supplied by Pullens is designed to perform in the demanding school environment. Our continuing commitment to our customers is to provide quality, value for money products using the best fabrics available. However, some fabrics are prone to pilling during their initial wearing.

This is quite normal and does not indicate a fault in the product or that it is of poor quality. In fact this may occur more with heavier weight fabrics than lighter weights.

WHAT IS PILLING?
Bobbles form on certain fabrics when loose fibres on the surface make contact with each other and become entangled.

Pilling is often caused by:
- External friction with outer garments, especially bags and rucksacks.
- Washing the garment at an incorrect temperature
- Washing the garment with other heavy fabrics that may cause friction
- Tumble drying the garment. This causes raised fibres
- Body heat generated by the wearer

These loose fibres tend to form a ball and will fall off overtime or can be removed by a special device or a razor; once removed pilling is unlikely to occur again.

To get the best from your garment:
- Always wash the garment inside out
- Machine wash at maximum 40°C – never higher
- **Do not use fabric conditioner**
- **Do not tumble dry**
- **Cool iron only**

The above is intended for information only and does not affect your statutory rights.

GARMENT CARE
- Always follow the wash label
- Avoid using fabric conditioners
  - They displace the finish that is on the fabric
- Never use a hot iron on blazers or knitwear
  - The fusible inside will de-laminate
- Ties cannot be machine washed
  - Hand wash and lay on a flat surface to dry
- Never tumble drying acrylic knitwear on a high heat
  - Acrylic will soften with heat and the garment goes baggy
For reasons of health and safety, we ask that your child comes to school in sensible school shoes and that jewellery is limited to a wristwatch.

If a child is wearing more jewellery than this they will be asked to remove it and it will be returned at the end of the school day. The school cannot accept liability for the loss of jewellery.

HAIR STYLES
Please ensure that hair accessories are in school colours, red, white, grey or black. Hair bands should be plain, with no adornments also in school colours. Children’s hair must be worn in an appropriate style with no extreme styling or designs, for example mohicans, lines, shapes or patterns. Long hair must be tied back.

ALL CLOTHES SHOULD BE CLEARLY LABELLED
WITH THE CHILD’S NAME
THE ACADEMY CANNOT ACCEPT LIABILITY
FOR ANY MISSING/LOST ITEMS OF CLOTHING

UNIFORM DO’S AND DON’TS

- Grey or black plain Hijab for girls.
- No jewellery or make-up to be worn by any pupil, except for a watch.
- Hair must be worn in an appropriate style with no extreme styling or designs of hair or eyebrows; e.g. lines/intricate patterns.
- No coloured hair extensions/ braids or other types of extravagant hair. Only natural hair colour is allowed and no false nails or coloured nail varnish is allowed.
- Outdoor coats must be black, dark blue or dark grey and have no logos, patterns or markings of any kind and they must be long enough to cover the blazer.
- Hooded sweatshirts and cardigans are not allowed.
- During the winter months a plain black woollen hat and scarf, with no markings or logos may be worn. Hats and scarves are available to buy from the Academy. All outdoor clothing must be removed on entering the building. Shirts and ties should be worn appropriately, i.e. shirts must be tucked in and top buttons done up; ties must be worn at the correct length.
- Girls should wear trousers OR a skirt, NOT BOTH! Girls are not permitted to wear leggings underneath skirts
- PLEASE TAKE CARE WHEN WASHING – NO FABRIC CONDITIONERS or TUMBLE DRYING!

Please note if your child fails to wear the correct uniform including full PE kit they will be liable to lose their privileges.
HEALTHY EATING

Our onsite school kitchen offers every child a healthy lunch, cooked freshly at the school, every day, and healthy snacks at break times. A vegetarian choice is always provided and it can usually cater to special dietary needs if these are notified to the school.

BREAKFAST

We believe that breakfast is the most important meal of the day for everyone. Many studies have found a relationship between eating breakfast and learning ability, attention span, and general well-being. Children who regularly eat breakfast think faster, clearer, solve problems more easily, and are less likely to be irritable.

By the time a child wakes up, they've gone around 12 hours without food, leaving them low on blood sugar. Children's brains are especially sensitive to this and the brain can't function properly if it is low on energy.

As a result children get moody; they can't concentrate and are more inclined to behave badly. Research suggests that a 12-year-old who skips breakfast has the same brainpower as a 70-year-old in the classroom. Breakfast will give kids more physical energy so they'll perform better at sports. Plus energy from food keeps them warm. Breakfast eaters are more likely to be slim, according to research. The first meal of the day kick starts the body's calorie-burning process.

Meanwhile, those people who skip breakfast are more likely to have cravings for fatty, sugary foods.

The foods that will really set them up:

- Boiled egg with whole meal bread soldiers, diluted fruit juice with no added sugar or home-made fruit smoothie
- Pitta bread with houmous and raw carrot sticks, sliced banana in low-fat yoghurt.
- Bagel with peanut butter or low-fat cream cheese, apple.
- Wheat flakes or biscuits with semi-skimmed milk, slice of toast with reduced-sugar jam.
- Porridge with a dollop of reduced-sugar jam; toasted fruit bread.
- Grilled tomatoes or mushrooms or mashed banana on toast, low-fat yoghurt and fruit.

The dining hall will be open for Breakfast club each day from 7.50am where a variety of healthy options will be on offer. Should you wish your child to attend breakfast club please enquire at the school office. Daily sessions are charged at £3 per session.

No pupils will be allowed out at lunchtime and we expect all pupils to eat a hot meal at lunchtime; we will provide a choice of meals including vegetarian and Halal.

**Pupils may bring pack lunches however, the following foods and drinks are banned from the Academy:**

1. Crisps
2. Sweets
3. Chewing gum
4. Fizzy drinks of any description
5. Lucozade or other ‘energy drinks’
6. Any other food or drink product that the Headteacher deems unsuitable

**We expect that students do not purchase or eat these items on their way to or from school.**

**FREE SCHOOL MEALS**
Children who are in Reception, Year 1 and Year 2 are ALL entitled to a free school meal daily. No payment is therefore required by parents. This is a government initiative introduced in 2014 got all Key Stage 1 and Early Years children. **However we would ask that ALL parents in EYFS, KS1 and KS2 apply for Free School Meals if you feel you are qualified.** Government funding is often based upon the number of FSM children enrolled at the school. It is extremely important that all qualified children apply for FSM as it provides additional funding that can be used for the benefit of all children. Without an accurate reflection of the true number of children qualified for FSM status, the school may lose a large amount of government funding that would otherwise be available.

Parents/carers wishing to apply for free school meals must apply to the academy directly rather than Brent. A student may be eligible for free school meals if the parent/carer is in receipt of any of the following benefits:

- Income Support / Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit) providing total gross income is less than £16,190
- Guaranteed Element of State Pension Credit
- Asylum Seekers
- An Income-related Employment and Support Allowance
An application form for free school meals will be sent to all new students before the start of the school year, which should be completed and returned as soon as possible. Once eligibility has been confirmed by the academy your child will be eligible to a free lunch to the value of £2.15 and a free meal for breakfast. **Free school meal status cannot be applied retrospectively so it is extremely important to submit the application form promptly before the start of the school year to avoid any charges for lunch.** Any change in status will be automatically notified to the academy by the free school meal database once a parent/carer is registered on it. If your child was eligible at the start of the year but subsequently become ineligible you will be notified by the academy of the change in status and your child will be charged for all meals from then on.

**ACCESS TO DRINKING WATER**
Mild dehydration is also one of the most common causes of daytime fatigue. The pupils can access free, clean and palatable drinking water from the water fountains during break, lunch and before and after school.

**SNACKS AT BREAK-TIME**
We believe in encouraging our children to eat healthily. Therefore, anyone who wishes to bring a snack of fruit or raw vegetables may do so. The children in Reception class and years 1 and 2 will be provided with two snacks (ideally fruit) as a part of their daily routine.
HOW TO PAY FOR SCHOOL MEALS

An account for each pupil will be created with Parent Pay. The preferred and quickest method for adding credit to your child’s account is by you using a credit or debit card online at www.parentpay.com (see the Quick Reference guide attached). It is also possible for you, and your child, to add credit using the cash loading machines located in the main reception area.

PARENTPAY QUICK REFERENCE GUIDE
Activating your account

You will receive a letter from the school setting out the initial username and password you should use to access ParentPay for the first time.

1. Go to www.parentpay.com
2. Go to the Account Login box in the top right corner of the screen
3. Add in the username and password provided in your account activation letter and click ‘Activate’
4. On the next screen you can choose to change your username and / or password to something more memorable
5. Add your email address
6. Add a security question and answer
7. Add any other information requested on the screen
8. Then click ‘Continue’
Your account will now be activated and you can pay your school for items listed on ParentPay.

Making a payment
You can see recent items for payment, a short summary and add items to your shopping basket as soon as you have logged in, under the ‘Items due for payment’ section. Please follow these steps:
1. To see all payment items with more detail, click on ‘Pay for more items’
2. If you want to see child specific items click on the tab with the name of the child
3. Add any items by clicking ‘Add to basket’
4. You can now add the amount you want to pay and then click ‘Add to Basket’
5. Click ‘Checkout’ – you can remove any items you have added by mistake or edit the amounts you want to pay by clicking ‘Remove’ or ‘Edit’
6. When ready to pay click ‘Pay securely now’
7. Enter your credit / debit card details and click ‘Make payment’
Checking payments/statements
You can see your most recent payments as soon as you have logged in on your homepage. If you want to see payment history for specific dates follow these steps:
1. Login to ParentPay
2. Click on the ‘Transaction history’ tab
3. Select the name of the child you wish to check payments for
4. Select the payment item or leave as All
5. Add dates for the period you want to check payments
6. Press 'Search'

If you want to see what your balance is please follow these steps:
1. Click ‘View transaction history’
2. Then click ‘Statements’ - use the drop down menus to filter your results
3. Then click ‘Search’
4. You can now see opening and closing balances for the period selected

Merging Accounts
If you have more than one child at the academy you will have received a separate username and password for each child. You can merge all the accounts together so that you will only have to use one username and password to make payments for all your children.
You will be able to create a single account which you can add all your children to.
Follow these steps:
1. Activate and login to the account you want to add your other children to, this will become the only account you use in future; click on the ‘Add a child’ tab on the home page
2. Enter the username and password provided in any other activation letter (or existing username / password if already activated)
3. Then click ‘Search’. Your child’s name will be listed on screen - click ‘Add to my account’
4. On your homepage, you should now see an additional tab for the child you have added to the account
Repeat this process for any other children you wish to add to your account – up to a maximum of 6 children in a single account.
ParentPay FAQs

- **When can I log in to my account?**
  Once you have received your activation letter from the school with your activation login details you’ll be able to activate your account and start making payments.

- **Which cards can I use?**
  ParentPay accepts MasterCard and Visa credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards.

- **Is it safe to make payments on the internet?**
  Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

- **How can I check that it’s secure?**
  Standard website addresses begin with http; the address for a secure site will always begin with https. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start https.

- **What about our personal information?**
  ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account; however ParentPay does not use your personal information other than for supporting the school. It does not share or give information to any other organisations. It operates under strict guidelines set out by the Data Protection Act 1998. ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. **If you are ever contacted by someone claiming to be from ParentPay, please contact ParentPay immediately on 0845 257 5540.**

- **I don’t have a home PC so how can I use ParentPay?**
  Why not visit your local library, internet café or see if you can get access to a computer at work.

**For more information please visit [www.parentpay.com](http://www.parentpay.com) or ask for assistance at Main Reception**
THE SCHOOL CURRICULUM

We provide a broad and balanced curriculum which develops the individual child according to their age and ability. In addition, we are committed to providing significant opportunities for pupils to master literacy and numeracy skills. The school has implemented an adapted version of the Foundation Stage and the National Curriculum, and has a curriculum map to ensure that we cover all the statutory requirements during your child’s time with us. We strongly emphasise core skills in literacy and mathematics.

Teachers use a wide variety of teaching methods, which are adapted according to the subject, age and ability of the individual pupil. At Ark Academy we place great emphasis on giving children practical activities and opportunities in their learning, as we believe that it is only by direct experience that true understanding of a specific area, and its relevance to real life, can be gained.

At the start of every academic year you will be invited to attend a Curriculum Meeting where the class teacher and SLT will outline the year ahead for your child and make clear the contents of the curriculum, along with an overview of learning opportunities, such as trips, and expectations for home learning.

We hold Parent Consultation evenings twice a year. In October and March we invite parents to meet with the class teacher for a 10 minute face to face discussion. The meetings always take place after school.

Additional Parent Workshops are often held during the school year and are designed to help you support your child with their learning in school. All dates for parent consultations, meetings and workshops will be published in the school’s newsletter.

We issue a formal written report to parents annually in July, along with termly progress reports which are sent home.

If you wish to discuss any aspect of your child’s education or welfare at other times in the year then please make an appointment with your child’s class teacher for after school. This can be done via the school office or by arrangement directly with the class teacher at drop off or pick up time.

You can also request to see Mr Doswell or any member of the Senior Leadership team by arrangement with the school office.

SCHOOL TRIPS
We believe that our pupils benefit from visiting places of interest and having representatives from various companies and other specialists visit the school. These experiences will link to the subjects/themes that the children are learning. At the parents interview you were asked to sign a copy of the Home-School agreement which includes a statement agreeing to allow your child to attend local visits.
We will ask parents for a contribution towards the cost of school trips where necessary. We do not want cost to be a reason for students to miss out, so if parents are unable to make a contribution they should discuss this with the school.

**PAYING FOR SCHOOL TRIPS**
Parents will be asked to pay for school trips through their ParentPay account. The trip will either appear as a specific item to be paid or parents can simply add the amount to their basket and add a note to their payment specifying the relevant trip. Children with ParentPay accounts that are in arrears due to insufficient dinner money WILL NOT be allowed to attend the trip until their account is settled.

**P.E.**
All children will participate in daily physical activity. Each class will have a formal P.E. lesson twice a week. Parents/carers are asked to ensure their children have a full P.E kit in schools for the school week. Children in Years 3 - 5 will be able to participate in swimming sessions held over a 12 week period.

**MUSIC**
Ark Academy strongly believes that musical fluency is an important component of a well-rounded education. In addition, music instruction that emphasises sequential skill development and musical games involving rhythm and pitch have been shown to have a direct correlation with mathematical proficiency. Our music education is constantly evolving, but at the moment, in Key Stage 1, our children have weekly lessons in Djembe (a type of drum) to help them learn about rhythm. In Key Stage 2, children expand their music education to include pitch and begin learning to play the Ukelele. They are also offered private lessons in small groups on various instruments including piano, guitar, violin, and drums. Parents/carers may be asked to contribute financially to these private lessons. In Key Stage 2, children may also join the school choir, Ark Angels, which practices weekly and performs at the school and at special Ark-wide events.

**EMOTIONAL HEALTH AND WELLBEING**
We will work closely with external agencies to support pupils and their families. At Ark Academy we will ensure that vulnerable children and young people have individual support plans and we will put in place planned and structured intervention work addressing the issues identified. We are aware that social and emotional skills are an integral part of the curriculum and of PSHE due to their potential impact on teaching and learning.

**HOME LEARNING**
Home learning will be set in a regular pattern according to the age and ability of the child. Parents/carers will be informed of this at the start of the academic year and in subsequent newsletters from the teachers.

Home learning expectations are shared with parents in the yearly curriculum meeting and via the website.
HELPING YOUR CHILD WITH THEIR LEARNING

There is a lot of help and support available in school for all our pupils, whatever their ability level. We have in place many strategies for different stages in your child’s career and for different curriculum areas, and we try to make all pupils aware of the many beneficial opportunities available to them in the media.

The first port of call in wanting to know more about your child’s work is by visiting our school website www.arkacademy.org. Here you will find up-to-date information about our own curriculum and the management of our school.

If you are interested in finding out more about the National Curriculum and other issues relating to your child and being a parent and you can access the Internet, you might find it useful to log on to this Government site:

https://www.gov.uk/government/organisations/department-for-education
OUR MISSION
Civitas – Citizenship – is at our core. We will build a community of civic pride and social justice in which all members are equally valued. We are committed to the service of young people and to helping them play their full part in society.

OUR GOAL
Our goal is that all pupils should be able to access higher education and participate fully in our democratic society.

WHAT IS CITIZENSHIP EDUCATION?
Education for citizenship equips young people with the knowledge, skills and understanding to play an effective role in public life. Citizenship encourages them to take an interest in topical and controversial issues and to engage in discussion and debate. Pupils learn about their rights, responsibilities, duties and freedoms and about laws, justice and democracy. They learn to take part in decision-making and different forms of action. They play an active role in the life of their schools, neighbourhoods, communities and wider society as active and global citizens.

Citizenship encourages respect for different national, religious and ethnic identities. It equips pupils to engage critically with and explore diverse ideas, beliefs, cultures and identities and the values we share as citizens in the UK. Pupils begin to understand how society has changed and is changing in the UK, Europe and the wider world.

Citizenship equips pupils with the knowledge and skills needed for effective and democratic participation. It helps pupils to become informed, critical, active citizens who have the confidence and conviction to work together, take action and try to make a difference in their communities and the wider world.

Citizenship will delivered across the curriculum within all subject areas. At its core pupils will be encouraged to be active participants in their communities who not only learn about how to make a change but will be actively supported in making that change.
MATHEMATICS

OUR VISION
We aim to ensure that every pupil at Ark Academy achieves highly enough by age 18 to have real options: to go to university or college or to follow the career path of their choice. Achieving GCSE mathematics at Grade C or above, by age 16 or earlier, is a necessity for this aim to become a reality.

In order to achieve our aim, we have developed ambitious and coherent mathematics curricula, taught by committed and knowledgeable staff who engage learners and integrate their teaching with assessment. Furthermore, there is a school-wide commitment to both equity and excellence in mathematics. The development of a specialist ethos centred on mathematics will facilitate:

- real dedication to high quality mathematics education for all
- high expectations and non-defeatist attitude to excellence and endeavour in mathematics
- ensuring that the school’s mathematics provision is engaging, vibrant and innovative, stretching beyond mathematics lessons into the school’s enrichment and awards programme

Above all, we believe that mathematics education in ARK Academy will develop, at all ages, confident and competent learners with the capacity to aim high.
THE ARK ACADEMY REWARDS SYSTEM

The role of rewards in recognising and promoting Ark Academy values is a key part of developing the potential of young people by giving encouragement and praise. Praise is a key component of good teaching and good staff/pupil relationships. **Good behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hardworking students.** Praise needs to be used appropriately, sincerely and linked to **tangible examples of a student’s strengths.** The rewards policy operates within this guiding principle. We want a positive atmosphere and to encourage teachers to try to issue **5 rewards for every sanction.** **Catch children doing the right thing, recognise it and offer positive reinforcement.** The system also links individual recognition and achievement within the house system and develops a healthy competitiveness at house level and fosters a sense of belonging.

Stars will be issued according to Ark Academy’s 4 core values:

<table>
<thead>
<tr>
<th>Civitas</th>
<th>Persistence</th>
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<tbody>
<tr>
<td>Responsibilities</td>
<td>Never being late</td>
</tr>
<tr>
<td>Charitable work</td>
<td>100% attendance</td>
</tr>
<tr>
<td>Lining up properly</td>
<td>Being organised</td>
</tr>
<tr>
<td>Being polite</td>
<td>Always correct uniform</td>
</tr>
<tr>
<td>Holding doors open</td>
<td>Always handing in HW on time</td>
</tr>
<tr>
<td>Being helpful</td>
<td>Sustained improvements in behaviour – decrease in concerns and detentions</td>
</tr>
<tr>
<td>Thinking of others</td>
<td>No concerns or detentions</td>
</tr>
<tr>
<td>Helping teachers with resources and layout of classroom</td>
<td>Acting on their own tasks</td>
</tr>
<tr>
<td>Looking after someone who has been hurt or who feels unwell</td>
<td>Drafting and re-drafting essays</td>
</tr>
<tr>
<td>Following teachers’ instructions</td>
<td>Trying before asking for help</td>
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<table>
<thead>
<tr>
<th>Excellence</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Attainment and significant progress in subjects</td>
<td>House events</td>
</tr>
<tr>
<td>Excellent HW</td>
<td>Charity events</td>
</tr>
<tr>
<td>High numbers of merits and commendations</td>
<td>Sports teams</td>
</tr>
<tr>
<td>Original ideas and great thinking and discussion</td>
<td>Music e.g. choir, orchestra</td>
</tr>
<tr>
<td>Winning competitions and sporting events</td>
<td>Getting involved in class discussion</td>
</tr>
<tr>
<td>Teaching other pupils</td>
<td>Leading and organising</td>
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<tr>
<td></td>
<td>Leading class discussions</td>
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<td></td>
<td>Responsibilities – sports captain, librarian etc.</td>
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TEACHERS WILL CREATE THEIR OWN EXAMPLES OF WAYS IN WHICH PUPILS CAN DEMONSTRATE EACH VALUE AND CREATE A DISPLAY IN THEIR CLASSROOMS.

- Stars are nominated every week for each of the school values.
- Stars will be recorded on Sleuth.
- SLT will nominate weekly Key Stage superstars, which can relate to any of the school values.
- There is a weekly Headteacher’s star, which can relate to any of the school values.
- All stars are celebrated at assemblies and published in the weekly newsletter.
- All stars carry house points which are cumulative.

LIVING THE VISION AROUND THE ACADEMY (CIVITAS HOUSEPOINTS)

- All members of staff can award a pupil Civitas housepoints for demonstrating kindness, thoughtfulness or selflessness.
- Examples of this type of behaviour might be:
  a) Picking up litter, maintaining the school environment.
  b) Helping another pupil if lost/stuck.
  c) Helping a visitor.
  d) Assisting staff with open evenings/school events.
  e) Contribution to local community – voluntary work, reading with younger children, etc.

REWARDS AND COMMENDATION ASSEMBLIES

- At the end of each half-term there will be a celebration assembly.
- On the last day of term there will be a rewards assembly.

POSITIONS OF RESPONSIBILITY

Giving pupils positions of responsibility is a tangible way of rewarding hard work and good effort.

Positions will include:

- Prefects, school council, librarians and peer mentors.

Our reward system in Ark Academy is growing and adjustments to the timing and nature of awards will emerge and develop over the years. We will always be responsive to the achievements and efforts of our students and recognise the positive reinforcement praise.

OUR NOTION OF CIVITAS WILL PERVADE ALL THAT WE DO BOTH AS STAFF AND STUDENTS.
OVERVIEW OF PRIMARY REWARDS

The reward system centres on the awarding of stars and House points. Every star has a given number of house points. The house points are cumulative and there will be house awards every term for the house with the most points.

**STARS for Excellence, Persistence & Participation**
1 chosen every week by the class teacher
Certificate presented in Friday Assembly.

**SUPERSTARS for Excellence, Persistence & Participation**
1 per half term

**CIVITAS STARS**
1 awarded weekly by the class teacher
Certificate presented in Friday Assembly

**KEY STAGE STAR chosen by SLT**
1 every week
Certificate presented in Friday Assembly

**HEADTEACHER’S STAR OF THE WEEK**
1 child chosen every week
Certificate presented in Friday Assembly

**CIVITAS SUPERSTAR**
1 per half term

**STARS for Civitas**
Can be awarded at any time by any member of staff for children who demonstrate Civitas around the school.

**House Points for Excellence, Persistence & Participation**
Pupils who exceed ‘Green expectations’
END OF YEAR REWARDS ASSEMBLY – PRIMARY

<table>
<thead>
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<th>Award</th>
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<tbody>
<tr>
<td><strong>Most improvement</strong> – number of sub levels progress</td>
</tr>
<tr>
<td><strong>Academic excellence</strong> in each class – highest level</td>
</tr>
<tr>
<td>Most Improved Reader</td>
</tr>
<tr>
<td>Most Improved Writer</td>
</tr>
<tr>
<td>Reader of the Year</td>
</tr>
<tr>
<td>Writer of the year</td>
</tr>
<tr>
<td>Mathematician of the Year</td>
</tr>
<tr>
<td>Musician of the year</td>
</tr>
<tr>
<td>Creative artist of the year</td>
</tr>
<tr>
<td>Citizen of the year</td>
</tr>
<tr>
<td><strong>Pupils with 100% attendance</strong> for the year</td>
</tr>
<tr>
<td>Sportsman of the Year</td>
</tr>
<tr>
<td>Sportswoman of the Year</td>
</tr>
<tr>
<td>Head teacher’s Star of the Year</td>
</tr>
<tr>
<td>House Attendance</td>
</tr>
<tr>
<td>House Sports</td>
</tr>
<tr>
<td>Overall House Cup</td>
</tr>
</tbody>
</table>
A CUMULATIVE RESPONSE TO CONTINUED POOR BEHAVIOUR

Where a pupil persistently disrupts learning or repeats behaviours which make others feel unhappy or unsafe, a cumulative response will be brought into play. In order to encourage any pupil to not repeat these unwanted behaviours, the academy has a stepped response to poor behaviour. Running alongside these cumulative responses, therapies, interventions and support will be continuously reviewed and agreed with parents and the Inclusion team.

<table>
<thead>
<tr>
<th>Area of concern</th>
<th>Teacher action</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 ‘Time-outs’ in one week</td>
<td>Class Teacher calls parents that day and enters details on Sleuth</td>
<td>30 minute SLT Lunch detention the next day</td>
</tr>
<tr>
<td>3 Lunch time detentions (Friday to Thursday)</td>
<td>Deputy Head calls parents, sends letter and enter details on Sleuth</td>
<td>60 Minute Lunch detention SLT</td>
</tr>
<tr>
<td>3 Friday detentions</td>
<td>Parental meeting with Head, letter home and details on Sleuth</td>
<td>1 Day in Internal exclusion</td>
</tr>
</tbody>
</table>

GENERAL POINTS

In addition to the above systems, class teachers can detain pupils at break and lunch. This can be for one of several reasons:

- Failure to complete tasks in class in time or to an acceptable standard
- Restorative conversations where a pupil can ‘put things right’

Class teachers should be looking to catch children being good and issue a ratio of 5 rewards for every sanction. This includes verbal praise and warnings as well as recorded sanctions and rewards.

Teachers give out stars for persistence, participation and excellence in every lesson, where a pupil exceeds ‘green’ expectations. This can be for oral contributions or written work in a lesson or at home. All staff are expected to “catch” children demonstrating Civitas and award Civitas stars accordingly.

Class teachers make it a daily habit that they speak with parents. You should expect to hear when your child has impressed as well as they have not met expectations.
PROCEDURES FOR DEALING WITH DISCIPLINARY PROBLEMS AROUND THE ACADEMY

The systems for managing pupil behaviour only function if applied consistently to every pupil. All pupils know the Code of Conduct and if a student breaks that code they must expect to face consequences.

Minor infractions of the code of conduct:

1. For example: dropping litter, chewing gum, eating in the corridor, being in the corridors or grounds after lessons have started, causing a disturbance on the corridor.

2. The member of staff will then inform SLT and the incident will be recorded on Sleuth. SLT will then speak with parents.

More serious infraction of the code of conduct:

1. For example: not following instructions from a member of staff, using mobile phone in the Academy, refusing to give planner to a member of staff.

2. The member of staff will then report the incident to SLT and the student will be issued a detention for that day.

3. The detention will be logged on Sleuth and parents will be informed.

Serious incident:

1. For example: insulting, swearing at or undermining a member of staff or adult, graffiti, fighting, verbal or physical abuse to a member of staff, any illegal activity, damaging the Academy or fellow student property, any type of bullying.

2. If safe to do so the member of staff witnessing the event should intervene – following the guidelines for the use of reasonable force.

3. A member of SLT should be called – sending a student if necessary.

4. The incident now becomes a matter for the Senior Team. This now follows the same schedule as for serious incidents in the classroom. In other words the child should be taken to the Learning Support Unit and passed to the member of staff on duty. They will be internally excluded for the rest of the day, whilst an investigation is completed. A decision about further action, such as the length of detention or possible exclusion if any is thought necessary, will then be taken.
<table>
<thead>
<tr>
<th>Description of behaviour</th>
<th>Action taken</th>
<th>By whom?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Green</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pupils are ready to learn and are meeting expectations</td>
<td>Name in Green traffic light</td>
<td>Teacher / TA</td>
</tr>
<tr>
<td>Pupils sit in STAR position ready to learn with their eyes on the speaker. Pupils follow teachers’ instructions and observe learning conditions e.g.</td>
<td>Verbal Praise and ‘Thank you’</td>
<td></td>
</tr>
<tr>
<td>- silent individual work / Paired conversation / Group work / Class discussion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amber**

Pupils have to be asked to follow an instruction or observe the classroom code more than once

Pupils should be given a rule reminder before moving them into Amber. Please follow PIC principles when doing this. Examples of unwanted behaviours (this is not exhaustive)

- Swinging on chair
- Calling out
- Answering back
- Tutting/kissing teeth/eye rolling
- Failing to sit still on carpet or chair
- Being or talking off task
- Ignoring reasonable instructions

Rule reminder
Name in amber traffic light

Teacher / TA

**Red**

Persistent and continued failure to follow instructions and meet expectations

Where a pupil repeatedly fails to meet expectations and follow instructions.

Name in Red Traffic light
‘Time out’ – Minute per year of life with paired class
Sleuth entry & Pupil is given a reflection sheet to complete

Teacher / TA

**Serious incident**

Leaving classroom without permission
Fighting
Walking away from a teacher
Spitting
Inappropriate language
Vandalism
Racist/sexist/homophobic remarks
Theft
Bringing weapons to the academy
Bullying
Threatening and aggressive behavior
Assault

Friday detention, Internal Exclusion for part or all of a day
Or a fixed term exclusion

Head
Teacher / Deputy Head
PUPIL INFORMATION

Before starting at Ark Academy you will be given a Pupil Information Form and Medical Form to complete. This will provide us with contact details and other necessary information to ensure that your child settles into our school swiftly and safely. This information is only shared with authorised agencies. If an unauthorised request for information is received, the school will not supply any details without the express permission of the parent/carer concerned.

Parents and carers have a responsibility to provide these details and it is imperative that all the details are kept up-to-date, especially your emergency contact numbers. Please inform the school office if your details change.

ACCIDENTS, INJURIES AND/OR SICKNESS
At Ark Academy, the health, safety and welfare of all our pupils is of paramount importance.

It is not uncommon for a young child to not reach a toilet in time and we will keep spare clothing for such an eventuality. These incidents will be dealt with as soon as we are made aware of them and we will endeavour to avoid any embarrassment to your child.

If your child is injured at school we will, where possible, treat the injury and discuss with you at the end of the day. Accident information forms are given to all children who required medical attention to take home.

All accidents are entered into an Accident Book. There may be times when we need to contact you, either for permission to treat your child or because we feel that you need to check them yourself, e.g. if they have bumped their head. In these cases we will make every effort to contact you as quickly as possible.

If your child feels unwell during school we will contact you so that you can make any necessary arrangements to collect your child. Whilst you do so, we will ensure your child is kept as comfortable as possible.

FIRST AID PROVISION
First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for immediate help. We have a fully qualified nurse on site to supervise first aid and any further action if needed.

HEAD BUMP LETTERS
Children often bump their heads without further consequences but parents should be informed about head bumps so that they can look out for signs that the injury could be more serious. A letter is used to inform parents about any head bumps, and the signs to look out for. If any of these signs become apparent while the child is still at school, we will arrange for them to attend an A&E department immediately.
PUPILS WITH MEDICAL CONDITIONS
First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The designated nurse from the school nursing service can assist you to prepare a health care plan for such pupils and arrange any necessary training. Pupil health care plans must be available to first aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils.

ALLERGIES
It is very important that we know about all allergies your child might have, however slight (plasters, nut allergies, wasp stings, asthma etc), so that your child receives the appropriate treatment.

MEDICINES
Staff are not permitted to administer non-prescribed medicines. With the exception of asthma inhalers, pupils are not allowed to administer drugs themselves. If a child does need a course of doctor prescribed medicine during school time, parents/carers must discuss this with the school office and complete a disclaimer form giving a nominated person permission to administer them. The form is available from the school office. If your child needs an inhaler it should be clearly labelled with your child’s name and will be kept in the medical room. Year 5 and 6 children with Asthma must begin to be responsible for their own inhalers in school and keep on their person.

Please be aware that children are not permitted to carry any form of medication with them other then Year 5 & 6 who carry their own inhalers.

DIGITAL IMAGES, PHOTOGRAPHS AND VIDEO FOOTAGE
There are often occasions during the school year where photographs and/or video recordings of the children are made by staff, other parents/carers and the press. These may be published within the school, by ARK or in wider publications, e.g. websites and newspapers. If you would not like your child’s image to appear externally please let the school office know.

Furthermore, children in the Foundation Stage will be regularly photographed as a record of progress against the Foundation Stage Profile. Should you have any concerns regarding this, please discuss them with the class teacher.

If you do not wish for digital images, photographs and/or video footage of your child to be taken, please make your wishes known using the permission form in the pupil registration pack.

LOST PROPERTY
All items of clothing and belongings should be clearly marked with your child’s name. Reception, Year 1 and Year2 lost property will be kept in the classrooms. Named items will be returned to children where possible. Unnamed property will be kept in the school office. Parents/carers may look through the unnamed lost property on the first Thursday of every month. We will keep items of lost property for approximately a term after which time any unclaimed items will be recycled.
MOBILE PHONES
Mobile phones are only permitted for pupils who are travelling independently to and from the Academy and who have a signed travel authorisation form and mobile phone form. Mobile phones MUST be handed into the Academy office on arrival at Academy and collected from the office at the end of each day.

PARENTS FORUM
Each class has an elected representative and meets once a half-term. The Parent’s Forum is exactly that: a forum where issues of importance to the whole school can be discussed. The Academy gains a valuable insight into the thoughts of the parents and we get a chance to share our ideas and discuss the direction that the school could take with a wide range of issues. For example, we could discuss how the school approaches homework, or how we can improve school dinners. We regularly share the school’s targets for improvement and how well we are doing against them. The sessions have been really useful and have been vital in shaping how the school is able to solve challenges that face us by working as a team with parents. If you would be interested in joining the Parent’s Forum next term then please ask the school office or Mr Watkins for more details.

COMMUNICATION WITH PARENTS
Well-informed and knowledgeable parents are the hallmark of a successful school. The school does its utmost to ensure open lines of communication with parents through various means of communication - a weekly newsletter, a regularly updated notice board, texts to mobile phones, letters distributed through book bags, and the school website. Each week, the school will issue a newsletter via email (with hardcopies available at reception). If you have an email address and would like to receive the newsletter, please ensure you provide an accurate and legible email address on the form provided by the school at the beginning of the year. The newsletter is also posted on a notice board accessible upon drop-off and pick-up each day. Please check the notice board for important notices, as well as term dates. Finally, please visit our website at www.arkacademy.org for up-to-date information and details of upcoming school events.
SAFEGUARDING CHILDREN AT ARK ACADEMY

Ark Academy, its staff and governors, are committed to safeguarding the welfare of our pupils and to providing a safe environment with robust systems to ensure the safety and healthy development of all our pupils, within the academy and on related school trips and other activities.

Everyone working in or for Ark Academy shares the objective of helping to keep children and young people safe by contributing to:

- ensuring that Ark Academy provides a safe environment in which children and young people can learn and develop, and
- identifying children and young people who are suffering, or at risk of suffering abuse and taking appropriate action with the aim of making sure they are kept safe both at home and in school.

We recognise that some children may be especially vulnerable to abuse. We are committed to doing our best to identify such children and to working with the appropriate authorities to support and safeguard them.

We are committed to providing all our pupils with a safe learning environment, free of bullying and other forms of harassment, and to teaching pupils to act safely in and outside school and on the internet.

We will always take a considered and sensitive approach in order to support all our pupils. It is not the responsibility of academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff have a duty, however, to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection, prior to discussion with parents.

The name of the designated person in the primary school is Mr Ian Doswell, Headteacher. In his absence Mr Peter Watkins is the designated deputy. If a pupil, parent or member of staff should disclose concerns about the welfare of a pupil at Ark Academy, he will first consider the following:

- any urgent medical needs of the child,
- discussing the matter with other agencies involved with the family,
- consulting with appropriate persons e.g. Safeguarding Officer, Brent Children’s Social Care,
- the child’s wishes.

Then decide, in accordance with the procedures or advice of the local safeguarding children’s board:

- where possible to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk;
whether to make a child protection referral to children’s social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately;

**OR:**
- not to make a referral at this stage;
- if further monitoring is necessary; or
- if it would be appropriate to undertake an assessment and/or make a referral to other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. Any referrals to children’s social care will be accompanied by a standard referral form.

**RECORDING AND MONITORING**
Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated. All Child Protection documents will be retained in a ‘Child Protection’ file, separate from the child’s main file. This will be locked away and only accessible to the Designated Senior Person.

**SUPPORTING THE CHILD AND PARTNERSHIP WITH PARENTS**
- Ark Academy recognises that the child’s welfare is paramount and that good child protection practice and outcome rely on a positive, open and honest working partnership with parents.
- While, on occasion, we may need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child, acting with the advice of the local children’s safeguarding board as appropriate.
- We will provide a secure, caring, supportive and protective relationship for the child.
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. However, no member of staff can necessarily promise confidentiality to any child who should make a disclosure of abuse. If it is felt that a child is at risk of harm or is being harmed, the Designated Senior Person (DSP) has a responsibility to share this information with Social care. In turn, the DSP will determine which members of staff need to know personal information and what they need to know to support and protect the child.

If you, as parents, should have any further questions about any of that which has been written above, you should contact Mr. Doswell directly.
It is important to keep the channels of communication open between home and school. If you have any concerns about your child, please contact the school or come in to talk to us. In the first instance you should meet with your child’s class teacher. If you feel that the situation is urgent, we would encourage you to see the Headteacher. If we have any concerns about your child, we will contact you at the earliest opportunity to arrange a mutually convenient time to discuss the situation with you. We would also be very grateful if you could keep us informed of any changes in circumstances or worries that your child might have at home, e.g. an ill grandparent, death of a pet etc. as we will then be able to support them whilst they are at school.

THE DESIGNATED SENIOR PERSON RESPONSIBLE FOR CHILD PROTECTION IS IAN DOSWELL, THE HEADTEACHER.
A FULL COPY OF THE POLICY CAN BE OBTAINED FROM THE SCHOOL OFFICE.
AND FINALLY...

Our aim at Ark Academy is to provide the very best education possible for each and every child. We know that it is vital that we equip every child with the skills, values and enthusiasm towards learning that will set them in good stead for the rest of their life. We firmly believe that if our staff, parents/carers and governors work together then we will achieve this aim. It is our hope that we will have a long, productive and successful relationship with you and your child.

And so, all that remains for us to say is........

‘Welcome to Ark Academy’