



Ark John Keats
Academy

Primary Parent Handbook

2019 – 2020

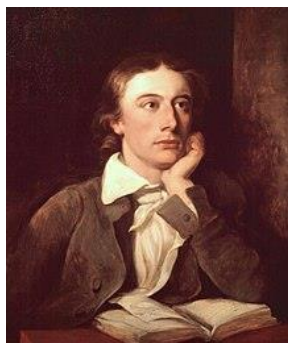
Kindness

Effort

Aspiration

Tenacity

Success



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Welcome from our Headteacher – Amy Baird

Dear Parents/guardians

Welcome to our academy!

Ark John Keats Academy is a mixed, all-through 3-18 school that opened its doors to its first Reception children in September 2013.

We now have pupils in Nursery to Year 6 in our Primary Phase and Years 7 to 12 in our Secondary Phase. 1,620 altogether!

The academy will continue to build until we reach full capacity in September 2021.

At John Keats we believe every child has the capacity to be a knowledgeable, literate, articulate, confident and compassionate individual.

Everything we do is aimed at ensuring each child fully realises their potential and leaves the academy with ambition, a sense of purpose and excellent qualifications. This will enable our pupils to go on to lead successful, happy and useful lives and everything necessary will be done for every child to ensure this.

I look forward to working with you to help ensure the best start in life for your child.

All the best,

Amy Baird

Primary Headteacher

Our Staff

Primary Staff

Name	Position	Responsibilities (16-17)
Teaching team		
Jerry Collins	Ark Regional Director	London Ark Schools
Jane Witheford	Executive Principal	AJK and INA
Victoria Henderson	Principal	Whole School
Amy Baird	Headteacher	Whole of Primary
Marné Reynecke	Vice Principal of Primary School	Head of Inclusion and Safeguarding,
Mide Said	Assistant Principal of Primary School	Head of Teaching, Learning and Curriculum
Bradley David	Assistant Principal of Primary School	Head of Pastoral Provision
Chanti Camacho	Teacher Training Lead	Whole school CPD, teacher training, NQTs
Elizabeth May	Deputy SENCO	Whole school SEND provision
Helen Burey	PPA teacher	EYFS and KS1 PPA
Emmy Stanley	Head of Years 5 and 6 Specialist maths teacher	Year 5 and 6 staff and pupils Year 6 maths

Maddie Roberts	Head of English	English provision across the school Year 6 English
Arzu Ucrak	Year 6 Teaching Assistant	Year 6 pupils
Sarah Cross	Year 6 Teaching Assistant	Year 6 pupils
Tom Etheridge	Head of Maths Specialist maths teacher	Maths provision across the school Year 5 Maths
Imani Samuels	Specialist English teacher	Year 5 English
Dharmesh Panchal	Year 5 Teaching Assistant	Year 5 pupils
Zilan Arslan	Year 5 Teaching Assistant	Year 5 pupils
Alex Verrall	Head of Year 4 Head of Enrichment and PE Specialist maths teacher	Year 4 staff and pupils Enrichment and PE provision across the school Year 4 maths
Natalee Colbron	Head of Humanities	Humanities provision across the school Year 4 science, humanities and French
Ben Merritt-Hall	Specialist English teacher	Year 4 English
Chris Hodge	Year 4 Teaching Assistant	Year 4 pupils
Natalie Oscar	Year 4 Teaching Assistant	Year 4 pupils
Dilek Ucrak	Year 4 Teaching Assistant	Year 4 pupils
Shireena Crawley	Head of Year 3 Specialist English teacher	Year 3 staff and pupils Year 3 English
Jess Richmond	Head of Music Specialist maths teacher	Music provision across the school Year 3 maths
Joe Etheridge	Specialist science and humanities teacher	Year 3 science, humanities and French
Asli Demerci	Ark Teacher Training	Year 3
Said Ali	Year 3 Teaching Assistant	Year 3 pupils

Evelyn Kwakye	Year 3 Teaching Assistant	Year 3 pupils
Ozlem Ates	SA for Year 3 pupil	Year 3 pupil with EHCP
Laura Christofis	Head of Year 2 Head of Character KS1 English Lead	Year 2 staff and pupils Character provision across the school KS1 English provision Rowling Class
Carli James	Year 2 teacher	Browne Class
Eve Kelsey	Year 2 teacher (NQT)	Carroll Class
Harriet Thompson	Year 2 Teaching Assistant	Year 2 pupils
Lauren Page	Year 2 Teaching Assistant	Year 2 pupils
Nadia Ibrahim	Year 2 Teaching Assistant	Year 2 pupils
Karyn South	Head of Year 1	Year 1 staff and pupils Donaldson Class
Alicia Gafoor	Year 1 teacher	Rosen Class
Charlotte Gonella	Head of Science Year 1 teacher	Character provision across the school Duddle Class
Esma Guler	Ark Teacher Training	Year 1
Nadia Laghzali	Year 1 Teaching Assistant	Year 1 pupils
Cabrera	Year 1 Teaching Assistant	Year 1 pupils
Joanne Cuffie	SA for Year 1 pupil	Year 1 pupil with EHCP
Petina Plank	SA for Year 1 pupil	Year 1 pupil with EHCP
TBA	SA for Year 1 pupil	Year 1 pupil with EHCP
Bonnie Mendoza	Head of EYFS	EYFS staff and pupils Sharatt Class
Jeaneal Marshall	Reception teacher	Kerr Class
Kerry Dooner	Reception Teacher	Gray Class

Tamara Elias	Reception Teaching Assistant	Reception pupils
Saida Serindag	Reception Teaching Assistant	Reception pupils
Nura Ibrahim	Reception Teaching Assistant	Reception pupils
Derya Bayern	SA for Reception pupil	Reception pupil with EHCP
Ozlem Hassan	Nursery Manager	Nursery staff and pupils
Gina Markou	Nursery Teaching Assistant	Nursery pupils
Patra Sealey	Nursery Teaching Assistant	Nursery pupils
Stacey Joseph	Class teacher	Maternity leave
Operations team		
Mitra Samsami	Head of Operations	Whole school operations (Premises, Catering, Recruitment)
Victoria Edwards	Primary Co-ordinator	Primary co-ordination and administration
Sam Robinson	Primary Administration Assistant	Primary reception and administration
Oni Mckenzie	Primary Administration Assistant (maternity cover)	Primary reception and administration
Bianca Douglas (maternity leave)	Primary Administration Assistant	Primary reception and administration
Stuart Bartlett	Premises Manager	Site
Christopher Bell	Premises Assistant	Site
Jermaine Brissett	Premises Assistant	Site
Scott Serjeant	Premises Assistant	Site
Phoebe Hickman	Senior Midday Meals Supervisor	Midday Meals
Shakila Sathiyaseelan	Midday Meals Supervisor	Midday Meals
Liza Shabnam	Midday Meals Supervisor	Midday Meals

Carmen Ortega	Midday Meals Supervisor	Midday Meals
Shanika Daley	Midday Meals Supervisor Breakfast club leader (long term absence cover)	Midday Meals Breakfast club
Yvonne Edwards	Breakfast club leader	Breakfast club

Contact details

Academy

Ark John Keats Academy

Bell Lane

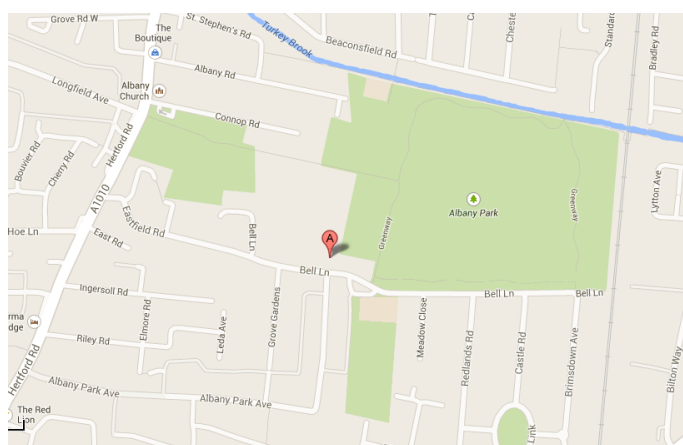
Enfield

EN3 5PA

Telephone: 020 3116 0740

Email: info@arkjohnkeatsacademy.org

Website: www.arkjohnkeats.org



Chair of Governors: Linsey Cole. Please send any correspondence to Ark John Keats Academy.

Term dates

2019 - 2020

In order to help you plan your holidays, the dates for this academic year are set out below:

Term/Focus	Date
Autumn Term	2nd September – 18th December
Half term	21 st October – 25 th October
Staff development days	2 nd – 11 th September – Induction 4 th and 28 th October and 19 th December
Spring Term	6th January – 3rd April
Half term	17 th – 21 st February
Staff development days	6 th January, 9 th March, 3 rd April
Summer Term	20th April – 21st July
Half term	25 th May- 29 th May
Staff development days	20 th April and 22 nd June
Bank holiday (school closed)	Monday 4 th May

NB – All dates are inclusive

Values and Pillars

Ark Schools' mission

Ark's mission is to create a group of outstanding Academies that radically improve pupils' life chances. We want every pupil at an Ark Academy to do well enough by age 18 to have real options: to go to university or to follow the career path of their choice.

The principles of the Ark model are captured in their six pillars as follows:

Excellent teaching

A teacher affects a pupil's achievement more than any other factor. We work side-by-side with teaching staff, supporting them with training and development so that they can deliver excellent teaching. To make sure that no pupil is left behind, we've developed data management tools which help teachers to monitor progress - this shows when pupils, or indeed teaching staff, need extra support.

Knowing every child

We organise our schools so that every child knows, and is known well by, every adult in the school.

We also recognise that children do best when families and schools work together. We keep parents well informed about children's targets, and we involve families in all aspects of school life.

To nurture a love of reading and develop fluent communication skills, we also dedicate more time to literacy and English. We make sure that all of our teachers recognise the barriers that children face in building literacy skills, and we offer tools and expertise to enable teachers to best support students who need more help.

Depth for breadth

When children build firm foundations in English and maths, they find it easier to do well in other subjects too. That's why we prioritise depth in these subjects, giving our pupils the best chance of success. We've developed [Mathematics Mastery](#), and [English Mastery](#) which aim to improve attainment, enjoyment and confidence in maths and English. Their approach is based on tried and tested methods from around the world, and is endorsed by Ofsted. Mathematics Mastery partners with over 500 schools outside Ark, and English Mastery is working with more than 60 schools.

Exemplary behaviour

Our schools are characterised by a respectful environment, where teachers can focus on teaching and pupils can focus on learning. We teach, recognise and reinforce good behaviour, and we don't tolerate poor behaviour. We don't accept any excuses, and we don't make any either.

Always learning

To make sure children have enough time both for core subjects and for extra-curricular activities, many of our schools run a longer school day. Others are open at weekends and during school holidays, offering masterclasses and revision sessions. Many Ark schools offer residential stays, day trips and summer schools. In every school, no time is wasted - every hour of every day is devoted to children learning.

Our Culture and Ethos

The Academy reflects the Ark values of **aspiration, perseverance and responsibility**, which lead to high achievement for every pupil.

- Staff believe that every child, whatever their starting point, can succeed in education.
- Staff do 'whatever it takes' for their pupils to succeed, and pupils develop the same attitude for themselves and for others.
- Responsibility is shared: all staff and pupils expect to help each other at all times.
- The Academy values and feels part of the Ark network.
- The Academy has its own strong sense of identity, with its own distinct uniform and wider branding which is used consistently.

Ark John Keats Academy's vision

Our vision at Ark John Keats Academy is to enable all pupils to realise their full academic potential and to develop a level of good character and self-discipline that allows them to utilise their education to the fullest.

Ark John Keats Academy's mission

We believe in the potential of every child who joins Ark John Keats Academy and will strive to create an Academy which provides each pupil with the best possible start in life. We want every pupil at Ark John Keats Academy to do well enough by age 18 to go to university or to follow the career path of their choice.

We will do everything possible to ensure that every child achieves age related expectations and above, every year. We won't accept excuses and we won't make any either. We take responsibility for nurturing and developing the personal qualities of every pupil and will emphasise the importance of exemplary behaviour.

We provide our staff with the tools and support to instil a strong learning culture in their classrooms. Teaching at Ark John Keats Academy is excellent. Our team of dedicated teachers and support staff are committed to all of our children's success.

We believe that children whose parents/guardians are involved and interested in their learning do well. We involve parents/guardians in their children's learning and encourage them to be active members of the Academy community. Parent communication is organised to encourage

wide participation and honest conversation. We expect all parents/guardians to fully support their children’s educational aspirations and achievements

Ark John Keats Academy’s values

Our values and pillars guide the culture and ethos of our Academy to ensure that we are able to realise our mission. They are a central part of the life of the Academy and evident in every aspect of Academy life.

Our values focus on the development of attributes and characteristics that will serve our pupils well educationally and throughout their lives. All children belong to a values class group. Children are rewarded daily and at assemblies for demonstrating our school values.

KEATS	Value
K	Kindness
E	Effort
A	Aspiration
T	Tenacity
S	Success

Ark John Keats Academy’s 6 Pillars

Mastery Curriculum

Our curriculum design enables pupils to develop a framework of knowledge and understanding in each subject area that provides a solid foundation for further study.

High Quality Teaching

Teachers are subject experts with an excellent understanding of the intellectual journey they are taking their pupils on and have mastery of effective teaching skills.

Strong Discipline

Calm, purpose and order are established through the consistency of expectations and explicit teaching of discipline.

Character Development

Pupils develop the characteristics that support their academic achievement, create thoughtful citizens and allow them to make reflective choices over their personal lives.

Raising Aspirations and Enrichment

Pupils understand the opportunities that a school and university education will afford them in terms of careers and quality of life. Pupils develop their passions and interests through an in-day enrichment programme.

Development of Educational Leaders

All members of staff see themselves as leaders within an aligned community of professionals and are systematically trained in implementing best practice

Primary Pledge

*‘At Ark John Keats,
I will work hard every day,
always try my best ,
and be kind to others.’*

Please help your child to learn our pledge. We all say our pledge at the start of every school day and in assemblies.

The Academy day

Academy Times

Reception to Year 6

Time/allocation	Action
8:00am	Academy gates open
8:20 – 8:30am	Pupils enter the school building (Parents can also enter the playground from 8:20am)
8:30am	Registration
15 minutes for each cohort	Morning Break
From 11:45 – 1:45	Lunch and lunch playtime
10 - 15 minutes for each cohort depending on age of pupils	Afternoon break
3:55 - 4:00	Gates open at 3:55pm End of school day – pupils collected from 3:55 - 4:00pm in the playground or from outside classrooms

Arrival at the Academy

Pupils from Reception age are welcome to be dropped off from 8:00am when the academy playground gates will be opened. Parents will not be able to wait in the playground at this time but can wait in the front area with their child.

Children will be able to enter the school building at 8:20am. Parents will also be able to enter the playground at this time.

The time before school is used by the teachers to prepare for the pupils' day. Meetings with

teachers, therefore, should be arranged via the school office school by appointment.

Lateness

The register is taken at 8:30 sharp every morning. The classroom doors will be closed from 8:30. Any child not in by 8:30am must enter by the front entrance and will be marked as arriving late to school. If your child is likely to be late to school, please telephone the Primary Academy Office to let us know before 8:15am. Once your child arrives at the academy please go directly to the Primary Academy Office so that we can mark your child as present.

Persistent lateness is taken very seriously, and we are under obligation to report any unauthorised or continued lateness to the Local Authority Education Welfare Service, who will then contact the family to discuss the reasons.

Leaving the Academy

If your child has to leave the academy at any time during the day then the Academy Office must be informed and their absence recorded. Appointment cards must be provided.

At the end of the day parents/guardians are asked to collect their children from outside their classroom (Nursery, Reception and Year 1 and Year 2) or playground (Years 3 - 6). Any children remaining who have not been collected on time will be taken to the Academy Office where they can be collected via the main entrance.

After school lateness

Parents/guardians collecting their children after 4:05pm need to sign the 'Late Collection' book, which the member of staff on duty will have.

Parents collecting their child/children after 4:10pm or 3:25pm on Wednesdays will be charged a late collection payment. This payment will be added to the family ParentPay account.

Attendance

Our attendance expectations are very high. Attendance below 97% is lower than our expectation and can have a serious and detrimental impact on a child's chances of success at school.

If your child is unable to attend school due to illness or other circumstances, please contact the Academy Office before 8:15am. The academy 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 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 the academy 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 five days.

We celebrate and reward excellent pupil attendance in many ways!

Holidays/Term Time Leave

We cannot allow parents/guardians to take 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 so please do not request them.

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 Academy Office. Please understand that leave during term time is not a right and can only be granted by the Headteacher and Principal 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 Local Authority Education Welfare Service.

Afterschool clubs

After School clubs are run by Teaching Assistants and begin in the second half of the Autumn Term every year.

Every pupil will have the chance to attend a club during the academic year.

To make it fair, pupil names are picked from a hat and pupils who are not picked are put on the waiting list for the club. Pupils on the waiting list will have the chance to attend the club the following term or, if numbers are very high, a term during the academic year.

Parents will receive information on after school clubs via the newsletter during the Autumn Term.

Parents collecting their child after 5:05pm will be charged a late collection payment. This payment will be added to the family ParentPay account. Parents who arrive late on more than one occasion will lead to their child losing their place in the club.

Breakfast Club

Breakfast club is 50 pence per session and this must be paid in advance via ParentPay. Breakfast club is free for pupils who receive pupil Premium Funding.

Breakfast Club will run from September for Year 1 – 6 pupils and Reception pupils will be able

to join in January after the Christmas holiday. Nursery children cannot attend breakfast club. Breakfast club runs from Monday – Friday from 7.45am.

Pupils cannot enter breakfast club after 8:15am.

First aid

Before starting at Ark John Keats 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 academy swiftly and safely. This information is only shared with authorised agencies. If an unauthorised request for information is received, the Academy will not supply any details without the express permission of the parent/guardian concerned.

Parents/guardians 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 Primary Academy Office if your details change.

Accidents, Injuries and/or Sickness

At Ark John Keats, the health, safety and welfare of all our pupils is of paramount importance.

If your child is injured at school we will, where possible, treat the injury and always inform you – either by text, phone call or at the end of the day.

All accidents are entered into an Accident Book. There may be times when we need to contact you because we feel that you need to check them yourself, e.g. if they have a cut or bruise or 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.

It is not uncommon for a young child to not reach a toilet in time and we will keep some 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.

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 12 fully trained staff

on site to supervise first aid and any further action if needed.

Head Bumps

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 phone call and/or text message will be used to inform parents about any head bumps.

Pupils with Medical Conditions

The Academy must be informed if a pupil with a medical condition is likely to need special emergency treatment. A designated first aider from the school 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.

Medicines

Staff are not permitted to administer non-prescribed medicines. With the exception of asthma inhalers, pupils are not allowed to administer medicines themselves. If a child does need a short-term course of doctor prescribed medicine during school time, parents/guardians must discuss this with the Academy Office and complete a form giving written permission for a nominated adult to administer the medicine, however this cannot be done on more than one occasion throughout the day as it has a knock-on effect on the smooth running of the academy. All inhalers should be labelled with your child's name and a second inhaler kept in the office as an emergency back-up. If your child requires long-term medicines, parents/guardians are asked to discuss this with the Academy Office and complete a disclaimer form giving a nominated person permission to administer them.

The forms are available from the Primary Academy Office.

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.

The school is a nut free zone. No nuts must be brought into the academy in any pupils' bag or packed lunch box.



Academy uniform

Academy 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:

- Uniform unites us as a community. We learn, practise, play and succeed together. All pupils make a commitment when they put on their Ark John Keats uniform that they will abide by the rules of the academy community
- Uniform reduces distractions. We are focused on our learning
- 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 and ready to learn

All pupils must wear a uniform every school day, Monday to Friday. Once a pupil leaves home, he/she should be wearing the appropriate uniform clothing and shoes. Shirts should be tucked in, top buttons done up.

When a pupil is in the Academy, these expectations apply unless he/she has to change clothing

for a specific activity e.g. enrichment. 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.

Pupils should wear their academy PE kit to school on PE days.

If pupils are not dressed in the appropriate uniform parents will be contacted and asked to bring the correct uniform immediately.

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 or lose privileges.

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/guardians to support all decisions by academy staff regarding whether or not clothing is appropriate or inappropriate for school.

We are very grateful to parents/guardians for supporting the wearing of the following items:

Boys and Girls (R-Year 6)	PE and Nursery
Navy blazer with fuchsia lining	White crested PE polo shirt
Navy crested jumper (sleeved or sleeveless)	Navy crested sweatshirt
Striped tie (R- Year 2 elasticated) Key Stage 2 pupils (Yr 3-6) should wear a standard tie	Navy jogging bottoms or shorts
Blue long / short sleeved shirt	Navy crested PE bag (not nursery)
Navy smart school trousers/shorts/skirt/pinafore dress	Navy or black sock or tights
Navy or black socks	Black plimsolls or black trainers
Navy crested book bag or backpack	
Black school shoes	

For **reasons of health and safety**, we ask that your child comes to school in sensible school shoes and that jewellery is limited to one pair of ear studs and one 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 or week.

The school cannot accept liability for the loss of jewellery.

Hair Styles

Please ensure that hair accessories are in black or navy and plain with no adornments.

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 neatly tied back.

Uniform Dos and Don'ts:

- Navy blue or black Hijabs only
- No make-up to be worn by any pupil. No false nails or coloured nail varnish is ever allowed
- Hair must be worn in an appropriate style with no extreme styling or designs of hair or eyebrows; e.g. lines/intricate patterns. Long hair must be tied back
- No coloured hair extensions/ braids or other types of extravagant hair. Only natural hair colour is allowed
- Outdoor coats must be plain and have no pictures or logos of any kind. They must be long enough to cover the blazer
- Hooded sweatshirts and cardigans, denim or leather jackets are not allowed
- During the winter months a plain woollen hat and scarf, with no markings or logos may be worn. All outdoor clothing must be removed on entering the academy buildings
- 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 (to the waistband)
- Girls should wear trousers or a skirt, not both. Girls are not permitted to wear leggings underneath skirts

***ALL CLOTHES, INCLUDING BAGS, TIE, HAT, SCARF AND PE
KIT MUST BE CLEARLY LABELLED WITH THE CHILD'S
NAME.***



Footwear

Pupils must wear closed-toed, hard-soled, all black plain school shoes with a flat sole. Footwear with flashing lights and boots are not allowed. **Shoes with laces can only be**

worn when the child can tie their laces independently.

All of our uniform can be bought at Lyons School Shop: 242 Hertford Road T: 020 8804 3627

The Academy cannot accept liability for any missing/lost items of clothing

Academy food

School Lunch

Ark John Keats is committed to healthy eating and we ask that parents/guardians do not give their children junk food, crisps, chocolate sweets or fizzy drinks to bring to school.

All children should bring in their own plastic water bottle from which they will be encouraged to drink water throughout the day.

Children aged 3 – 7 will also receive a piece of free fruit each day.

Children in Reception – Year 2 receive free school meals. For Years 3 – 6 a school meal will cost £2.30 per day and needs to be paid for via ParentPay

Healthy Eating

Our onsite kitchen offers every child a healthy lunch, cooked freshly at the school, every day, and fruit at break time.

A vegetarian choice is always provided and it can usually cater to special dietary needs if these are notified to the academy.

To maintain a healthy lifestyle, pupils may not eat sweets, fizzy drinks or other ‘fast food’ in the school building or playground.

School lunches and food availability

Ark John Keats is a healthy eating academy and we have ensured our caterers provide school meals that are delivered in-house and that provide our pupils with the nutritional requirements to meet their extended day. We will provide a choice of meals including vegetarian and Halal.

Packed lunches are only allowed in Reception, Year 1 and Year 2 if medical reasons mean that a school meal is not suitable. **No nuts must ever be brought into school.**

Pupils in Years 3 to 6 can bring a healthy packed lunch instead if they wish. This must be

agreed on a term to term basis. **No nuts must ever be brought into school.**

Access to drinking water

Mild dehydration is one of the most common causes of daytime fatigue. The pupils can access free, clean and palatable drinking water from the canteen in classrooms.

Pupils from Year 1 must bring their own water bottle in to school each day.

Free School Meals

Children in Reception – Year 2 receive free school meals. From Years 3 - 6 your child may be eligible for free school meals if your household income is less than £16,000. To apply, please ask for an application form from the Academy office. Once this has been agreed we will let you know. Free school meals are not allocated automatically, so please make sure you complete the required form and submit it to the office.

Once we have been notified, your child will be eligible to a free lunch to the value of £2.30.

How to pay for school meals

This will be done through ParentPay when pupils are in Years 3 – 6.

Every family will have an account.

Birthdays

Due to allergies and curriculum time restraints, pupils are not able to bring in any treats to celebrate their birthdays. Instead, for parents who want to contribute something, a book donated to the school leaves a longer legacy of their child's special day. This should be age appropriate and the admin staff will put a special birthday certificate in the front cover which will say who donated the book and when. We also do not give out invitations, cards etc on behalf of the children.

The 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 English and mathematics skills. The Academy 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 English and mathematics and Character development.**

Teachers use a wide variety of teaching methods, which are adapted according to the subject,

age and ability of the individual pupil. At Ark John Keats we place great emphasis on teaching core knowledge as well as giving children practical activities and opportunities in their learning.

At the beginning of each academic year you will be invited to attend a 'Meet the Team' meeting with your child's Head of Year, class teacher and other key staff, during which we will outline the year's learning and explain how you can support your child's learning at home. Dates for these meetings will be published in the school's newsletter.

Parent workshops held throughout the year will help you support your child with their basic English and mathematics skills and give you up-to-date information on key assessments for your child. E.g. the Year 1 phonics check, The Year 4 multiplication check and the Year 2 and Year 6 SATs

School Trips and Visitors

We believe that our pupils benefit from visiting places of interest and having representatives from various companies and other specialists visit the Academy. These experiences will link to the subjects/themes that the children are learning.

Quite often there will be local trips e.g. to the library or park. For such trips we will not ask for your written permission. For all others, parents/guardians will be asked for authorisation.

In the majority of cases we will request a contribution towards the cost of the event or trip. Please discuss any concerns you have regarding this with your child's teacher. Permission slips should be returned to the Academy Office. Payment should be paid for via ParentPay.

PE

Each class will have a formal PE. lesson once week. Pupils should wear their Academy Uniform PE kit to school all day on their PE day

Pupils in Year 1 and Year 3 will also have swimming lessons at Albany Leisure Centre.

Music

All children will participate in a creative arts programme. Parents/guardians may be asked to contribute financially to this

Parents can also register their child for individual music lessons which are run by Enfield Council' Music Service and held weekly at the academy.

Parents/guardians should liaise directly with Enfield's music service about this.

Religious Education

Religious Education (RE) is a core curriculum subject for all pupils and is taught in accordance with the guidelines set out in the Enfield Approved Syllabus. Children are helped to develop an awareness of themselves as part of a multi-faith community and to understand the importance of religion to people.

'Reflect the fact that the religious traditions of Great Britain are in the main Christian whilst

taking account of the teachings and practices of the other principle religious traditions represented in this country and more specifically within the local community.'

(Education Reform Act, 1988).

Parents/guardians are entitled to withdraw their children from religious education or from the act of collective worship.

Sex and relationship education

Sex and relationship education should be an integral part of the learning process for pupils of all ages and should encourage consideration of values, moral issues, sexuality, personal relationships and the development of communication and decision-making skills.

Parents/guardians are invited to attend a special information session in Year 6 and are entitled to withdraw their children from sex and relationship education.

Home Learning/Homework

Homework provides an opportunity for children to consolidate skills, knowledge and concepts as well as finish incomplete work.

Pupils from Year 1 receive weekly English and mathematics homework and additional homework linked to the current class topic.

All paper homework will be kept in homework books or folders

Homework will be checked and acknowledged by staff through: self/peer marking, highlighting, use of stamps and stickers (for extra special effort)

Teachers will have a clear overview of how well pupils all are doing with their homework.

Reception, Years 1 and 2:

Weekend diaries

In Reception children will have a weekend diary. This must be completed every weekend by children with their parents/guardians support and will be used for the literacy lesson on Mondays.

Phonics

In year groups where phonics takes place, children will take home a copy of their phonics book and some writing practice pages each week to enable them to practise at home.

Spelling

Every child from Year 1 will have a list of up to ten spelling words to learn every week. These will focus primarily on high frequency words or a spelling rule they have learnt in class.

Reading

Pupils will take home a class reading book. In Reception and Year 1, whilst pupils are still

following the phonics programme, this will be changed by the TA.

From Year 2, pupils are encouraged to start changing their own reading book by choosing from books in the book corner or reading scheme. TAs and teachers will oversee this process and check children are choosing appropriately challenging books.

Reading books left at home or lost

Staff will ensure that they inform parents/guardians if a book has not been brought to the Academy. This might be done, in the first instance, by a note in the reading record, but if it continues beyond the first day, a conversation will take place.

If a book is lost, parents/guardians will be asked pay £5.00 for a replacement.

This will be added to the ParentPay account by the admin team.

Maths

Pupils will have their own homework book or folder which they take home each week to complete relevant tasks as directed by the teacher. Pupils in KS1 and KS2 will also be able to access My Maths form home.

English

This will be set weekly. It will usually be a task related to learning that is being focused on in class.

Handwriting

Children are to be encouraged to practice their handwriting at home on a weekly basis. Teachers will provide parents/guardians with the resources necessary to help improve the child's letter formation.

Science/Humanities

Pupils from Year 1 onwards will have a weekly piece of homework linked to their science or humanities learning.

Talking Homework

This is issued regularly and linked to the Curriculum. For example

‘Tell your dad three interesting facts about the Romans.’

‘Find out what your mum/dad’s school uniform looked like.’

Targeted homework

If a pupil is at risk of not meeting their target or needs additional practice in any curriculum area, it is expected that the teacher will discuss this with parents/guardians and put together a homework pack that addresses targeted areas.

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.

If you are interested in finding out more about the National Curriculum and you can access the Internet, you might find it useful to log on to this Government site:

<https://www.gov.uk/national-curriculum>

Specialist Teaching

We are very proud of the unique teaching model we have developed for our Key Stage 2 phase which came into effect in September 2016 for our founding cohort. The model has been developed in line with our pillars and is aimed at providing pupils in the primary phase with high quality specialist subject teaching.

In Years 3 to 6 all pupils have specialist teachers for mathematics and English and some for science, art, history, French and PE.

Behaviour

The Academy has very high expectations of behaviour.

We believe that in order to enable effective teaching and learning to take place, excellent behaviour in all aspects of academy life is necessary.

We achieve this by:

- Promoting self-esteem by encouraging pupils to value and respect themselves and others
- Ensuring a consistency of response to both positive and negative behaviour
- Promoting early intervention
- Encouraging positive relationships with parents/guardians to develop a shared approach to involving them in the implementation of the Academy's policy and associated procedures
- Encouraging children to take responsibility for their behaviour
- Clearly explaining unacceptable behaviour

Our belief at Ark John Keats Academy is that every pupil has the capacity to be a knowledgeable, literate, articulate, confident and compassionate individual. For this capacity to be reached every pupil must be taught to have self-discipline. At AJK we teach self-discipline by explaining: *The What (our High Expectations) The How (our Rules and Routines) The Why (the benefit of The What and The How)*. This ensures they follow our lead because they understand and believe in the benefits rather than because they were told to do so. In Primary a pupil who has self-discipline will follow rules and routines without the

request for instant gratification or reward and will follow the rules and routines even if no one is watching. As a result of having self-discipline they will be empowered to reach their potential academically and as a positive and productive member of society.

Roles and responsibilities:

- **Bradley David** is our Assistant Principal for Pastoral Care and leads on all behaviour related matters across the primary academy. He is responsible for the implementation and day-to-day management of the behaviour policy and procedures.
- **All staff** will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential so that a high quality learning environment is created in which pupils develop self-discipline and personal responsibility.
- **Parents** must take responsibility for the behaviour of their child both inside and outside the school. They are encouraged to work in partnership with the Academy in maintaining high standards of behaviour and will have the opportunity to raise with the Academy any issues arising from the operation of the policy.
- **Pupils** will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Pupils also have a responsibility to ensure that any incidents of disruption, bullying and any form of harassment are reported.

Behaviour Tracking

It is important to have actual data, for example, number of time outs, class removals and we will inform parents/guardians when concerns arise.

- Time outs in class/teacher conversations in planners and catch up – will be monitored by Heads of Year, class teachers and Teaching Assistants
- Lunch time/playtime behaviour - will be monitored by class teachers and Heads of Year
- Serious behaviour incidents/class removal/exclusion – will be monitored by the AP Pastoral Care and Heads of Year

After School Catch Up (Years 5 and 6 only)

In Pupil Planners, at the end of each Year 5 and 6 half day escalation system is ASCU – After School Catch Up. This is clearly shown in the planners on each weekly 2-page spread. There are also further notes on the system attached to the first few pages of each planner. Below are some key facts about ASCU.

- Every ASCU box ticked in the planner = 10 minutes afterschool
- The maximum ASCU a pupil can receive in one day is 20 minutes
- Parents will be notified when they come to collect their child by their class teacher
- Monday, Tuesday, Thursday and Friday it will run from 4.00-4.20pm
- Wednesday it will run from 3.15-3.35pm
- A pupil will have had a very challenging day if they have made it to this point of our escalation system

- We believe that ASCU should be extremely rare.

(See Behaviour and Anti-Bullying Policies for more details)

Rewards

Academy Rewards

Adults and children in our Academy will give and receive praise often.

Children's good behaviour will be rewarded individually, as a class member and as a year group member. Awards will be totalled regularly and announced during Celebration Assemblies on Fridays, Weekly Cohort Assemblies and termly Values Assemblies.

Parents/guardians will be informed by 5pm on Thursdays if their child is receiving a Class Scholar or Star/Merit badge shout out

Lost Star/Merit badges cannot be replaced free of charge by the academy. If a badge is lost and a parent wishes to replace it, they may purchase a new one at a cost of £1 per badge.

This must be paid through ParentPay.

Attendance and punctuality

The attendance trophy and bear is awarded weekly for the class with the best attendance and punctuality.

Children with 100% termly attendance (Autumn, Spring or Summer term) and will be given a badge and have their name put into our attendance pot giving them the chance to win a very special prize in our termly Values Assembly.

Pupil information

Digitals Images, Photographs and Video Footage/GDPR

There are regularly occasions during the school year where photographs and/or video recordings of the children are made by staff, other parents/guardians and sometimes the press. These may be published within the Academy e.g. in the newsletter, 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 Academy 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.

At Christmas, class lists with first names only may be given out to parents on request via the office.

Lost Property

All items of clothing and belongings should be clearly marked with your child's name. Lost property will be kept near to the Academy office. Parents/guardians may request to look through the lost property box after school if arranged via the office. We will keep items of lost property for approximately a term after which time any unclaimed items will be recycled.

The academy cannot be held responsible for the loss of any property including scooters left in the scooter park area by the nursery entrance.

Parents/guardians in school

Open Door Policy

We believe that links between home and the Academy are vital, as it is by working together that our pupils' education will inevitably be more successful. Our Academy will operate an 'open door' policy for all parents/guardians.

You are welcome to come in and help within the Academy or to discuss any issues that you have either with a member of staff or the Headteacher. Please make an appointment in the Academy Office.

Parents Association

We have a Parents' Association called 'AIM' – **All Ideas Matter**. All parents, guardians and family members are welcome and we appreciate any offers of support and involvement. Meeting dates and times will be communicated via the web-site.

Friday Celebration Assemblies

Parents/guardians and other guests are welcome to attend their child's year group's Friday morning Celebration Assembly at 8.45am in the Secondary Hall. Parents must be on time so as not to disturb the assembly. We expect all assembly audience members to conduct themselves in a polite and appreciative way at all times. There must be no talking during the assembly or when pupils enter and leave the hall: young children who are noisy must be taken out and pupils must not be distracted, e.g. waved to or called to. This also applies when attending music concerts.

Children who are brought to school late will not be able to attend the assembly and will be supervised in the school office until assembly finishes.

Parent/Guardian Consultations

During the year, there will be three opportunities to come into school on a formal basis to discuss your child's progress and to consider how we can all support their continued learning.

However, parents/guardians are always welcome to have informal meetings with their child's teacher, at a mutually convenient time, or to have a more formal meeting if needed. Meetings should be arranged through the Primary Academy Office.

Academic Reports

Twice yearly reports on individual children will be sent out, in the Spring and Summer terms. These will outline your child's attainment, the progress that your child has made and individual targets for further improvement. There will be an opportunity for all

parents/guardians to comment on the report at the parent/guardian consultations. Dates for these will be published in the school newsletter.

Sign-up sheets will be put up outside of the Primary office windows and in classrooms the week before the consultations take place. Parents who do not make an appointment will be contacted by the Academy Administrator or the class teacher. We endeavour to see every child's parent/guardian at every consultation.

Website

Please visit our website at www.arkjohnkeats.org for up-to-date information and details of upcoming school events.

Safeguarding Children at Ark John Keats

Ark John Keats, 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 John Keats shares the objective of helping to keep children and young people safe by contributing to:

- Ensuring that Ark John Keats provides a safe environment in which children and young people can learn and develop
- 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 the academy

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 safeguarding lead is Ms Reynecke (Vice Principal).

If a pupil, parent/guardian or member of staff should disclose concerns about the welfare of a pupil at Ark John Keats, we 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, 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/guardians, **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
- Further monitoring
- 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 Safeguarding Lead

Supporting the child and partnership with parents

- Ark John Keats recognises that the child's welfare is paramount and that good child protection practice and outcomes rely on a positive, open and honest working partnership with parents/guardians
- While, on occasion, we may need to make referrals without consultation with parents/carers, 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/guardians. 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 has a responsibility to share this information with Social Care. In turn, the Designated Senior Person 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/guardians, should have any further questions about any of that which has been written above, you should contact the Academy 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 Academy 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, moving house, death of a pet etc. as we will then be able to support them whilst they are at school.

A full copy of the Safeguarding Policy can be found on our website