



Ark John Keats Academy

Primary Parent Handbook

2021 – 2022

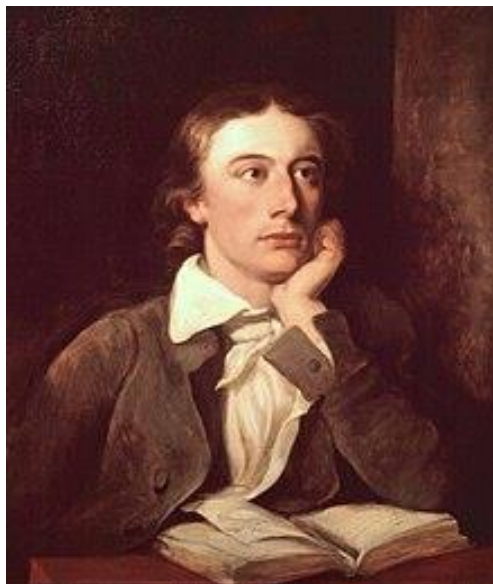
Kindness

Effort

Aspiration

Tenacity

Success



Welcome from our Headteacher- Olamide Ola-Said

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.

Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they:

- ***Have a rigorous academic curriculum which is well taught.***
- ***Know that kindness, effort, aspiration, and tenacity lead to success.***

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




All the best,

Olamide Ola-Said

Primary Headteacher

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AJK Primary Staff			
<p>Mr O Ola-Said Primary Headteacher</p> 	<p>Ms M Reynecke Primary Vice Principal</p> 	<p>Mr B David Primary Assistant-Principal</p> 	<p>Mr T Etheridge Primary Assistant-Principal</p> 
Nursery			
<u>Murphy am McKee pm</u>			
Ms Hassan Ms Elias			
Reception			
<p><u>Class 1 Sharratt</u> Ms Mendoza (Head of Year) Ms Serindag</p>	<p><u>Class 2 Carle</u> Ms Donald Ms Ibrahim</p>	<p><u>Class 3 Grey</u> Ms Dooner Ms Moona</p>	
Year 1			
<p><u>Class 1 Bond</u> Ms Marshall (Head of Year) Ms Cabrera</p>	<p><u>Class 2 Ahlberg</u> Ms James (Teacher Mon-Thurs) Ms Joseph (Teacher - Fridays) Ms Markou</p>	<p><u>Class 3 Seuss</u> Ms Guler Ms Thompson</p>	
Year 2			
<p><u>Class 1 Dahl</u> Ms Bennett (Head of Year) Ms Morgan Ms Simsik</p>	<p><u>Class 2 Rowland</u> Ms Colak Ms Rizwan</p>	<p><u>Class 3 Harrison</u> Ms Gafoor Mr Nevil</p>	
Year 3			

<p style="text-align: center;"><u>Class 1 Haynes</u></p> <p style="text-align: center;">Ms McGroary (Head of Year) Ms Page</p>	<p style="text-align: center;"><u>Class 2 Lovelace</u></p> <p style="text-align: center;">Ms Greg-Onwuneme Ms Perera</p>	<p style="text-align: center;"><u>Class 3 Carroll</u></p> <p style="text-align: center;">Mx Kelsey Ms Moran</p>
Year 4		
<p style="text-align: center;"><u>Class 1 Rundell</u></p> <p style="text-align: center;">Ms Roberts Ms Kwakye</p>	<p style="text-align: center;"><u>Class 2 Hubble</u></p> <p style="text-align: center;">Mr Verrall (Head of Year) Ms Laghzali Ms Elemi</p>	<p style="text-align: center;"><u>Class 3 Evaristo</u></p> <p style="text-align: center;">Mr Maule Ms Mukhtar</p>
Year 5		
<p style="text-align: center;"><u>Class 1 Blackman</u></p> <p style="text-align: center;">Ms Crawley (Head of Year) Ms Arslan</p>	<p style="text-align: center;"><u>Class 2 Mirzakhani</u></p> <p style="text-align: center;">Ms Watts Mr T Etheridge Ms Ogbonna</p>	<p style="text-align: center;"><u>Class 3 Angelou</u></p> <p style="text-align: center;">Ms Samuels Mr Maydon</p>
Year 6		
<p style="text-align: center;"><u>Class 1 Coleman</u></p> <p style="text-align: center;">Mr J Etheridge Ms Donovan</p>	<p style="text-align: center;"><u>Class 2 Darwin</u></p> <p style="text-align: center;">Ms Stanley (Head of Year) Ms Ucrak</p>	<p style="text-align: center;"><u>Class 3 Bird</u></p> <p style="text-align: center;">Ms Cross Mr Dalton</p>
<p>Mr Ali - Pastoral T.A.</p> <p>Ms May - Inclusion Co-ordinator</p> <p>Mr English - P.E. Coach</p> <p>Ms Edwards - Office Co-ordinator & SLT P.A.</p> <p>Ms Maisuria - Admin Assistant</p> <p>Ms Lemmon - Admin Assistant</p> <p>Ms Hickman - Lunchtime Supervisor & Afterschool Childcare Lead</p> <p>Ms Sathiyaseelan - Lunchtime Assistant</p> <p>Ms Daley - Breakfast Club</p>		

Academy Contact Details

Ark John Keats Academy

Bell Lane

Enfield

EN3 5PA

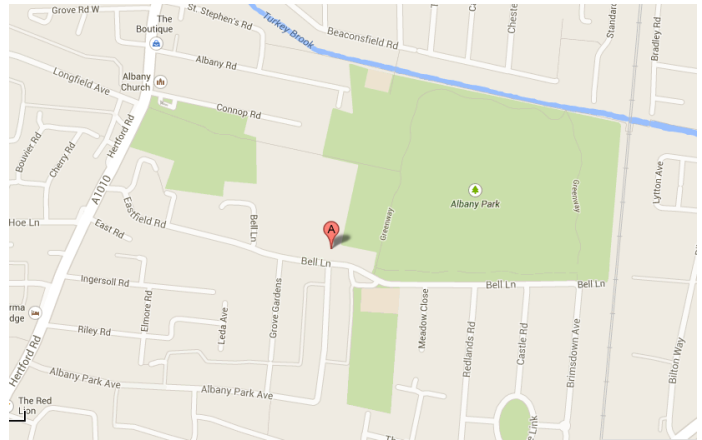
Telephone: 020 3116 0740

Email: info@arkjohnkeatsacademy.org

Website: www.arkjohnkeats.org

Chair of Governors: Linsey Cole

Please send any correspondence to Ark John Keats Academy.



School Dates

Staff Training Day (School closed)	Friday 22 nd October
<u>Autumn Term 2</u>	
First Day	Tuesday 2 nd November
Last Day	Thursday 16 th December
Staff Training Day (School closed)	Friday 19 th November
Staff Training Day (School closed)	Friday 17 th December
<u>Spring Term 1</u>	
First Day	Thursday 6 th January
Last Day	Thursday 10 th February
Staff Training Day (School closed)	Tuesday 4 th January
Staff Training Day (School closed)	Wednesday 5 th January
Parent Meetings (School closed)	Tuesday 11 th January
Parent Meetings (School closed)	Thursday 13 th January
Staff Training Day (School closed)	Friday 11 th February
<u>Spring Term 2</u>	
First Day	Tuesday 22 nd February
Last Day	Friday 1 st April
Staff Training Day (School closed)	Monday 21 st February
<u>Summer Term 1</u>	
First Day	Wednesday 20 th April
Last Day	Friday 27 th May
Staff Training Day (School closed)	Tuesday 19 th April
Parent Meetings (School closed)	Tuesday 26 th April
Parent Meetings (School closed)	Thursday 28 th April
<u>Summer Term 2</u>	
First Day	Monday 6 th June
Last Day	Wednesday 20 th July
Staff Training Day (School closed)	Friday 1 st July
Parent Meetings (School closed)	Thursday 21 st July
Parent Meetings (School closed)	Friday 22 nd July

School Vision

Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they:

- **Have a rigorous academic curriculum which is well taught**
- **Know that kindness, effort, aspiration, and tenacity lead to success**

Our school is built on six pillars which support all that we do from setting our long-term vision to driving day to day decision making.

1. High expectations

Every adult who works at AJK believes in the limitless potential of all children.

2. Excellent teaching

Subject specialists plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

3. Exemplary behaviour

The AJK community is one of politeness, gratitude and service, where pupils take responsibility for their choices and want to behave impeccably.

4. Depth for breadth

An academic curriculum, rich in powerful knowledge, opens up opportunities for our children for the rest of their lives.

5. Knowing every child

A culture of respect and kindness, combined with proactive work with families, leads to positive relationships which unlock learning capabilities.

6. Always learning

Our culture of continuous improvement is supported by a research-driven programme of development and a spirit of collaboration

AJK Values and Pledge

Our values and pillars guide the culture and ethos of our Academy to ensure that we can 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. Children are rewarded daily and at assemblies for demonstrating our school values.

KEATS	Value	Habits
K	Kindness	<ul style="list-style-type: none">• I will use STEPS (Sir/Madame, Thank you, Excuse me, Please, Smile) when I talk to adults• I will be the quickest to care• I will be happy for others when they are happy• I will think of others before I act
E	Effort	<ul style="list-style-type: none">• I will work hard every day• I will start straight away• I will always be ready
A	Aspiration	<ul style="list-style-type: none">• I will learn from my mistakes• I will try new things• I will achieve something I think is unachievable
T	Tenacity	<ul style="list-style-type: none">• I will keep going even when it is hard• I will try even when it is scary
S	Success	<ul style="list-style-type: none">• I will own my zone• (* my body * my things * my area)• I will tell the truth even when its hard• I will do the right thing when nobody's watching• I will always be safe

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 School Day

Nursery sessions:

- Nursery am session 8:25am – 11:25am
- Nursery pm session 12:20pm – 3:20pm

Reception to Year 6

<u>Time/allocation</u>	<u>Action</u>
8:00am – 8:45am	Breakfast club
08:40	Gates open
08:50	Gates close
08:55	Registration
09:00	Lessons start
15 minutes for each cohort	Morning break
60 minutes for each cohort	Lunch and playtime (see lunch section for timings)
3:30	End of school day – pupils collected from 3:30 - 3:40pm from gates
3:40	Gates close- Late pupils will be taken to the front of the school
From 3:30-5:00pm	After- school clubs and wrap around care

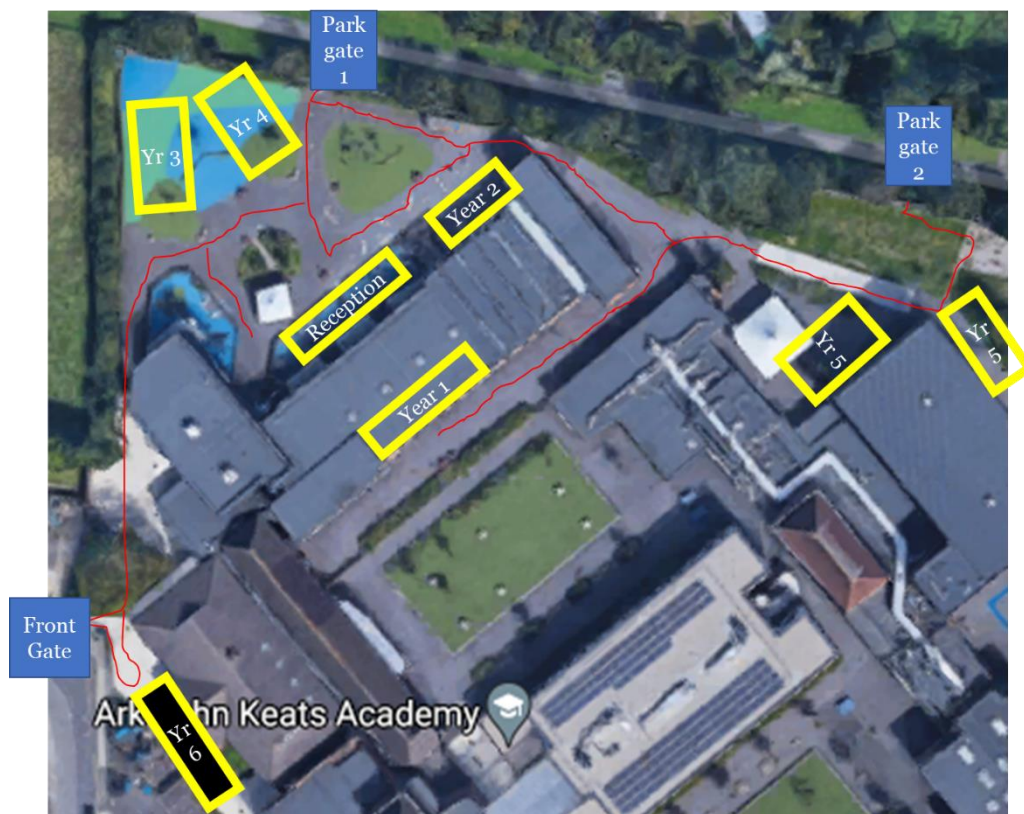
Arrival and Collection

Arrival

- Nursery, Reception, Year 1, Year 2 and Year 6 should arrive through the main Primary Gate.
- Years 3, 4 and 5 should arrive through either park gate.
- It is essential that parents only drop off their child at their designated drop off and collection points.
- Siblings may be dropped off at the same gate (if one of them is at the correct gate).

Collection

- Parents can enter via any gate.
- The below diagram shows the dismissal points of each year group. The red lines show where parents are permitted to travel.



- Parents who have pupils in either year 1 or year 5 are encouraged to use park gate 2 to ease congestion
- Staff will not be available for conversations at pick up or drop off.

Punctuality and Attendance

Lateness before school

- Gates close at 08:50 every morning. Any child not in by 08:50am 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 8:30am. 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.

After school lateness

- Parents/guardians collecting their children after 3:40pm will be recorded in the 'Late Collection' book, which the member of staff on duty will have.
- Parents collecting their child/children late on a consistent basis (more than 3 times) will **be charged a late collection payment**. This payment will be added to the family ParentPay account.

Attendance

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. We actively celebrate and reward excellent pupil attendance.

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.

Holidays/Term Time Leave

- We cannot allow parents/guardians to take their children out of school for holidays during term time, as it effects the continuity and quality of your child’s education.
- 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.

Wrap-around Care

- Breakfast club starts on the 6th September at 7:45am for Years 1- 6. The price for breakfast club is £2 a session. Bookings can be made via the primary office on this email; primary@arkjohnkeatsacademy.org. Payment must be made using Parent Pay. This provision will operate on a first come first serve basis.
- Reception children cannot attend breakfast club until 6th January 2022 to give them time to settle properly into school life first. Nursery children cannot attend breakfast club.
- Sticky Fingers pre and post school childcare will continue to drop children and pick them up from the school site. If you would like to take advantage of their services, please contact Sticky Fingers (Sheniz) on 07732385075.
- From September 6th we will also provide onsite after school provision which starts at 3:30pm and finishes at 5:00pm at a cost of £8 per session. Light snacks are included. Bookings must be made through the primary office and payment must be made using ParentPay. This provision will operate on a first come first serve basis and will only be for working parents. Please email; primary@arkjohnkeatsacademy.org to book a place. Reception children cannot attend until 6th January. Nursery children cannot attend after school provision.

Enrichment clubs

A selection of after-school enrichment clubs will take place throughout the year at Ark John Keats. Our aim is for every child to experience at least one of the enrichment clubs over a term from Y2 onwards. More information will be sent via school letter when clubs start.

Accidents, Injuries and Sickness

The health, safety, and welfare of all our pupils is of paramount importance.

Parents/guardians have a responsibility to provide all details and it is imperative that all the details are kept up-to-date, especially your emergency contact numbers.

- 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.
- 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 not to 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.
- If your child becomes unwell at school with possible Covid-19 symptoms, they will be isolated, and you will be contacted to pick them up as soon as possible. It is imperative that you get your child tested as soon as possible and report the outcome of the test to the school.

Medicines

- Staff are not permitted to administer non-prescribed medicines. Except for 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; 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.

Covid Addendum:

Your child **must not attend school if** they have developed:

- a new and continuous cough.
- a high temperature.
- a loss of their sense of smell.

Children under 18 years old identified as a close contact of a confirmed positive will not need to self-isolate but are advised to take a PCR test.

Children who are self-isolating due to Covid-19 will be given an alternative attendance code that will not effect their overall attendance percentage.

The school is a nut free zone. No nuts can be brought into the Academy in pupil bags or lunchboxes.

Uniform

All pupils must dress according to the Uniform Policy.

Y1-Y6 Uniform

Shirts:
Light blue
Short or long sleeve
Has a collar and buttons



Skirts, Pinafores, Shorts & Trousers:
Navy blue (not black)



Shoes:
Black shoes with a buckle, laces or Velcro
No trainers unless it is worn with a P.E kits on P.E days
No boots



Hair Accessories:
Navy blue, fuchsia pink or black
No excessively large accessories



Hijab:
Navy blue or black
No glittery or sparkly fabric



Jumper or Short Sleeve Jumper (pull-over):
Navy blue with the AJK logo



Tie:
AJK school tie for Year 1-6



Blazer:
Navy AJK blazer



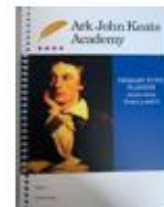
Watches and Jewellery:
Allowed to wear a watch if they can read time
Only small earrings – a stud or a small loop.
No earrings with coloured/plain stones and no other jewellery



Book Bag and Backpack:
Navy blue with the AJK logo



Planners:
KS2 scholars to remember planners



P.E and Reception uniform

P.E Shirt and Shorts:
White Shirt with AJK logo
Blue shorts



P.E Tracksuit:
Navy AKJ top with AJK logo
Navy AJK tracksuit bottoms



Trainers:
Black trainers or plimsols



Uniform Rationale

- 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 should 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 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.

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 Primary Office in advance. 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.

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

- To maintain a healthy lifestyle, pupils may not eat sweets, fizzy drinks or other ‘fast food’ in the school buildings or playground.
- Pupils can bring a healthy packed lunch if they wish. This must be agreed on a term-to-term basis and the office informed.
- Pupils in Y2-6 should bring a healthy snack for their morning break.
- Pupils in reception -Y2 will have a healthy snack provided for them.

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 and classrooms.
- Pupils from Year 1 must bring their own water bottle into 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 for a free lunch to the value of £2.30. (this is currently a cold lunch consisting of a sandwich, fruit and dessert e.g. flapjack).

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

For many reasons, pupils are not able to bring in any treats to celebrate their birthdays. We also cannot give out invitations, cards etc on behalf of the children.

Our Curriculum

At AJK, we provide our pupils with a broad and balanced curriculum that is challenging, interesting and prepares them for academic success and further study. Teachers use a wide variety of teaching methods, which are adapted according to the subject, age and attainment 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 for enrichment.

At the beginning of each academic year, you will be invited to attend a 'Meet the Team' workshop with your child's Head of Year, class teacher and other key staff. During this session, 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.

School Trips and Visitors

Pupils benefit greatly from visiting places of interest and having representatives from various companies and other specialists visit the Academy. Each year group will have 6 such experiences linked to their current learning spread throughout the year. Parents may be asked to make contributions towards the cost of trips.

PE

Each class has a formal P.E. lesson once per week. Pupils should wear their Academy Uniform P.E. kit to school all day on their P.E. day.

Children in Year 4 will have one full term of swimming each. This will take place on a Wednesday afternoon. At the start of the year, the Head of Year 4 will inform parents/carers of which term their child's class is going swimming.

Music

All children take part in a Vocal Curriculum run by Ark, as well as regular in-school Singing Assemblies. Children in Years 4, 5 and 6 are also provided with music lessons as part of our curriculum offer.

Parents can 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. 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.

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

Relationships, Sex and Health Education

From September 2020, Relationships, Sex and Health Education (RSHE) were made statutory by the Department for Education and now form part of the national curriculum. The new expectations focus on healthy relationships and keeping children safe in the modern world. They also cover a wide range of topics related to physical and mental health, wellbeing safeguarding and healthy relationships. Learning about emotional, social and physical aspects of growing up will give children and young people the information, skills and values

to have safe, fulfilling relationships and help them take responsibility for their own wellbeing.

At Ark John Keats, we believe children should understand the facts about human reproduction before they leave primary school. We define Sex Education as ‘understanding human reproduction and preparing boys and girls for the changes that adolescence brings’. This is taught as part of our RSHE in the summer term of Y6. Parents/guardians are entitled to withdraw their children from Sex Education. The school will remind parents of this right by the end of the Spring Term before the unit is taught.

For further information, please see our PSHE & RSHE Policy on the school’s website.

Homework

At AJK, we believe that homework will lead to the greatest gains when tightly focused on areas of high impact: fluency in reading and number facts. Evidence suggests, for example, that just 15 minutes of reading a day can expose children to around 900,000 words a year. Our homework policy is designed to ensure that all pupils are engaging in regular practice in these areas out of school, and that parents feel confident in supporting their children in this process.

HOMEWORK EXPECTATIONS

Year	Monday-Friday	Weekend	Checked
Reception	<ul style="list-style-type: none">• Read with an adult for 15 mins a day• High frequency words practice for 5 mins a day	<ul style="list-style-type: none">• Read with an adult for 15 mins a day• Complete a 'weekend diary'	Tuesday 9am
Year 1	<ul style="list-style-type: none">• Read to an adult for 15 mins a day• Numbots for 5 mins a day	<ul style="list-style-type: none">• Read with an adult for 15 mins a day• Complete a 'weekend diary'	Tuesday 9am
Year 2	<ul style="list-style-type: none">• Read to an adult for 15 mins a day• Numbots for 5 mins a day	<ul style="list-style-type: none">• Read to an adult for 15 mins a day• Complete 'Extras' tasks on Doodle Maths	Tuesday 9am
Years 3-6	<ul style="list-style-type: none">• Read to an adult for 15 mins a day• TT Rockstars for 5 mins a day	<ul style="list-style-type: none">• Read to an adult for 15 mins a day• Complete 'Extras' tasks on Doodle Maths	Tuesday 9am

Useful Links:

[TT Rockstars](#)

[Numbots](#)

[DoodleMaths](#) (if using a computer)

[Download the Doodle Maths App for Phones and Tablets](#) (if using a phone or tablet)

Please note that passwords for Doodle, TT Rockstars and Numbots should be in planners (KS2) or handed to parents (Year 2). If you are using a phone or tablet, we strongly recommend downloading the Doodle and TT Rockstars/Numbots apps.

Behaviour

The Academy has very high expectations of behaviour.

We believe that 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:

- **Mr David** is our Assistant Principal for Culture and Behaviour 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.
- **Mr Ali** is our pastoral support teaching assistant
- **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, incomplete homework. 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
- Incomplete homework – will be monitored by the AP Teaching and Curriculum 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 3:40 -4:00pm
- 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.

In Year 5 and 6, pupils also receive a 20 minute After School Catch Up for not completing their homework. ASCU for homework takes place on Thursday afternoons from 3:40-4:00pm. Parents will be informed if their child has ASCU for not completing their homework on Wednesday each week.

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

Rewards

Academy Rewards

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

Individual Rewards linked to Values and habits		
Reward	Frequency	More information
Positive recognition	Continuously for meeting the standard	e.g. Thank you James for walking in silence
Merit stamps for charts / planners	Often	For doing great Linked to our values and habits
Merit Badge	Received after every 100 merits (20 for EYFS)	Amount of merits per badge has risen but with our updated values and habits, merits will be handed out more frequently.
Class Scholar (hot chocolate with the head)	Once every 3 weeks	For a pupil who has excelled with our values/habits. Given during a Senior Leadership Assembly
Attendance	Once a term	Attendance Party
KEATS Values Awards	Once a term	Scholars receive a KEATS award for being a role model for their year group for one of the values

Individual Rewards – Homework and Reading		
Reward	Frequency	More info
Homework sticker	Once a week	For completing all homework that week
Homework certificate	Once a term	For completing all homework set, on time
Homework badge	Once every year	For completing all homework set on time
Reading sticker	Once a week	For reaching the weekly reading target

Reading certificate	Once a term	For reaching the termly reading target
Reading badge	Once every year	For reaching the yearly reading target
TT Rockstars/Numbots sticker	Once a week	For reaching the weekly target
TT Rockstars/Numbots outfits	Once a week (during Friday afternoon slot)	For excellent effort over that week
TT Rockstars/Numbots certificate	Once a term	For reaching the termly target
TT Rockstars/Numbots badge	Once every year	For reaching the yearly target

Team Rewards		
Area	Reward	Frequency / more information
Reading (Homework)	Extra break with special resources	To the top class in the year group once every 3 weeks (average of previous 3 weeks)
TT Rockstars (KS2 Homework)	Extra time with the Chromebooks (Friday afternoon)	To the top class in the year group once every 3 weeks (average of previous 3 weeks)
SLT Attendance	Parade to the park (or primary hall if weather is not suitable)	Top class in the phase once every 3 weeks (calculated by average attendance of previous 3 weeks)

Lost 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.

Pupil Images and Permissions

Digital 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.

Media and online communication

School Website: <https://arkjohnkeats.org/>

- Our website is full of key information including: school policies, school calendar, important updates and much more.

YouTube

- [Ark John Keats Primary YouTube](#)
- The above links lead you to our AJK Primary YouTube pages. On YouTube we post videos regarding learning and workshops at Ark John Keats Primary.

Class Dojo

Class Dojo will be used in the following ways:

1. Whole School Announcements
 - As a school we will post important messages and updates on every class page for parents to see.
2. Teacher-parent communication
 - Class teachers and parents will be able to communicate with each other using the Class Dojo messaging function. Below we have given some further clarification on how it should be used:
 - Parents can send messages at any time - however teachers will only look at the messages between 4pm and 4.30pm Mon, Tue and Thur.
 - Our teachers will endeavour to respond as soon as possible.
 - Depending on the situation the teacher will either respond with a message or with a phone call
 - When messaging on Class Dojo please do so as if it were an email:
 - o Make sure all your information is in one message,
 - o address it to the teacher you would like to speak to
 - o sign off with your name.
 - Due to time constraints and capacity our teachers will not be able to partake in back and forth messaging.

If you feel like a concern is urgent or requires the attention of a Senior Leader, please call or email the school at primary@arkjohnkeatsacademy.org

Safeguarding

Our Designated Safeguarding Lead is Ms Reynecke (Vice Principal)

Our Deputy Designated Safeguarding Lead is Mr David (Assistant Principal)

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 harm/abuse. We are committed to do our best to identify such children and to work 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 lead 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 professionals e.g. Safeguarding Officer, Children's Social Care

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 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 Lead has a responsibility to share this information with Social Care. In turn, the Designated Senior Lead 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 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.

Contacting the school about support for your child

Ark John Keats primary will always seek to work in partnership with parents to solve any issues or concerns parents have with their children and their school life. If you are concerned about anything, please contact the school:

<u>Staff</u>	<u>Type of concern or query</u>	<u>How to contact</u>
Front office	Admin (ParentPay, admissions, medical, booking meetings) General enquiries	Email: primary@arkjohnkeatsacademy.org School number: 020 8443 3113
Class teacher/ Head of Year	Education/homework. Trips and particular events that are year group specific. Class specific concerns. Any questions or concerns that the class teacher cannot deal with will be passed on to the Head of Year.	Class Dojo
Senior Leadership Team/ Headteacher	Whole school concerns or concerns or queries that cannot be answered by the Head of Year.	Email: primary@arkjohnkeatsacademy.org and add FAO (for the attention of).