



Ark Priors Primary Academy

PARENT HANDBOOK 2017/18





WELCOME TO ARK PRIORY PRIMARY



I am delighted to be the Executive Headteacher of Ark Priory academy. As the founding headteacher of Ark Priory, I was extremely proud when we were graded 'outstanding' by Ofsted last Summer, a major achievement in just two years. This bears testament to the drive and commitment undertaken by all the staff from the outset to achieve the highest standards.

At Ark Priory we are highly aspirational – we won't accept excuses, nor make any. Our academy poem and values, coupled with our emblem of a swift in flight, encapsulate our culture and ethos. As fledging learners, all pupils will develop the confidence and courage to always strive to do their best, to challenge themselves and to aim as high as possible to maximise their potential and to realise their dream... Courage will help our children to explore, endeavour and excel in everything they do.

Our mission is to begin the foundations and preparation for university or an appropriate career of their choice. Our academic targets outstrip national expectations and our aim is to outperform national standards.

English, Mathematics and Citizenship lie at the heart of everything we do. Pupils graduating from the academy will be prepared to be responsible, active and successful members of society in secondary school, university and beyond.

I look forward to welcoming you to Ark Priory and to working in partnership with you and your child.

Jacqueline E Steele
Executive Headteacher



WELCOME TO ARK PRIORY PRIMARY



Welcome to Ark Priory Primary Academy

I am immensely proud to have been part of the team that opened Ark Priory Primary Academy in 2013 and to have had such an successful five years.

In my role as Head of School I know that everyone here at Ark Priory is determined to ensure the continuation of this success

Our mission to ensure that all children can attend university or pursue a career of their choice is incredibly important and something that we keep at the forefront of our minds everyday through our academy values – today we lay the foundations for tomorrow's success.

Staff, children and you, the parents, have a role in this ensuring that your children have meet their full potential and become fully engaged, responsible and thinking citizens. Our expectation is that everyone is focused achieving the best possible outcome for your child – for them to excel in every aspect!

That starts with everyone's commitment to the school, to being an active part of the school community, to commit to to the expectations the academy sets for engagement, behaviour, dress, and attendance because these are the very building blocks of your children's future success.

Please take the time to read through this handbook and if you have any questions do not hesitate to contact us at the Academy.

Toby Martlew
Head of School



WELCOME TO ARK PRIORY PRIMARY

General Information

Contact Details	5
Staff Details	6
Holiday Dates	7

Mission, Vision and Values

Ark Priory Primary Academy Poem	8
Ark Priory Values	9
Mission, Values and Motto	10 - 11
ARK Priory Charter	12 - 13
Charter activities	14 - 15
Teaching and Learning Pledge	16 - 19

The Academy Day

Academy Times	20
Arrival at the Academy	21
Punctuality and Lateness	22
Leaving the Academy	22
Afternoon Lateness	22
Childcare Provisions	23
After School Clubs	23
Absence from School	24
Holidays/Term Time Leave	25
First Aid	26
Medicines	27

Academy Uniform

28 - 32

Academy Meals

Wisepay	33
Free School Meals	35
Snacks at Break-time	35

The Academy Curriculum

The Curriculum	36
Emotional Health and Wellbeing	36
Academy Trips	37
Breakfast Club	38
Physical Education	38



WELCOME TO ARK PRIORY PRIMARY

Music	38
Cookery	38
Home Learning	38 - 39
Citizenship	40 - 41
Mathematics	42

Behaviour Policy

Academy Codes	43 - 45
Academy Rewards	46 - 47
Consequences	48 - 51
Bullying	51

Pupil Information

Accidents, Injuries and/or Sickness	52
Allergies	53
Digital Images, Photographs and Video Footage	54

Lost Property 55

Parents/Carers

Open Door Policy	56
Parents Association	56
Open Learning Day	56
Celebration of Achievement Assemblies	56
Parent/Carer Consultations	57
Annual Reports	57
ARK Priory Primary Academy Website	57

Safeguarding

Safeguarding Children	59 - 62
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HOLIDAY DATES

Contact Details

School: Ark Priory Primary Academy
Acton Lane
Acton
London
W3 8NR
Telephone Number: 0203 110 0717
info@Arkprioryprimary.org
www.Arkprioryprimary.org
[@arkpriory](https://www.instagram.com/arkpriory)

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

Chair of Governors: Claire Dacum
Please send any correspondence to Ark Priory Primary Academy



HOLIDAY DATES

Staff Details

Below are our staff details for the year 2018/2019: (Area of additional responsibility)

Name	Role
Miss Jacqueline E. Steele	Executive Headteacher
Mr Toby Martlew	Head of School
Mrs Natasha Harper	Deputy Head – Pastoral and Ks1
Miss Lekha Sharma	Deputy Head – Curriculum and Ks2
Mr Jose Costa Boucinha	Assistant Head – Inclusion
Miss Salbee Beshirina	Reception Class Teacher
Miss Sarah Charlton	Reception Class Teacher (EYFS Lead)
Miss Shannaz Rabbani	Nursery Class Teacher (PSHE)
Miss Aoife Canavan	Year One Class Teacher (Music)
Miss Emma Cox	Year One Class Teacher (English)
Miss Lucy Chisnall	Year Two Class Teacher
Mrs Sameen Rana	Year Two Class Teacher
Miss Demelza Tremayne	Year Three Class Teacher
Miss Sarah Terry	Year Three Class Teacher (STEM)
Miss Felicity Mason	Year Four Class Teacher (PE)
Miss Charlotte Martin	Year Four Class Teacher
Mrs Natalie Nowack	Year Five Class Teacher
Miss Azariah Broodie	Year Five Class Teacher (Mathematics)
Miss Abigail Carter	Instructional Lead Teacher
Miss Lina Lyubomirova	Release and Support Teacher (Art)

Support Staff

Name	Role
Miss Karis Dunford	Office Manager
Mr Sam Lawrence	Site Manager
Mr David Narayan	Premises Assistant
Ms Andrea Keogh	Receptionist/Administrative Assistant
Miss Yasmin Sandhu	Schools Direct Intern
Mrs Elin Zakaryan	Schools Direct Intern
Miss Hannah Lewis-Davies	Schools Direct Intern
Miss Elena Asker	Graduate Co-Teacher (Learning Environment)
Miss Sabrina Hassan	Graduate Co-Teacher
Miss Hazel Beaman	Teaching Assistant
Mrs Ewelina Kowalkiewicz	Teaching Assistant
Miss Karis Burton	Teaching Assistant
Miss Angeles Garrido	Teaching Assistant
Ms Joanna Holden	Inclusion Teaching Assistant
Miss Vanessa Hyman	Mealtime Supervisor
Ms Maria De La Luz Martin	Mealtime Supervisor



Come to the Edge

Come to the edge.

We might fall.

Come to the edge.

It's too high!

COME TO THE EDGE!

And they came,

and we pushed,

And they flew.

Christopher Logue



ARK PRIORY VALUES

Explore

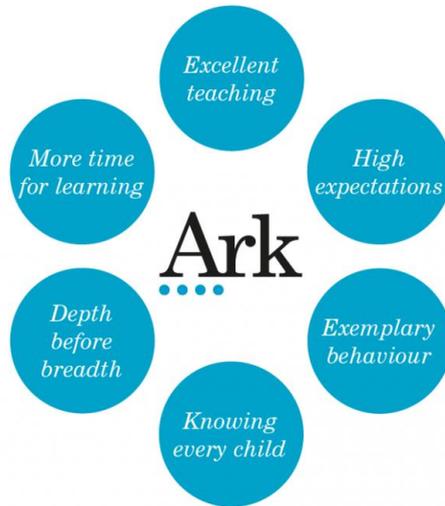
Endeavour

Excel

Courage to fly!



MISSION, VALUES AND MOTTO



Ark Priory Primary Academy Mission Statement

'To begin the journey to enable every pupil to go to university or pursue the appropriate career of their choice.'

Ark Priory Primary Academy has at its core the pursuit of highest standards possible in education. We believe in high aspirations, high motivation and high achievement for all. Through our extended curriculum and community life we seek to meet the needs of the whole child.

Our values are:

- Exploration – to venture into the unknown with gusto
- Endeavour – to work hard and try your best at all times
- Excellence – to be the best you can be
- Courage – to be brave, resilient and to know what is right.

If children are brave and willing to take risks to improve, to learn new things and to embrace new experiences, they will be resilient and equipped to deal with life and to be both successful and happy.

We are committed to the service of young people and to helping them to play their full part in society.



MISSION, VALUES AND MOTTO

We will do whatever it takes to provide all children with the skills and knowledge to attend university or to follow an appropriate career path of their choice.

In light of this we aim to:

- Provide a secure and safe learning environment where children can develop.
- Provide every pupil with the skills, self-belief and motivation to be successful in their learning and lives.
- Welcome, value and respect all who come to the school.
- Build a community based on justice and a sense of personal responsibility.
- Provide opportunities for all to challenge themselves and others in order that they may develop themselves and others and in so doing so make their mArk on the world they live in.
- Promote dialogue and co-operation with the wider community.



Ark Priory Primary Academy - Charter for Parents

Our mission at Ark Priory is to prepare every child for university or appropriate career of their choice. We therefore pledge to uphold these points on your child's pathway to that objective.

Your child will, with Ark Priory...

- Enjoy a fulfilling education, fostering an enquiring mind through an enriched curriculum. Understand that learning is a pathway where there are no wrong turns – a mistake is a learning experience.
- Learn about the people in the world, their history and culture.
- Have the opportunity to embrace Art, Music, Dance and Drama as a medium for expressing themselves, developing their creativity in all aspects of their education.
- Experience and understand diversity and tolerance as part of being a modern citizen and as a well-rounded human being.
- Be a confident communicator using both the spoken and written word.
- Feel secure to express their views, emotions and thoughts as clearly and articulately as possible.
- Develop the social skills to build and maintain lasting and respectful healthy relationships with peers and adults.
- Develop as an effective team member and have the opportunity to cultivate and practise leadership skills.
- Learn the key skills ready for adulthood and working life. For example, the ability to cook, care for plants and animals, ride a bike safely, swim and lead a healthy life style.



ARK PRIORY CHARTER

- Will be exposed to the wonder of the world at large, in nature, humanity, science and design.
- Experience technology and understand the advantages and responsibilities that come with it.
- Become competent at sport.
- Have sufficient awareness of the necessity for economic wellbeing. For example, understand the value of money and be able to manage a small budget and undertake a financial transaction.
- Understand and work for a sustainable future, in which resources are not endless and a clear responsibility of every person is to care for their environment on a personal and global scale.
- Discover the danger of hate and the power of love.



Ark Priory Primary - Charter Activities List

- Experience seminal works of classic literature, music and performance.
- To name planets, continents, main rivers, mountains and major countries.
- Perform for peers and the wider school community.
- To compose and perform a piece of music.
- To sample the food, ideas and traditions of other cultures.
- To complete narrative writing, poetry and factual writing that the pupil is truly proud of.
- To visit central London and at least one other university city.
- To care for an animal.
- To cook a healthy meal (with vegetables grown by themselves) and to bake a cake.
- To ride a bike safely.
- To swim a length of 25 metres.
- To use ICT and be able to use the internet responsibly.
- To recycle – understanding why recycling is important.
- To visit a site of historical significance.
- To visit a site of outstanding natural beauty.
- To visit somewhere of scientific importance.
- To visit a major sporting event.
- To contribute to a community event.
- To understand how a simple budget works.
- To be aware of the main world religions.
- To build independence and resilience by spending at least one night away from home on a residential trip.



TEACHING AND LEARNING PLEDGE

Our Teaching and Learning Pledge Fundamental Purpose

Our aim is to help every pupil who comes to Ark Priory Primary Academy to get the most from life in the 21st century. In order to thrive, young people need to be ready to enjoy challenging situations and be able to meet them calmly, confidently and creatively. Education lies at the heart of this and research shows that the longer we spend in full time education, the better life is. If you ensure your child has good attendance, is punctual and gives 100%, we will do everything in our power to teach them not only the skills and knowledge but also the courage and determination that will allow them to succeed and be the best they can be.

Powerful Learners

We will do all we can to help your child to develop these habits of mind, to be:

- curious
- courageous
- explorative
- experimental
- imaginative
- disciplined
- sociable
- reflective



TEACHING AND LEARNING PLEDGE

Ark Priory Primary School song: Come to the Edge

Come to the edge
We might fall
Come to the edge
It's too high
Come to the edge
Come to the edge

And they came
And we pushed
And they flew

Ah ah ah ah
Ah ah ah ah

We'll never be afraid to climb too high
'Cause courage gives us wings and we can fly
Whatever we've got to do, we do it well
We explore, we endeavour, we excel!

Ah ah ah ah
Ah ah ah ah
Ah ah ah ah

We explore, we endeavour, we excel!



TEACHING AND LEARNING PLEDGE

How you can support us in Achieving our Mission

The Home School Agreement is a very important document and is a condition of both you and your child being a member of the Ark Priors Primary community. Without that agreement and shared responsibility, it would be difficult to ensure our success. If you have any problems with this or would like to discuss any aspect of it do please contact Mr Martlew Head of School t.martlew@arkpriorsprimary.org

Achieving our fundamental purpose is not going to be easy and will not be possible without your help and support. We welcome your help to keep us on track and to help us get better. We promise to be as open with you as we can be, about what we are trying to do, and what we are thinking, and to take your thoughts and ideas seriously.

We also need your help to be imaginative about all the ways in which we might tell if we are doing better, year by year, in achieving our fundamental purpose.

Regular surgeries will be held with to ensure the parent/carer partnership flourishes. There will also be parent consultations. **All parents will be expected to attend these, they are most important in supporting your child's progress and development.**

Our Parents' Association (APPAA) is a key part of our community. Everyone is an automatic member. We look forward to receiving keen and committed team players!



TEACHING AND LEARNING PLEDGE

How can you support your child in becoming a more powerful learner?

Learning does not only happen at the academy, nor does it end when you leave the academy at the end of the day. If the pupils at Ark Priory Primary Academy are really going to fulfil their potential then they will need to be surrounded by adults modelling what it looks like to be a lifelong learner. There are many things you can do at home to support this:

- **Be a visible learner for your child.** Let them see you learning new things, grappling with difficult ideas and making mistakes.
- **Involve children in adult conversations.** The best thing you can do is to sit down with your child over a meal and discuss interesting news items or discuss a book you are reading with them.
- **Let them spend time with you while you are doing difficult things.** Let them see you working things out and learning from making mistakes.
- **Tell your children stories about your learning difficulties.** Share your own learning journeys with your child – what did you struggle with at school as well as your successes and discuss what can be done to get over such learning hurdles.
- **Don't feel that you have to jump in if your child is getting stuck or making mistakes.** Let them see that making mistakes is not a bad thing.
- **Restrain the impulse to teach.** Offer them only as much help as they need to get going again once they are stuck and don't tell them everything. Try not to give them the answer – think with them not for them – ask lots of questions!
- **Don't praise too much** – except for effort - **use interest rather than approval.** Young people who are consistently told they are 'bright' or 'talented' adopt lower standards of success; engage in less challenging situations and under-rate the importance of effort in learning.
- **Encourage different kinds of computer use.** Exercise a little 'light' parental guidance so that the computer not only becomes a vehicle for instant stimulation but also that the computer is used for challenges that require patient thinking and reading.
- **Read with your child everyday.**



THE ACADEMY DAY

Arrival at the Academy

Pupils are welcome to arrive from 8.20am when the gates will be opened. Children must be accompanied by an adult. Children left unattended will not be the responsibility of the academy until the bell rings and the school day begins.

If your child brings a bike or scooter to the academy this must be parked appropriately as soon as you enter the academy grounds and not ridden around the playground.

The time before school is used by the teachers to prepare the day's work or meet with parents/carers or colleagues. Therefore, individual staff will not be available to help pupils before 8.20am.

If you need to talk to your child's teacher, please be mindful that this is a difficult time to talk unless it is a very brief message. Please instead pass them a note or if urgent speak to the teaching assistant.

Should you require to speak to the teacher only, then please ask to arrange an appointment later that day via the academy office or write an email to the respective class email address. The Headteacher/ Deputy Headteacher will also be available at this time



Punctuality and Lateness

The register is taken at 8.35am every morning. **The classroom doors will be closed from 8.35am. Any child not in by 8.35am must enter by the front entrance and will be marked as late.** If your child is likely to be late please telephone the office to let us know before 8.30am. Once your child arrives, please go directly to the office so that we can mark your child as present. Persistent lateness will be taken very seriously and will be monitored by ourselves and the Local Authority.

Please note, any child who is late twice in one week will lose their privileges that week and may receive a sanction.

Leaving the Academy

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

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

Afternoon Lateness

Parents/carers collecting their children after 4.10pm need to sign the 'Late Collection' book, which the member of staff on duty will have. The Headteacher will check this book every half-term and invite parents/carers who are regularly late to collect their children, to a meeting to discuss how we might help to reduce these incidents.

Parents/carers who collect their child later than 4.15pm without prior notice could incur a late collection fee. Persistent lateness could also incur a fine.

If any parents/carers know that they will be late collecting their child, they are asked to inform the Office as early as possible to avoid any unnecessary concern.

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



be known by your child and the academy (Class Teacher).

Enrichment Clubs

Children will be able to participate in a range of enrichment clubs from 4:00pm to 5:00pm. Clubs will be charged at approximately £5 per session, with some clubs delivered by outside experts charged at a higher rate.

These will commence after the half term break in the Autumn for Reception pupils to enable them to first settle in to academy life.

Absence from School

If your child is unable to attend the academy due to illness or other circumstances, please contact the office before 8.30am. If we have not heard from you by 8.30am, we will contact you directly. 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 due to illness for longer than 5 days , please contact us. We will be happy to discuss any support needed to ensure they keep up to date with what is taking place at the academy. On your child's return to the academy, we require a short note outlining the reason for the absence for our records and a doctor's certificate if longer than 5 days which should be addressed to the academy office.

Illness is still classed as non-attendance this is a standard set by the Department for Education, if a yourchild is consistently absent even due to illness the academy will be recording this againstthe total attendance figure. If this figure falls below 95% the academy will contact you to offer support and make you aware of the situation. If the figure for attendance falls below 90% this is classed as persistently absent and the academy will pursue a fine.

Holidays/Term Time Leave

We **strongly** discourage parents/carers from taking their children out of the academy 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.**



HOLIDAYS/TERM TIME LEAVE

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 Time” 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 in **exceptional** circumstances. Please **DO NOT** make any arrangements for travel unless authorisation has been given by the Headteacher.

If you take your child out of school without permission, you may be in breach of section 444(1A) of the Education Act 1996 and your child may be referred to the Education Welfare Service.

Fines can now be imposed automatically by the local authority once a child is taken out of school without authorisation.



Pupils with Medical Conditions

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 will need to be informed especially if a pupil with a medical condition is likely to need special emergency treatment. The designated nurse from the school nursing service can assist you to prepare a health care plan for such pupils so that the school are aware of what will need to be done in the event of an emergency.

Medicines

On-going Conditions (allergies, asthma etc):

If your child has an ongoing condition that needs the school to store medicine (epipens, cetirizine, inhalers, eczema cream etc), these must be brought to the school **before the child starts**. With the exception of asthma inhalers, pupils are not allowed to administer drugs themselves.

Short term medicine (antibiotics, hayfever medicine etc):

Members of staff are not permitted to administer non-prescribed medicines. If a child does need a short-term course of doctor prescribed medicine (i.e. antibiotics) during school time, **this medicine must be brought to the office in the morning and a form filled out by the parents**. It will then be administered by a member of staff to the pupil. Prescribed medication will be stored in the medical room and will be ready for collection by a parent/carer at the end of the day from the academy office.

All inhalers should be labelled with your child's name and a second inhaler kept in the medicine room as an emergency back-up. If your child requires long-term drugs, parents/carers are asked to discuss this with the office staff and complete a disclaimer form giving a nominated person permission to administer them. The form is available from the academy office.

Accidents, Injuries and/or Sickness

At Ark Priory Primary Academy, the health, safety and welfare of all our pupils is of paramount importance.

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



keep spare clothing for such an eventuality. These incidents will be dealt with as soon as we are made aware of them and we will endeavour to avoid any embarrassment to your child. We welcome donations of socks and underwear for these eventualities.

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

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

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

The Academy will always ensure that there is an adequate number of trained First Aiders on site and that their training is current. Named 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.

Bump to Head Letters

Children often bump their heads without further consequences, but parents will be informed about head bumps so that they can look out for signs that the injury could be more serious. An additional phone call may be in order where this is deemed necessary by the first aider. In addition, a sticker is worn by the pupil so all staff are aware of bumps to the head. If any of these signs become apparent while the child is still at the academy, we will inform you and if necessary, arrange for them to see a GP or attend an A&E department immediately.



Academy Uniform

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

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

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

Academy Uniform Supplier

Khalsa Schoolwear
388-390 Bethnal Green Road
London
E2 0AH
www.khalsaschoowear.co.uk
Tel. No: 0207 729 3286

All pupils are expected to wear a uniform every school day; Monday to Friday. Once a pupil walks into the academy grounds, he/she should be wearing the appropriate uniform clothing and shoes. Shirts should be tucked in. When a pupil is in school, these expectations apply unless he/she has to change clothing for a specific activity e.g. PE and games. This change of clothing should also be appropriate attire. Upon return to normal classroom

SCHOOL UNIFORM

teaching, they must again wear full uniform. Shoes must be worn at all times, except in specified classes.

Black TRAINERS are NOT allowed as school shoes.

If pupils are not dressed in the appropriate uniform, parents will be contacted and asked to bring a uniform by the end of that day. In certain cases we may agree to loan an item of clothing to pupils, but this will be at the discretion of the Headteacher. Pupils who repeatedly do not wear their uniform in the expected manner during the school day may be receive a sanction.

Parents of pupils who repeatedly violate the uniform policy will receive a letter indicating consistent disregard of uniform policy with specific consequences.

We ask parents to support all decisions by academy staff regarding whether or not clothing is appropriate or inappropriate for school.

PLEASE ALSO ENSURE THAT YOU LABEL EVERY ITEM OF CLOTHING TO ENSURE YOUR CHILD DOES NOT LOSE THEIR UNIFORM

The academy is not liable for the replacement of any items of clothing it is the responsibility of the child to ensure that they are organised and careful with their possessions – these are essential lifeskills and should be supported and developed alongside the academy

SCHOOL UNIFORM

Boys	Girls	P.E. Kit/Nursery Uniform
<p><u>Autumn/Spring Terms</u> Plain coat – black, grey or navy</p> <p style="text-align: center;">Grey Blazer*</p> <p style="text-align: center;">Priory blue jumper/cardigan with red and gold trim and logo*</p> <p style="text-align: center;">White collared shirt</p> <p style="text-align: center;">School tie* Priory blue with gold and red stripe</p> <p style="text-align: center;">Charcoal grey trousers</p> <p style="text-align: center;">Grey or Black socks Black shoes (no trainers)</p> <p><u>Summer Term</u> White polo shirt with Priory logo* Charcoal grey shorts Grey or Black socks Black Shoes Priory blue Summer cap with logo*</p>	<p><u>Autumn/Spring Terms</u> Plain coat – black, grey or navy</p> <p style="text-align: center;">Grey Blazer*</p> <p style="text-align: center;">Priory blue jumper/cardigan with red and gold trim and logo*</p> <p style="text-align: center;">White collared blouse</p> <p style="text-align: center;">School tie* Priory blue with gold and red stripe</p> <p style="text-align: center;">Charcoal pinafore, pleated skirt or trousers</p> <p style="text-align: center;">White socks or grey tights Black shoes (no trainers)</p> <p><u>Summer Term</u> Yellow and white gingham dress White socks Black shoes</p>	<p>Priory blue tracksuit with logo*</p> <p style="text-align: center;">Red T-shirt with logo*</p> <p style="text-align: center;">Priory blue P.E. shorts</p> <p style="text-align: center;">Black plimsolls</p> <p style="text-align: center;">White socks Priory blue PE bag*</p> <p><u>Headwear for girls</u> (all year round) Academy coloured or grey hair accessories</p> <p style="text-align: center;">Plain grey or black hijab (if appropriate)</p> <p><u>Swimming Kit</u> Plain blue swimming trunks or costume</p> <p style="text-align: center;">Blue swimming cap available from everyone Active</p>

***All uniform items marked with the Ark Priory Primary Academy logo are available from the school supplier. Summer is after MAY/JUNE half term holiday.**

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 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 academy day. The academy cannot accept liability for the loss of jewellery.

SCHOOL UNIFORM

Hair Styles

Please ensure that hair accessories are in school colours, royal blue, red, gold, grey or black. Hair bands should be plain, with no adornments and also in academy colours.

Children's hair must be worn in an appropriate style with no extreme styling or designs, for example Mohicans, lines, shapes or patterns. Long hair must be tied back with hair accessories which are in accordance with the uniform policy

All book bags, PE bags and clothes, including shoes, should be clearly labelled with the child's name: especially PE kit and plimsolls.



Uniform Dos and Don'ts

- Plain grey or black Hijab for girls.
- No jewellery or make-up to be worn by any pupil, with the exception of a wristwatch.
- Hair must be worn in an appropriate style with no extreme styling or designs of hair or eyebrows; e.g. lines/intricate patterns
- No coloured hair extensions/ braids or other types of extravagant hair. Only natural hair colour is permitted and no false nails or coloured nail varnish is allowed. .
- Hooded sweatshirts and cardigans **are not permitted.**
- During the winter months a **plain black woollen hat and scarf, with no markings or logos** may be worn. All outdoor clothing must be removed on entering the building. Shirts and ties should be worn appropriately, i.e. shirts must be tucked in and top buttons done up; ties must be worn at the correct length.
- Girls should wear trousers OR a skirt, **NOT BOTH!** Girls are not permitted to wear leggings underneath skirts
- **PLEASE TAKE CARE WHEN WASHING – NO FABRIC CONDITIONERS or TUMBLE DRYING! This will ensure that the uniform looks smart and will last the child until they grow out of it.**

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



Academy Meals

Ark Priory Primary Academy is committed to healthy eating and we ask that parents/carers do not give their children junk food, crisps, chocolate, sweets or fizzy drinks to bring to school. These will be confiscated if found on the premises. All children are provided with a plastic water bottle from which they will be encouraged to drink water throughout the day. We expect all pupils to partake in our healthy school lunch prepared by our in house chef. All meals are halal prepared and are low sugar, low fat and low in salt.

WisePay

We operate a cashless system called WisePay which provides an efficient on line method of payment which is safe and secure. Parents are encouraged to use this payment method for academy outings, trips and events.

Every family will be provided with a login and password details to make payments which can be accessed on the home page of our website (top right hand corner). Full instructions will be provided to access this system. Any family in arrears will be advised promptly. Please check your account regularly to avoid any embarrassment.

Healthy Schools

Ark Priory Primary Academy is part of the National Healthy Schools Programme. This initiative links good health, behaviour and achievement through a whole school approach. We want all children and young people to be healthy and achieve at school and in life. We believe that by providing

opportunities at school for enhancing emotional and physical aspects of health in the longer term, this will lead to improved health, reduced health inequalities, increased social inclusion and raise achievement for all.

Healthy Eating and Family Dining

Our onsite kitchen offers every child a healthy lunch, cooked freshly at the academy every day. A vegetarian choice is always provided and we 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 school.

Family dining is an important part of our day when we all sit down together, serve our friends and helpers and enjoy a healthy and tasty lunch. This is intended as a civilised dining experience where children will learn the value of healthy and tasty meals amongst friends and colleagues and will practise their table manners and polite conversation.

School lunches and food availability

Ark Priory Primary Academy is a healthy eating school and we have invested a lot of money in providing school meals that are cooked in-house and that provide our pupils with the nutritional requirements to meet their extended day.

We expect all pupils to eat a hot meal at lunchtime; we will provide a vegetation option and halal prepared food. Packed lunches are only allowed if medical reasons (accompanied by a doctor's recommendation) mean that a school meal is not suitable.

The following foods and drinks are not allowed at the Academy:

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

Access to drinking water

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

Free School Meals

You may be entitled to free school meals for your child. Please contact the office if you feel you may be eligible information on eligibility can be found at the following address.

http://www.ealing.gov.uk/info/200544/schoolaged_children/701/free_school



[meals](#)

Snacks at Break-time

We believe in encouraging our children to eat healthily. Therefore, anyone who wishes to bring a snack of fruit or raw vegetables may do so. The children in Reception class and Years 1 and 2 will be provided with a snack (a piece of fruit or vegetable) as a part of their daily routine by the academy.

The Academy 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 mathematical skills. The academy implements 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 early language acquisition, speaking and listening, reading and writing. We deliver primary talk and a prescriptive phonics programme to support this. Our Mathematics Mastery programme is based upon a concrete, pictorial, abstract approach first used in Singapore. We have adapted this to suit our pupils. Every morning session will focus on elements of English and Mathematics.

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

Emotional Health and Wellbeing

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



At the beginning of each term you will be invited to attend a 'Meet the Teacher' 'meeting with your child's class teacher, during which we will outline the term'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 will help you support your child with their basic mathematics and literacy skills.

Academy Trips

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

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

If for some reason your child requires additional specific support for educational visits the academy may request you attend a trip – the academy will reserve the right to withhold a child from a trip if it is deemed to be putting them or peers at risk.

In the majority of cases, we will request a voluntary contribution towards the cost of the event or trip. However, your child will not be excluded if you are unable to make a contribution. Please discuss any concerns you have regarding this with your child's teacher or academy office. Permission slips should be returned to the office or the class teacher. Payment should be made via WisePay.

Breakfast Club

From 7.50am the children will be allowed to attend breakfast and activities/reading will be provided to stimulate thinking skills. The children will be expected to work independently on the activity. There is a charge of £3 per morning.



Physical Education

All children will participate in daily physical activity. Each class will have a formal P.E. lessons. Parents/carers are asked to ensure their children have a full P.E kit in schools for the school week. **Please ensure all clothing is clearly labelled with your child's name.**

Music

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

Cookery

As part of our healthy living and well being ethos, children will be taught to prepare and cook healthy foods. This will also form part of their design technology studies.

Home Learning

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

In Reception, all children will be expected to read, or be read to, on a daily basis and practise their letter sounds, spellings and number patterns on a regular basis at home.

Please note failure to complete home learning will result in your child losing their privileges for that week and/or receiving a sanction.

If you are interested in finding out more about the National Curriculum and other issues involved whilst helping your child with their learning please do not hesitate to ask your child's teacher or the Headteacher.

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 learning and development and for different curriculum areas, and we try to make all pupils aware of the many beneficial opportunities available to them in the media.

The first port of call in wanting to know more about your child's learning is by visiting our school website: www.Arkprioryprimary.org



THE CURRICULUM

Here you will find up to date information about our own curriculum and the management of our school relating to your child and being a parent. If you can access the Internet, you might find it useful to log on to this Government site:

<http://www.direct.gov.uk/en/Parents/index.htm>

Or to download information here:

<http://curriculum.qcda.gov.uk/>



Citizenship

We will build a community of civic pride and social justice in which all members are equally valued. We are committed to the service of young people and to helping them to play their full part in society.

Our Goal

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

What is Citizenship Education?

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

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

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

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

Pupil Voice

At ARK Priory we provide our pupils with the opportunity to contribute to our community and development in the form of an Academy Council. Class



CITIZENSHIP

representatives are voted for democratically and provide a forum to raise pupil awareness and pupil voice.



Mathematics: Our vision

We aim to ensure that every pupil at Ark Priory Primary Academy achieves highly enough by age 18 to have real options: to go to university/college or to follow the career path of their choice. Achieving GCSE mathematics at Grade C or above, by age 16 or earlier, is a necessity for this aim to become a reality. In turn, we aim for the all our children to achieve above national expectations at the foundation stage, KSI and KS2.

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

- Real dedication to high quality mathematics mastery for all
- High expectations and non-defeatist attitude to excellence and endeavour in mathematics
- Ensuring that the academy's mathematics provision is engaging, vibrant and innovative, stretching beyond mathematics lessons.
- A proven approach which builds from the concrete, to the pictorial to the abstract in embedding both concepts and skills.

Above all, we believe that mathematics education in Ark Priory Primary Academy will develop confident and competent learners with the capacity to aim high regardless of their age.



Behaviour Policy

Every opportunity will be taken to praise, reward and encourage our children for a whole range of achievements and actions. Positive reinforcement is more powerful and has more influence than punishment. Our code of conduct is based upon everyone, children and adults having rights coupled with corresponding responsibilities.

Pupils have the right to feel safe, to learn and to be happy. In return and in order to achieve this, they must abide by the academy code of conduct and help others also to do so.

Our full policies relating to bullying, child protection, health & safety and sanctions can be found in the Office and on our website

Academy Codes

There are different sets of codes for different areas within the school. These are as follows:

Whole Academy Code

- We walk around the school and keep to the left.
- We show respect and listen to everyone.
- We keep the school neat and tidy.
- We watch our STEP(**S**orry, **T**hank you, **E**xcuse me, **P**lease)
- We work hard.
- We are kind and gentle.
- We look after property.
- We ignore silly behaviour.
- We wear our full school uniform.
- We follow the rules.
- We come to school every day and on time.

Classroom Code

- We work hard – always try your best.
- We are nice.
- We do good looking and good listening which makes good learning!
- STAR positions – We : Sit up, hands in our lap. Track the



ACADEMY CODES

speaker (adult or child) Ask questions and Respond.

Playground Code

- We play safely and sensibly.
- We stay in agreed areas.
- We look after all the equipment.
- We are polite and friendly.
- We follow the rules of any game we are playing.
- We play with a range of people and help everyone to feel welcome.
- We are polite and helpful to adults.
- We put all our litter in the bin.
- We line up straight away when the bell goes.
- We stay out of the school building unless given permission.
- We always use the correct entrances at the beginning and end of each day and at playtimes.

Lunch Hall Code

- We try all foods and try to eat all our lunch.
- We eat healthily.

- We use good table manners : please and thank you; don't talk with our mouths full; use a knife and fork.
- We make sure food does not drop on the floor – if it does we pick it up.

Safety Code (Whole Academy)

- We never leave the building or grounds without permission.
- We always walk in the academy building.
- We ask permission before leaving classrooms.
- We obey fire regulations.
- We always tuck our chair in.
- We hang up our coat and bag.
- We walk on the left.
- We never stay in a classroom at play or lunch-time without an adult present.



- We use the toilets properly and remember to wash our hands.

Academy Rewards

Adults and children in our school will often give praise. 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 the weekly Celebration of Achievement Assembly, as well as at the end of each term.

Awards will be based upon the academy motto, values and behaviour policy for high academic achievement and exemplary attitude to learning and behaviour.

Individual Rewards

Each week a "Star of the Week" certificate will be awarded to individual pupils from each class and announced in our whole school assembly. These will be awarded in recognition of successes linked to the academy values – Exploration, Endeavour and Excellence and to our motto 'Courage to fly!'

Each class will also have its own reward system.

Lining up points will also be awarded everyday. The best class at the end of each week will receive an additional 15 minute break on a Friday afternoon and the best class over the half term will receive an award.



Class Rewards

When the class as a whole achieve something special (e.g. being excellent on a school trip, treating a visitor with respect, etc.) they will be awarded merits, which will be displayed prominently in the class. These rewards are monitored daily, culminating in a termly Headteacher's prize.

Playground

Playground staff will reward positive behaviour award merits. These will be collected during break and lunch-time in the class token chest. The total will be monitored daily and, at the end of each term, the class with the most tokens will earn an extra play.

Attendance and punctuality

Whole Class trophies are awarded weekly for the class with the best attendance and punctuality.

Children with 100% termly attendance and punctuality will be given a Headteacher prize.

Top Table

During lunch times staff can fill in a golden ticket for children who are displaying excellent manners, exploring new foods, endeavouring to eat their lunches, being helpful or kind or using their conversational skills appropriately. The children who receive the most golden tickets in a week will be invited to a special lunch with the headteacher as a reward where they will receive additional privileges.



Consequences

We believe that pupils should understand the consequences of their actions. Children will be encouraged to make the right choices and be made aware of the following consequences should they make the wrong choice.

Stage 1

For the first instance of:

- Not settling/lining up quickly.
- Not walking in line correctly.
- Fiddling/fidgeting.
- Not looking at the teacher.
- Off-task behaviour.
- Lack of correct equipment.
- Interrupting the teacher.

Consequence: The child receives a verbal warning x2.

Stage 2

For the continued repetition of stage 1 behaviours, or:

- Incomplete home learning.
- Incorrect uniform.
- Pushing into line.
- Silly noises.
- Distracting other pupils.
- Out of seat.
- Calling out.
- Interrupting other pupils.

Consequence: The child has an age appropriate time out and is asked to apologise to the teacher and pupils if appropriate.

Stage 3

For the continued repetition of stage 1 and 2 behaviours, or:

- Eating sweets.
- Deliberately creating a disturbance.
- Damage through carelessness.



CONSEQUENCES

- Off-hand comments.
- Minor challenge to authority.
- Annoying other children.

Consequence: The child has an age appropriate extended time out and is asked to apologise to the teacher and pupils if appropriate.

Stage 4

For the continued repetition of stage 1, 2 and 3 behaviours, or:

- General refusal to follow instructions.
- Swearing.

Consequence: The child loses their privileges, receives a lunch-time detention and is asked to apologise to the teacher and pupils if appropriate. A behaviour sheet is completed and a letter is sent home.

Stage 5

For the repetition of stage 4 behaviour, or:

- Deliberately throwing objects with the intention of breaking them.
- Damaging property.
- Leaving class without permission.
- Repeated refusal to do set tasks.
- Continued or serious cheek/challenge to authority.
- Threatening behaviour.

Consequence: The child loses all privileges, including all playtime and receives a lunch-time detention and is expected to apologise. An internal exclusion is given. The teacher will organise a meeting with parents/carers.

Stage 6

For the repetition of stage 5 behaviours, or:

- Behaviour that poses a risk to self/others.
- Fighting/physical harm to others.
- Serious challenge to authority.
- Verbal abuse, including racism.
- Vandalism.



CONSEQUENCES/BULLYING

- Extreme danger or violence.
- Running out of school.

Consequence: A 4W Form is completed. The child loses privileges and receives an external exclusion and is expected to take the consequences of their behaviour. The Headteacher will organise a meeting with parents/carers. In extreme cases full, permanent exclusion may be considered.

Children and parents undertake a reintegration interview before being allowed to return to class.

Playground

Children who behave inappropriately will be given a 'time out' in the designated area, and playground staff may issue 'time out' to children for a period of 5 minutes. If three 'Time Outs' are issued, the child will lose their next playtime.

Bullying

At Ark Priory we do not tolerate any form of bullying and the first instance of any such behaviour will be dealt with sensitively and properly, parents will be informed. We will provide support for all parties involved, including the perpetrator.

Our full Anti Bullying Policy is available on our website and at the academy office.

Parent Conduct

The children are held to a high standard for their conduct and attitude within the academy. We expect parents to behave as role models to these students and therefore will not accept rude or abusive behaviour towards staff, children or other parents. The academy reserves the right to ban a parent from the site if they conduct themselves in a manner deemed to be unacceptable by the headteacher.



Pupil Information

Before starting at Ark Priory Primary Academy you will be given a Pupil Information Form and Medical Form to complete. This will provide us with contact details and other necessary information to ensure that your child settles into our 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/carer concerned.

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

Accidents, Injuries and/or Sickness

At Ark Priory Primary Academy, the health, safety and welfare of all our pupils is of paramount importance.

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



PUPIL INFORMATION

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

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

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

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.



Digital Images, Photographs and Video Footage

There are often occasions during the school year where photographs and/or video recordings of the children are made by staff, other parents/carers and the press. These may be published within the academy, 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

Lost Property

All items of clothing and belongings should be clearly marked with your child's name. Lost property which is unnamed will be kept in the school office.

Parents/carers may look through the lost property box before and after the academy day. We will keep items of lost property for approximately a term after which time any unclaimed items will be recycled

Open Door Policy

We believe that links between home and school are vital, as it is by working together that our children's education will inevitably be more successful. Our academy will operate an 'open door' policy for all parents/carers. You are welcome to come in and help within the school or to discuss any issues that you have either with a member of staff or the Head of School. The procedure for standard contact would be class teacher first then Assistant headteacher followed by the Head of School before contacting the Executive Head Teacher.



Each class has a specific email address which you will be able to contact class teachers on. Other appointments need to be made the academy office.

Office – info@arkprioryprimary.org

Parents Association (APPAA)

Once a child joins Ark Priory Primary Academy, all parents and carers automatically become members of the Parents' Association (APPAA). We welcome any offers of support and involvement. These will focus upon fund raising and community events. Meeting dates and times will be communicated via our weekly newsletter.

Open Learning Days

We aim to hold an open learning time at least once every term.

Parents/carers are encouraged to join in their child's lessons and share their learning experiences.

Celebration of Achievement Assemblies

Parents/carers and other guests may be invited to attend our Friday morning Celebration of Achievement Assembly. Please enter the school via the office if you wish to attend, so that you can sign the visitor's book.

Parent/Carer Consultations

During the year, there will be opportunities to come into the academy on a more formal basis to discuss your child's progress and to consider how we can all support their continued learning. A parent consultation will take place in the Autumn and Spring/Summer terms. It is imperative that parents and carers attend these meetings – it is part of the Home School Agreement. Non attendance will be followed up by the Head of School.

In addition, parents/carers are always welcome to have informal meetings with their child's teacher, at a mutually convenient time, or to arrange a more formal meeting if needed.

Annual Reports

Twice yearly, reports on individual children will be sent out. These reports will outline the progress that your child has made, together with individual



DIGITAL IMAGES, PHOTOGRAPHS AND VIDEO FOOTAGE

targets for further improvement. There will be an opportunity for all parents/carers to comment on the report at the parent/carer consultations. Dates for these consultations will be published in the school newsletter.



[Ark Priory Primary Academy Website](#)

Please visit our website at www.Arkprioryprimary.org for up-to-date information and details of upcoming school events. We also make use of a twitter account @Arkpriory which will give regular updates as well.

[Safeguarding Children at ARK Priory Primary Academy](#)

Ark Priory Primary Academy, its staff and governors, are committed to safeguarding the welfare of our pupils and to providing a safe environment with robust systems to ensure the safety and healthy development of all our pupils, within the academy and on related school trips and other activities. Everyone working in or for Ark Priory Primary Academy shares the objective of helping to keep children and young people safe by contributing to:

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

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

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

We will always take a considered and sensitive approach in order to support all our pupils.

It is **not** the responsibility of academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff have a duty, however, to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with

the designated senior person with responsibility for child protection, prior to discussion with parents.



SAFEGUARDING

The name of the designated senior person with responsibility for child protection at the Academy is *Miss Jacqueline E. Steele, Headteacher*. If a pupil, parent or member of staff should disclose concerns about the welfare of a pupil at Ark Priory Primary Academy, she 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, Ealing Council, Children's Services.
- The child's wishes.

She will then decide, in accordance with the procedures or advice of the local safeguarding children's board:

- Where possible to talk to parents, **unless** to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk;
- Whether to make a child protection referral to children's social care because a child is suffering or is likely to suffer significant harm; and if this needs to be undertaken immediately;
- **OR:**
- Not to make a referral at this stage;
- If further monitoring is necessary; or
- If it would be appropriate to undertake an assessment and/or make a referral to other services.

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

Recording and Monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated.

All Child Protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Designated Senior Person.

Supporting the child and partnership with parents



SAFEGUARDING

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

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

If you, as parents, should have any further questions about any of that which has been written above, you should contact Miss Steele directly.

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



The Designated Senior Person responsible for Child Protection is Natasha Harper, Deputy Head

The Deputy Designated Person is Jose Costa Boucinha, Assistant Head

A full copy of the policy can be obtained from the school office.

And Finally...

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

And so, all that remains is for us to say once more, a very warm...

Welcome to Ark Priory Primary Academy

Courage to fly!



Come to the Edge

Come to the edge.

We might fall.

Come to the edge.

It's too high!

COME TO THE EDGE!

And they came,

and we pushed,

And they flew.

Christopher Logue