



# Ark Priory Primary Academy Parent Handbook



2022 - 2023

Ark Priory Primary Academy  
Acton Lane  
W3 8NR

Tel: 0203 1100 717

Email: [info@arkprioryprimary.org](mailto:info@arkprioryprimary.org)

## WELCOME TO ARK PRIORY PRIMARY ACADEMY



I am delighted to be Principal at Ark Priory Primary Academy. 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 every day, through our academy values of '**Explore, Endeavour and Excel**' – today we lay the foundations for tomorrow's success.

I believe that all children can succeed with the right support, examples, and encouragement and by instilling this belief into our pupils, their learning, like ours, will never stop. Through sharing in these values, in my time at Ark Priory, I have been building on the existing achievements and developing the school so that all Ark Priory pupils succeed and achieve their full potential in all areas of the curriculum. As part of the Ark Priory Academy community, we all play a role in supporting our children to reach their full potential and beyond, to develop and grow to become well-rounded and conscientious citizens of the world that offer a positive contribution to society and always have the '**courage to fly**'.

This ambitious vision for Ark Priory pupils starts with being an active, engaged and committed community to the academy and to pledge to the high expectations that the academy sets for academic success, language, engagement, behaviour, dress, and attendance, because these are the first layer of building blocks of your child's future success. I know that the most important daily concern is that our children are happy at school, but I also know that it is the primary duty of a school to ensure that its pupils leave with the highest academic achievements possible so that the doors are opened into the next stage of their learning careers. Here at Ark Priory Primary Academy, our aim is to **always** get that balance right for our pupils.

I wish you a warm welcome to Ark Priory Primary Academy.



Daniela Karmios  
Principal

## Table of Contents

Contact Details.....	5
Term Dates .....	6
Ark priory Academy Poem.....	7
Ark Priory Values.....	8
Mission, Values and Motto.....	9
Ark Priory Charter .....	11
Our Teaching and Learning Pledge.....	13
Academy Times .....	18
First Aid and Medical Procedures.....	22
Academy Uniform.....	24
Academy Meals.....	30
The Academy Curriculum.....	31
Payments made to the school.....	34
WisePay .....	34
Behaviour Policy .....	35
Academy Rewards .....	35
Consequences.....	36
Bullying .....	36
Parent Conduct .....	36
Pupil Information.....	38
Digital Images, Photographs and Video Footage .....	38
Lost Property.....	38
Parents/Carers.....	39
Safeguarding.....	41

## CONTACT DETAILS

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Website: [www.arkprioryprimary.org](http://www.arkprioryprimary.org)  
Twitter: [@arkpriory](https://twitter.com/arkpriory)

**Head Office:** Ark Schools  
The Yellow Building,  
1 Nicholas Road,  
London  
W11 4AN  
020 3116 0800  
<https://arkonline.org/>

**Chair of Governors:**

**Claire Dacam**

Please send any correspondence to Ark Priory Primary Academy

# Term dates 2022-23



Year	Month	Day	Day of Week	Category
2022	September	1	Monday	School days
		2	Tuesday	School days
		3	Wednesday	School days
		4	Thursday	School days
	October	5	Friday	School days
		6	Saturday	School days
		7	Sunday	School days
		8	Monday	School days
	November	9	Tuesday	School days
		10	Wednesday	School days
		11	Thursday	School days
		12	Friday	School days
December	13	Saturday	School days	
	14	Sunday	School days	
	15	Monday	School days	
	16	Tuesday	School days	
2023	January	17	Wednesday	School days
		18	Thursday	School days
		19	Friday	School days
		20	Saturday	School days
	February	21	Sunday	School days
		22	Monday	School days
		23	Tuesday	School days
		24	Wednesday	School days
	March	25	Thursday	School days
		26	Friday	School days
		27	Saturday	School days
		28	Sunday	School days
April	29	Monday	School days	
	30	Tuesday	School days	
	31	Wednesday	School days	
	1	Thursday	School days	
May	2	Friday	School days	
	3	Saturday	School days	
	4	Sunday	School days	
	5	Monday	School days	
June	6	Tuesday	School days	
	7	Wednesday	School days	
	8	Thursday	School days	
	9	Friday	School days	
July	10	Saturday	School days	
	11	Sunday	School days	
	12	Monday	School days	
	13	Tuesday	School days	
August	14	Wednesday	School days	
	15	Thursday	School days	
	16	Friday	School days	
	17	Saturday	School days	
September	18	Sunday	School days	
	19	Monday	School days	
	20	Tuesday	School days	
	21	Wednesday	School days	
October	22	Thursday	School days	
	23	Friday	School days	
	24	Saturday	School days	
	25	Sunday	School days	
November	26	Monday	School days	
	27	Tuesday	School days	
	28	Wednesday	School days	
	29	Thursday	School days	
December	30	Friday	School days	
	31	Saturday	School days	
	1	Sunday	School days	
	2	Monday	School days	
January	3	Tuesday	School days	
	4	Wednesday	School days	
	5	Thursday	School days	
	6	Friday	School days	
February	7	Saturday	School days	
	8	Sunday	School days	
	9	Monday	School days	
	10	Tuesday	School days	
March	11	Wednesday	School days	
	12	Thursday	School days	
	13	Friday	School days	
	14	Saturday	School days	
April	15	Sunday	School days	
	16	Monday	School days	
	17	Tuesday	School days	
	18	Wednesday	School days	
May	19	Thursday	School days	
	20	Friday	School days	
	21	Saturday	School days	
	22	Sunday	School days	
June	23	Monday	School days	
	24	Tuesday	School days	
	25	Wednesday	School days	
	26	Thursday	School days	
July	27	Friday	School days	
	28	Saturday	School days	
	29	Sunday	School days	
	30	Monday	School days	
August	31	Tuesday	School days	
	1	Wednesday	School days	
	2	Thursday	School days	
	3	Friday	School days	
September	4	Saturday	School days	
	5	Sunday	School days	
	6	Monday	School days	
	7	Tuesday	School days	
October	8	Wednesday	School days	
	9	Thursday	School days	
	10	Friday	School days	
	11	Saturday	School days	
November	12	Sunday	School days	
	13	Monday	School days	
	14	Tuesday	School days	
	15	Wednesday	School days	
December	16	Thursday	School days	
	17	Friday	School days	
	18	Saturday	School days	
	19	Sunday	School days	
January	20	Monday	School days	
	21	Tuesday	School days	
	22	Wednesday	School days	
	23	Thursday	School days	
February	24	Friday	School days	
	25	Saturday	School days	
	26	Sunday	School days	
	27	Monday	School days	
March	28	Tuesday	School days	
	29	Wednesday	School days	
	30	Thursday	School days	
	31	Friday	School days	
April	1	Saturday	School days	
	2	Sunday	School days	
	3	Monday	School days	
	4	Tuesday	School days	
May	5	Wednesday	School days	
	6	Thursday	School days	
	7	Friday	School days	
	8	Saturday	School days	
June	9	Sunday	School days	
	10	Monday	School days	
	11	Tuesday	School days	
	12	Wednesday	School days	
July	13	Thursday	School days	
	14	Friday	School days	
	15	Saturday	School days	
	16	Sunday	School days	
August	17	Monday	School days	
	18	Tuesday	School days	
	19	Wednesday	School days	
	20	Thursday	School days	
September	21	Friday	School days	
	22	Saturday	School days	
	23	Sunday	School days	
	24	Monday	School days	
October	25	Tuesday	School days	
	26	Wednesday	School days	
	27	Thursday	School days	
	28	Friday	School days	
November	29	Saturday	School days	
	30	Sunday	School days	
	1	Monday	School days	
	2	Tuesday	School days	
December	3	Wednesday	School days	
	4	Thursday	School days	
	5	Friday	School days	
	6	Saturday	School days	
January	7	Sunday	School days	
	8	Monday	School days	
	9	Tuesday	School days	
	10	Wednesday	School days	
February	11	Thursday	School days	
	12	Friday	School days	
	13	Saturday	School days	
	14	Sunday	School days	
March	15	Monday	School days	
	16	Tuesday	School days	
	17	Wednesday	School days	
	18	Thursday	School days	
April	19	Friday	School days	
	20	Saturday	School days	
	21	Sunday	School days	
	22	Monday	School days	
May	23	Tuesday	School days	
	24	Wednesday	School days	
	25	Thursday	School days	
	26	Friday	School days	
June	27	Saturday	School days	
	28	Sunday	School days	
	29	Monday	School days	
	30	Tuesday	School days	
July	31	Wednesday	School days	
	1	Thursday	School days	
	2	Friday	School days	
	3	Saturday	School days	
August	4	Sunday	School days	
	5	Monday	School days	
	6	Tuesday	School days	
	7	Wednesday	School days	
September	8	Thursday	School days	
	9	Friday	School days	
	10	Saturday	School days	
	11	Sunday	School days	
October	12	Monday	School days	
	13	Tuesday	School days	
	14	Wednesday	School days	
	15	Thursday	School days	
November	16	Friday	School days	
	17	Saturday	School days	
	18	Sunday	School days	
	19	Monday	School days	
December	20	Tuesday	School days	
	21	Wednesday	School days	
	22	Thursday	School days	
	23	Friday	School days	
January	24	Saturday	School days	
	25	Sunday	School days	
	26	Monday	School days	
	27	Tuesday	School days	
February	28	Wednesday	School days	
	29	Thursday	School days	
	30	Friday	School days	
	31	Saturday	School days	

 School days  
 School holidays  
 Bank holidays  
 Ark's inset days  
 School inset days

## TERM DATES



ARK PRIORY ACADEMY POEM

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 play their full part in society.

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

Considering 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 doing so, make their mark on the world they live in.
- Promote dialogue and co-operation with the wider community.

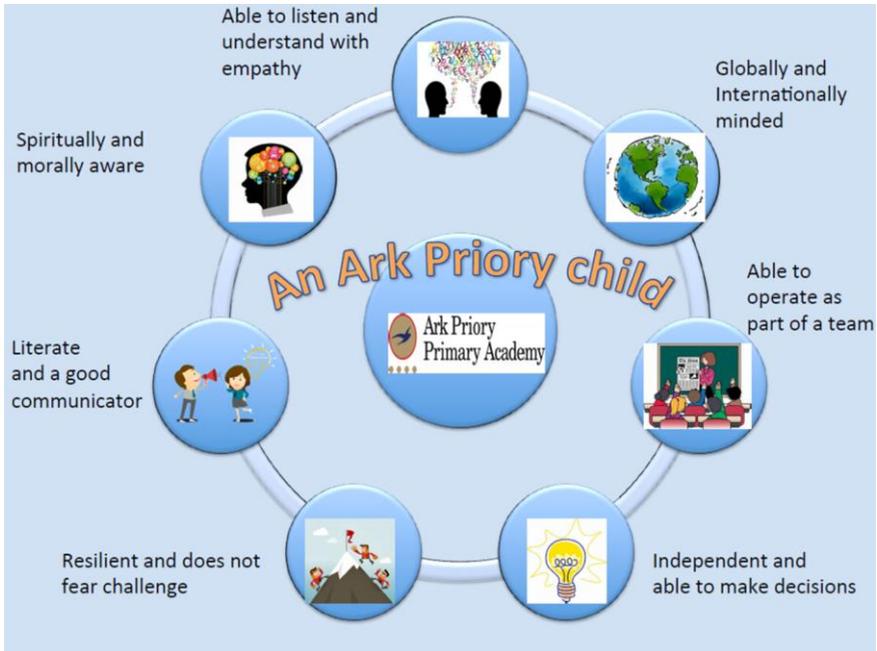
## ARK PRIORY CHARTER

### 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 and 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 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 lifestyle. They 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.



The intent of our curriculum goes far beyond the outcomes seen at the end of Year 6. We have thoughtfully constructed a curriculum framework which focuses not solely on academia but on shaping our pupils into confident, passionate, life-long learners. We want our pupils to continue their journey with a secure foundation of knowledge, skills, ideas, and most importantly, a relentless curiosity about the world around them. Thus, when designing the curriculum, we endeavoured to ensure that it was broad, complimented by a wide range of experiences and provides pupils with far more than just academic achievement. By the end of their time at Ark Priory, we expect all children to possess the characteristics highlighted in our an 'Ark Priory child' diagram above.

## 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 21<sup>st</sup> 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 and to be:

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

## The 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!

## 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 Priory 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, please contact Mrs Karmios, Principal:  
([d.karmios@arkprioryprimary.org](mailto:d.karmios@arkprioryprimary.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 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!

## How can I help my child at home?

Studies show that reading for pleasure makes a big difference to a child's educational performance. Here's how you can get your child off to a great start. Evidence suggests that children who read for enjoyment every day not only perform better in reading tests than those who don't, but also develop a broader vocabulary, have increased general knowledge and a better understanding of other cultures.

In fact, reading for pleasure is more likely to determine whether a child does well at school than their social or economic background.

### **What difference can I make as a parent?**

You can make a huge difference! Parents are the most important educators in a child's life – even more important than their teachers – and it's never too early to start reading together.

Even before they're born, babies learn to recognise their parents' voices. Reading to your baby from birth, even for just a few minutes a day, gives them the comfort of hearing your voice and increases their exposure to language.

### **Building vocabulary and understanding**

Learning to read is about listening and understanding as well as working out what's printed on the page. Through hearing stories, children are exposed to a wide range of words. This helps them build their own vocabulary and improve their understanding when they listen, which is vital as they start to read. It's important for them to understand how stories work too. Even if your child doesn't understand every word, they'll hear new sounds, words and phrases which they can then try out, copying what they have heard.

As children start to learn to read at school, you can play an important role in helping to keep them interested in books. Find out what interests them, help them to find books that will be engaging and fun, and spend time reading the books they bring home from school together.

### **My child's too young to start reading yet. How can I point them in the right direction?**

Make sure that your child is familiar with language and books so they can see how enjoyable reading is. Some of the things you can do include:

- reading aloud to your child, talking about the words and pictures, and sharing ideas about the book
- reading yourself – children who see adults reading, and enjoying it, are much more likely to want to read themselves
- surrounding your child with books – you don't need hundreds of books at home but go to the library or bookshop regularly to borrow books, spend time together, browse and make choices. In this way, reading becomes a habit.

Most importantly, talk to your child. Spend time with them, doing simple activities (like cooking and making things). As you talk about what you're doing, you are helping them to learn new words. Later, when they see words written down, they've already heard them and know what they mean.

## ACADEMY TIMES

### Arrival at the Academy

Pupils are welcome to arrive from 8.30am when the gates will be opened for all pupils. Children enter into their classrooms through the entrance in the playground by themselves. There are adults on the stairwells to make sure that pupils walk to their class safely.

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.

If you need to talk to your child's teacher, please be mindful that during school hours is a difficult time to talk unless it is a very brief message. Please follow the communication policy for further guidance.

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.

## Punctuality and Lateness

The register is taken at 8.45am every morning. **The gate will be closed at 8.40am. Any child not in by 8.40am 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 8.40am. 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.

## Leaving the Academy

If your child must 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 Late Room where they can be collected via the main entrance.

## Afternoon Lateness

Parents/carers collecting their children after 4.00pm Monday-Thursday and 3:00pm on Friday need to sign the 'Late Collection' book which the member of staff on duty will have. The principal 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.

For reception children gates will open at 3.20pm Monday - Thursday and Fridays at 2.50pm. Children who are collected after 3.30pm Mon -Thurs, Fridays 3.10pm, will also need to take the steps above to and sign the late book also. Parents/carers who collect their child later than 4.05pm 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. If you are unable to tell them at drop-off, please inform the Academy Office at least an hour before they are due to be collected.

### Enrichment Clubs

Children will be able to participate in a range of enrichment clubs from 4:00pm to 5:00pm Mon-Thurs and 3:00pm to 4:00pm on Friday. Clubs will be charged at approximately £5.50 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 into 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. Therefore, if your child is consistently absent even due to illness the academy will be recording this against the 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.**

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 principal in **exceptional** circumstances.

***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.

## FIRST AID AND MEDICAL PROCEDURES

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

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 are feeling unwell. In these cases, we will make every effort to contact you as quickly as possible. If we deem it appropriate that your child go home, we will contact you so that you can make any necessary arrangements to have them collected. Whilst you do so, we will ensure your child is kept as comfortable as possible.

### 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. A phone call may be in order; however, a letter is always used to inform parents about any head bumps and the signs to look out for. 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, professional medical advice will be sought and if necessary, we will arrange for them to attend an A&E department immediately.

### Pupils with Medical Conditions and Allergies

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

Additionally, Health Care Plans will need to be filled out for every child with a medical condition or allergy that could affect their school life. For common conditions such as asthma and allergies, this can be done alongside the office staff. For more complicated conditions, you will be asked to meet the Ealing School Nurse along with the office staff to ensure a comprehensive Health Care Plan is produced and any training necessary is given to First Aiders.

## Medicines

If your child has a medical condition which means they will need medicine to be kept at school, you must ensure the school have this and that medication is in date. Members of staff are not permitted to administer non-prescribed medicines. With the exception of asthma inhalers, pupils are not allowed to administer drugs themselves. If a child does need a short-term course of doctor prescribed medicine (i.e., antibiotics) during school time, **parents/carers must discuss this with the office staff and give written permission for a nominated adult to administer the medicine.** Prescribed medication for short-term illness 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.

## Inhalers

All inhalers should be labelled with your child's name. One inhaler will be kept in the child's classroom, and a second inhaler will be kept in the Medical Room as an emergency back-up.

## Epinephrine Auto-Injectors (EpiPens)

All Epinephrine Auto-Injectors (commonly referred to as EpiPens) need to be given to the school **in pairs**. One will be kept for initial administration in the child's classroom and a second one in the Medical Room for further administration in the event where use is necessary.

## 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 should feel awkward about the clothes they have or do not have.
- Our uniform gives us all an identity to be proud to be a part 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

<https://khalsaschoolwear.co.uk/school/priory-primary-academy/>

Tel. No: 0207 729 3286

## Ark Priory Uniform

Autumn/Spring term	Summer term**
<ul style="list-style-type: none"> <li>• Plain coat - black, grey, or navy</li> <li>• Priory Grey Blazer*** with Priory logo*</li> <li>• Priory blue jumper/cardigan with red/gold trim and Priory logo*</li> <li>• White collared shirt</li> </ul> <p>With</p> <ul style="list-style-type: none"> <li>• Priory blue school tie with gold and red stripe*</li> <li>• Charcoal grey trousers (with grey or black socks)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Charcoal grey pinafore, pleated skirt, or culottes (with grey or white socks, or grey tights).</li> <li>• Black shoes (not trainers)</li> </ul> <p style="text-align: center;"><b><u>Headwear</u></b></p> <p>Academy coloured (blue, red, gold) or grey/black hair accessories</p> <p><i>Grey or navy hijab headscarf</i></p> <p><i>Priory blue logo hat and scarf*</i></p>	<ul style="list-style-type: none"> <li>• Priory White polo shirt with Priory logo*</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• White collared shirt (short sleeve) with</li> <li>• Priory blue school tie with gold and red stripe*</li> <li>• Charcoal grey shorts (with grey or black socks)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Charcoal grey pleated skirt/skorts/culottes (with grey or white socks)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Yellow and white gingham dress (either skirt or culotte style are acceptable) (with white socks)</li> <li>• Black shoes (not trainers)</li> </ul> <p style="text-align: center;"><b><u>Headwear</u></b></p> <p>Academy coloured (blue, red, gold) or grey/black hair accessories</p> <p><i>Grey or navy hijab headscarf</i></p> <p><i>Priory blue summer cap with Priory logo</i></p>

### P.E. Kit

- Priory blue tracksuit (sweatshirt and jogging bottoms) with Priory logo\*
- Priory red T-shirt with Priory logo\*
- Priory blue P.E. shorts\*
- Black plimsolls or plain black trainers (no obvious brand logos)
- White socks
- *Priory blue P.E. bag with Priory logo\**

### Swimming Kit

- Plain blue swimming trunks or costume
- Plain coloured swimming cap (available from Everyone Active)

### Sundry Items

- Priory blue bookbag with Priory logo\*
- OR
- Priory blue backpack with Priory logo\*

\*All uniform items marked with the Ark Priory Primary Academy logo are available from the school supplier.

\*\*We suggest summer uniform is worn from after the May/June half term holiday. It can be optionally worn if there is exceptionally hot weather after the Easter holiday or in September.

\*\*\* Priory Blazers are not required for Priory Nursery and are optional for Early Years and Key Stage 1 (Reception, Year 1 and Year 2). They are mandatory for Key Stage 2 (Years 3-6), and we suggest that they should be worn to school as outerwear over uniform in the warmer weather and should be worn in school to all formal assemblies and worn on all outings and occasions where pupils are representing the school.

\*\*\*\* Priory Nursery children wear the P.E. kit or the yellow gingham dress option in the summer - full winter uniform is not required for Nursery children.

\*\*\*\*\* Swimming kit is only required in the term that your child's class swims, you will be advised at the start of each school year when this will be.

*Items in italics are optional*

All pupils are expected to wear a uniform every school day, Monday to Friday. Once a pupil walks onto 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 must change clothing for a specific activity e.g., PE and games. This change of clothing should also be appropriate attire. Upon returning to classroom 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.**

### **Violations to Uniform Expectations**

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 Head of School. Pupils who repeatedly do not wear their uniform in the expected manner during the school day may 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.

### **Labelling Uniform**

Please ensure that you label every item of clothing and all items your child may bring into the school, such as water bottles, sack boxes, PE Kits and plimsoles. This is to help facilitate the safe return of items should they be misplaced.

The academy is not liable for the replacement of any items of clothing or equipment, and it is the responsibility of the child to ensure that they are organised and careful with their possessions. These are essential life skills and should be supported and developed alongside the Academy.

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.

### 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, 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.

### Uniform Dos and Don'ts

- Plain grey or black Hijab for girls
- A single pair of plain gold or silver studs are permitted (No other jewellery is allowed)
- 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 or blue woollen hat and scarf, with no logo or just the Ark Priory logo**, 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.
- Leggings or tights are permitted to be worn under a skirt.

## ACADEMY MEALS

### 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 raised achievement for all.

### School lunches and food availability

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 well in advance. Ark Priory Primary Academy is a healthy eating school, and we invest 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. All our meals are halal prepared as well as low in salt, sugar and fat.

**We expect all pupils to eat a hot meal at lunchtime. 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 that the principal deems unsuitable

If any of the above food items are found on the premises, they will be promptly confiscated.

### 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 water fountains during break, lunch and before and after school. We also encourage you to provide your children with a water bottle that is clearly labelled with their name and class that the children can use while at the Academy.

### 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: <https://www.gov.uk/apply-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 we place great emphasis on giving children practical activities and opportunities in their learning as we believe that it is only by direct experience can true understanding of a specific area, and its relevance to real life, be gained.

### Emotional Health and Wellbeing

We work closely with external agencies to support pupils and their families. At Ark Priory we ensure that vulnerable children and young people have individual support plans and we 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 PSHE due to their potential impact on teaching and learning.

We also hold Parent Workshops which 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 at the time because this would have been agreed to by yourself on your child's New Starter Forms. 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.

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.

For your child to take part in trips and other activities off school premises, parents/carers will be asked to sign a permission slip that will cover all trips and outings delivered by the school. Signed permission slips should be returned to the office. Once signed, this consent will cover all trips throughout your child's time here at Ark Priory. Therefore, we will not ask for permission for every individual trip.

### Breakfast Club

From 7.45am the children will be allowed to attend breakfast club 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 for Breakfast Club to be made payable via WisePay.

### 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.

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.

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](http://www.arkprioryprimary.org). 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.

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

## PAYMENTS MADE TO THE SCHOOL

### WisePay

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

Every family will be provided with a login and password details to make payments which can be accessed on the home page of our school 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.

## 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 Academy Office and on our website.

## 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 every day. 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.

### **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 Principal prize.

## 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.

Please see our website for further information about our behaviour policy.

### **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, and 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 principal.

## 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.

## 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. 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 foyer.

## PARENTS/CARERS

### 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 principal. There is a communications policy, please see this for further guidance.

Each class has a specific email address which you will be able to contact class teachers on. Other appointments need to be made to the academy office: [info@arkprioryprimary.org](mailto: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 open learning time at least once every term. Parents/carers are encouraged to join in their child's lessons and share their learning experiences.

### 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.

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 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](http://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

### **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 (DSP) with responsibility for child protection, prior to having a discussion with parents.

If a pupil, parent or member of staff should disclose concerns about the welfare of a pupil at Ark Priory Primary Academy, the DSP 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.

They 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

- 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 always endeavour 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 Mrs Karmios 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 encourage you to see the principal. 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 Shannaz Rabbani (Assistant Head).**

**The Deputy Designated Persons are Daniela Karmios (Principal) and Abigail Carter (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!**

