



# **Ark John Archer Primary Academy**

## **Parents, Carers & Families of AJA Your Academy Handbook**

**2021 / 2022**

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# WELCOME TO ARK JOHN ARCHER PRIMARY ACADEMY

## Vision and Values

### Our Vision Together As One

We achieve through the highest of expectations encouraging all to attain the highest standards. We learn together as a community through exciting opportunities. Our teachers are inspirational and prepare our children with the skills for life as citizens of the future.

Ark John Archer Primary Academy is characterised by its core values and high expectations for student achievement and personal development. We are committed to giving our pupils the very best start in life. We have a clear set of school values, which underpin this:

### Our Values

- **Aspiration**
  - A willingness to try hard to succeed and achieve your potential
- **Respect**
  - Treating others, the way you want to be treated
- **Achievement**
  - Working hard to be proud of yourself
- **Community**
  - Working together and sharing the same values
- **Resilience**
  - Determination to never give up when things are difficult
- **Kindness**
  - Being helpful and considerate to others.

You will see these values around our school, and they are woven into lessons and learning. We will focus on one value every half term and ensure we celebrate our children demonstrating these values in their learning, their play and in themselves. They help our pupils develop as confident learners and to become the best that they can be.

### What makes us different?

Ark Schools' vision is to create a group of outstanding schools that radically improve our pupils' life chances. We want every pupil at an Ark academy to do well enough by age 18 to have real options: to go to university or to follow the career path of their choice. Ark sets the following targets, so that within five years of opening as an Ark school:

In **primary school**, at least 90% of pupils are Working At Expected Standard in both English and Mathematics by the end of Year 6, so that they are on track to achieve Ark's academic expectations by the end of secondary school.

In **secondary school**, at least 80% of pupils in each school make the Ark expected progress, and at least 80% in each school achieve five or more GCSEs including English and Mathematics at grade C or above.

In the **sixth form**, at least 80% of students qualify for a good university and all will secure a university place, job or training course.

While each Ark school has its own ethos and character, they all draw upon the same principles – our six pillars – in support of our shared mission to transform lives through education.

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

### **High expectations**

We believe that every child can achieve great things. So we set high expectations for all our pupils, and we do whatever it takes to meet them. Our aspirations are no lower for our most vulnerable pupils.

### **Excellent teaching**

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

### **Knowing every child**

We organise our schools so that every child knows, and is known well by, every adult in the school. We also recognise that children do best when families and schools work together. We keep parents well informed about children's targets, and we involve families in all aspects of school life. To nurture a love of reading and develop fluent communication skills, we also dedicate more time to literacy and English. We make sure that all of our teachers recognise the barriers that children face in building literacy skills, and we offer tools and expertise to enable teachers to best support students who need more help.

### **Depth for breadth**

When children build firm foundations in English and maths, they find it easier to do well in other subjects too. That's why we prioritise depth in these subjects, giving our pupils the best chance of success.

We've developed [Mathematics Mastery](#), and [English Mastery](#) which aim to improve attainment, enjoyment and confidence in maths and English. Their approach is based on tried and tested methods from around the world, and is endorsed by Ofsted. Mathematics Mastery partners with over 500 schools outside Ark, and English Mastery is working with more than 60 schools.

### **Exemplary behaviour**

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

### **Always learning**

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

## **Culture and Ethos**

The school and everyone in it promote and reflect the Ark values of the six pillars which lead to high achievement for every student.

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

## GENERAL INFORMATION

### Contact Details

School: Ark John Archer Primary Academy  
Plough Road  
Battersea  
London  
SW11 2AA

Phone: 020 72281710

Email: [admin@arkjohnarcher.org](mailto:admin@arkjohnarcher.org)

Website: [www.arkjohnarcher.org](http://www.arkjohnarcher.org)

Head Office: Ark Schools  
The Yellow Building  
1, Nicholas Road  
London  
W11 4AN  
[www.arkschools.org](http://www.arkschools.org)

## GENERAL INFORMATION

### Our Staff

#### Our Senior Leaders

Principal	Moira Cruddas
Vice Principal (Teaching & Learning)	Glenn Prior
Assistant Principal & SENCo	Julia Magill
Assistant Principal & Maths Lead	Ryan Critchlow

#### Our Curriculum Leads

Curriculum Lead	Glenn Prior
Maths Lead	Ryan Critchlow
Writing Lead	Richard Welsh
Reading Lead	Glenn Prior
History/Geography Lead	Alex French
Science Lead	Lauren Marshall
DT/Computing/Art	Thom Graves
RE	Jennifer Edwards
SEND	Julia Magill
EYFS	Anujah Srinivasan
Phonics	Amelia Watt
PSHCE/RSE	Moira Cruddas

#### Our Teaching Team

Reception	Anujah Srinivasan
Year 1A	Amelia Watt
Year 2W	Richard Welsh
Year 3M	Lauren Marshall
Year 4E	Jennifer Edwards
Year 4E	Olivia Levins (ATT)
Year 5W	Bryan Waite
Year 5G	Thom Graves
Year 6R	Ryan Critchlow
Year 6F	Alex French
Kyasha Francis (Maternity)	

#### Our Co-Teachers

Early Years	Sheeja Krishna
Early Years	Amanda Brocking
Key Stage 1	Tina Shepherd
Key Stage 1	Sagal Abdisalam
Key Stage 2	Michelle Jones
Key Stage 2	Nina Belstoyneva
Key Stage 2	Liz Thompson
Key Stage 2	Aisha Kalyansingh
Key Stage 2	Qanita Ahmad
SEND Support	Nina Thorpe

### **Our Operational Staff**

Operations Lead  
Finance Officer  
Receptionist & Admissions Officer  
Attendance Officer

Bestyn Derby  
Maria Cevola  
Nicola Stobie  
Debbie Young

### **Our Midday Meal Supervisors**

EYFS & KS1  
Years 3 & 4  
Years 5 & 6

Emma Atkins  
Shamim Chowdhury  
Dawn Walker

### **Our Catering Staff**

Karma Kambiri  
Michelle Walcott  
Simmone Brooks  
Fatima Belhadj

Chef  
Kitchen Assistant  
Catering Assistant, After School Care  
Breakfast Club

## GENERAL INFORMATION

### Term Dates 2021 / 2022

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

## 2021/ 2022 Term Dates

### Autumn Term 2021/22

Autumn A	Friday 3 <sup>rd</sup> September to Thursday 21 <sup>st</sup> October 2021
Half Term	Monday 25 <sup>th</sup> October to Friday 29 <sup>th</sup> October 2021
Autumn B	Tuesday 2 <sup>nd</sup> November to Thursday 17 <sup>th</sup> December 2021
Inset Days	Wednesday 1 <sup>st</sup> & Thursday 2 <sup>nd</sup> September 2021 Friday 22 <sup>nd</sup> October 2021 Monday 1 <sup>st</sup> November 2021

### Spring Term 2021/22

Spring A	Wednesday 5 <sup>th</sup> January to Thursday 10 <sup>th</sup> February 2022
Half Term	Monday 14 <sup>th</sup> February to Friday 18 <sup>th</sup> February 2022
Spring B	Tuesday 22 <sup>nd</sup> February to Friday 1 <sup>st</sup> April 2022
Inset Days	Monday 4 <sup>th</sup> January 2022 Friday 11 <sup>th</sup> February 2022 Monday 21 <sup>st</sup> February 2022

### Summer Term 2021/22

Summer A	Wednesday 20 <sup>th</sup> April to Friday 27 <sup>th</sup> May 2022
Half Term	Monday 30 <sup>th</sup> May to Friday 3 <sup>rd</sup> June 2022
Summer B	Tuesday 7 <sup>th</sup> June to Friday 22 <sup>nd</sup> July 2022
Inset Days	Tuesday 19 <sup>th</sup> April 2022 Monday 6 <sup>th</sup> June 2022 Friday 1 <sup>st</sup> July 2022
Bank Holiday	Monday 2 <sup>nd</sup> May 2022

# THE SCHOOL DAY

## Start of the Year

- All children are expected to return to school on **Friday 3<sup>rd</sup> September 2021**

## Start of The Day

### 8:30 – 9:00 a.m.

- Please come through any of the gates as convenient to you. Children are welcome to come through either gate to enter the school in the morning.
- Please continue to use this 30-minute window to drop your child/ren off to school in a safe way.
- We will continue to check your child's temperature and will sanitize their hands on entry through the gates. Not only has this proven successful over the past year, but it is also a chance for us to speak to every single child before school.
- All children are expected to be wearing full Ark John Archer uniform  
<https://arkjohnarcher.org/uniform>

## End of Day

School finishes at the following times:

- Reception: 3:30 p.m. (pick up the children from the KS1 playground)
- Year 1: 3:30 p.m. (pick up the children from the KS1 playground)
- Year 2: 3:30 p.m. (pick up the children from the KS2 playground)
- Year 3: 3:40 – 3:45 p.m. (pick up the children from the KS1 playground)
- Year 4: 3:45 p.m. (pick up the children from the KS1 playground)
- Year 5: 3:45 p.m. (pick up the children from the KS2 playground)
- Year 6: 3:45 p.m. (pick up the children from the KS2 playground)

Please be mindful that some families may still wish to continue to physically distance in the playground. Please do not be offended by this but be respectful of other families' choices. Let's continue to be safe and kind to one another.

## Arrival at School

The school gates open at 8:30 a.m. A member of the senior leadership team will be at the school gate to greet all children in the morning. Teachers greet pupils in the classroom where they settle into the school day with an early morning activity. Any messages for teachers can be passed on via a member of the Senior Leadership Team or the school office. If you need to have a meeting with your child's class teacher, please make an appointment at the school office or arrange a time at the end of the school day. Children's uniform will be checked before entering the school at the start of the day.

## Leaving School

If your child has to leave school at any time during the day, please inform the school office as their absence must be recorded.

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

The staff at Ark John Archer School recognise that we have a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with

children who are not collected at the end of a school day, or at the end of an authorised activity. The protocol is within this Attendance & Punctuality Policy 2021/2022.

Children who are late being collected will be taken to the school office and their names will be entered into the 'Lates Collection' book and every effort will be made to contact the parent/carer or failing that the emergency contact numbers. The time of pick up will be entered into the book and the parent/carer will be reminded to ensure collection is at the normal school time. This book is kept with the Attendance Officer and is reviewed bi-weekly along with the Principal.

The Principal will check this book every half-term and invite parents/carers who are regularly late to collect their children will be called to a meeting to discuss how we might help to reduce these incidents.

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

If you wish your child to be collected by someone other than yourself, you must let the teacher and office know in the morning.

## THE SCHOOL DAY

### **Childcare Provisions**

#### **Breakfast Club**

From 8:30 a.m. breakfast will be available for all children. There is no charge for this.

#### **After School Care**

After school club will be provided from 3:30 – 5:30 p.m. A range of engaging activities are on offer for the children to take part in and they will also be provided with a hot meal.

Please contact the school office for further information.

#### **After School Clubs**

Children will be able to participate in a range of after school clubs from 3:30 p.m. to 4:30 p.m.

Details of the clubs on offer will be emailed out to parents each term and can be signed up for by logging on to our online payment system, ParentPay.

#### **Absence from School**

If your child is unable to attend school due to illness or other circumstances, please contact the School Office before 8.50 a.m.: **020 7228 1710**. It is so important that you contact the office on the morning to report if your child is not going to be in school that day.

If we have not heard from you by 9:30 a.m. then we will start to call all the contact numbers that you have provided to gain an explanation for the absence. It is therefore important that your emergency contact details are up to date. If we still have not been able to ascertain where your child is then we will make a home visit. However, if we still haven't been able to get a response then we will report it to the police as your child will then be classed as a 'missing child'.

This Unexplained Absence procedure will apply if your child is absent from school for any reason and you have failed to inform us, i.e. if you take your child on holiday during term time, sickness etc.

This procedure is to ensure that we know that both your child and you are safe. I cannot urge you enough to support us as a school and let us know in the morning if your child is not going to be in school and to also to make sure your emergency contact numbers are up to date.

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

Please contact us if your child is likely to be absent from school for a long period of time. We will be happy to discuss any support needed to ensure they keep up to date with what is taking place in school.

On your child's return to school following an absence, we require a short note outlining the reason for the absence for our records and a doctor's certificate if longer than five days .

## THE SCHOOL DAY

### Lateness

The register is taken at 9:00 a.m. every morning. The school gates will be closed at 9:00 a.m. Any child arriving after 9:00 a.m. will be marked as late. If your child is likely to be late to school, please telephone the School Office to let us know before 9:00 a.m. Once your child arrives at school, please go directly to the School Office so that we can mark your child as present before taking them to their classroom.

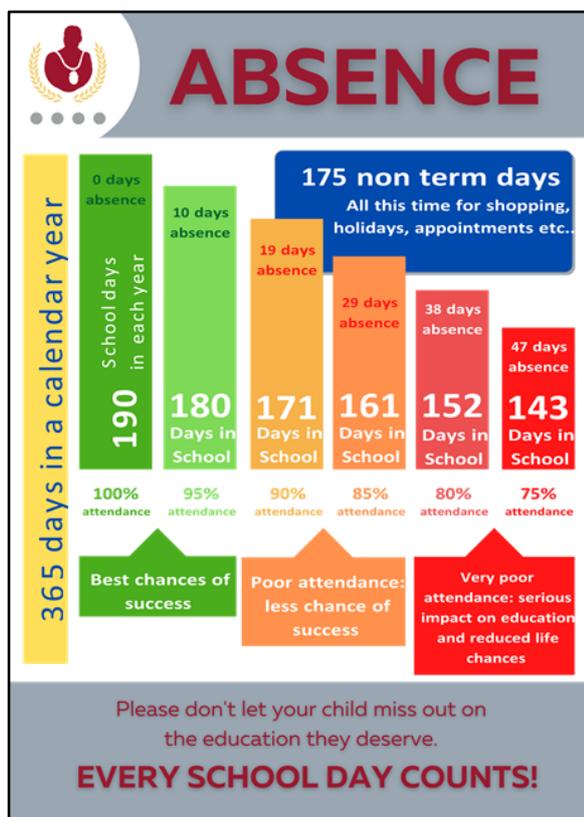
### Holidays

We **strongly** discourage parents/carers from taking their children out of school for holidays during term time, as it affects the continuity and quality of your child's education. Any unauthorised holiday absence now carries a penalty fine at the discretion of the Local Authority.

### Medicines

Staff who are First Aid trained are permitted to administer prescribed medicines/antibiotics that have a dosage of **4x** daily or more **only**. First aid trained staff can also support pupils with administering their Asthma inhalers, pupils are not allowed to administer drugs themselves. If a child does need a short-term course of prescribed medicine during school time, parents/carers must discuss this with the teacher and give written permission for a nominated adult to administer the medicine. All inhalers should be in their original box 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 Principal and complete a disclaimer giving a nominated person permission to administer them.

### Make Every School Day Count



## LATENESS

Being late adds up to a loss of learning.

If you are late every day, that adds up to over **3 days** lost learning a year.

Fifteen minutes late is the same as being absent for **TWO WEEKS** a year.

- 5 minutes late = 3 days lost learning
- 10 minutes late = 6 days lost learning
- 15 minutes late = 10 days lost learning
- 20 minutes late = 13 days lost learning
- 30 minutes late = 19 days lost learning

Please help your child to be punctual.

If you are worried about your child's attendance, please talk to us at school about it.

## OUR SCHOOL UNIFORM

At Ark John Archer Primary Academy, we firmly believe that a uniform fosters a feeling of belonging and encourages children to take pride in themselves and their school.

### UNIFORM DETAILS

Girls	Boys
<p><b>Autumn/Winter/Spring</b>  V Neck Jumper/Cardigan (John Archer burgundy ) with John Archer logo  White buttoned shirt  School Tie  Charcoal skirt OR trousers  Charcoal tights  Grey Blazer* (optional in Years 3 and 4, compulsory in Years 5 and 6)  John Archer burgundy or grey hair accessories or headscarf</p> <p><b>Summer</b>  Charcoal pinafore  White socks</p> <p><b>PE Kit</b>  <i>Indoor &amp; Outdoor (Summer)</i>  T-shirt (White)  Shorts (burgundy)  John Archer burgundy Tracksuit  For PE appropriate footwear is essential: trainers (Velcro fastening for EYFS and KS1) or plimsolls should be worn or bare feet for gymnastics only.</p>	<p><b>Autumn/Winter/Spring</b>  V Neck Jumper/Cardigan (John Archer burgundy) with John Archer logo  White shirt  School Tie  Charcoal trousers  Grey socks  Grey Blazer* (optional in Years 3 and 4, compulsory in Years 5 and 6)</p> <p><b>Summer</b>  Charcoal shorts  Grey socks</p> <p><b>PE Kit</b>  <i>Indoor &amp; Outdoor (Summer)</i>  T-shirt (White)  Shorts (burgundy)  John Archer burgundy Tracksuit  For PE appropriate footwear is essential: trainers (Velcro fastening for EYFS and KS1) or plimsolls should be worn or bare feet for gymnastics only.</p>

### Mapac online uniform ordering

All our school uniform is ordered online with a company called Mapac.

<https://www.mapac.com/education/parents/uniform/arkjohnarchersw112aa>

### Cost of Uniform

The white shirts/blouses, charcoal grey trousers skirts, pinafores and black shoes/pumps can be bought on the high street from a number of different retailers.

### Compulsory Uniform Items:

V neck knitted jumper with embroidered school badge	£14.00
Cardigan with embroidered school badge	£15.30
School tie	£3.40
PE burgundy crewneck sweatshirt with embroidered school badge	£9.90

PE burgundy jogging bottoms	£8.30
PE shorts	£4.30
Grey badged School Blazer (Year 5 and 6 only)	£26.60
Book Bag with School Badge	£6.59

### **Optional Uniform items:**

Grey badged School Blazer (Years 3 and 4)	£26.60
PE draw-string bag	£6.72
School rain coat	£15.60
Rucksack	£12.53
Summer cap	£4.80
Winter knitted hat	£6.00

### **Outdoor Clothing**

Children should bring a coat to school each day, apart from during the hotter weather. Smart, showerproof, jacket-style coats will be available from Mapac over the academic year. Hats and scarves will also be available in the school colours but should not be worn inside the school building.

### **Bags & Belongings**

A bookbag with the Ark John Archer logo is recommended for carrying books, homework, letters and other materials to and from school. A PE bag with John Archer logo is also available for carrying PE kit to and from school.

### **Footwear**

Pupils must wear closed-toed, hard-soled, **all black** plain shoes with a flat sole. Footwear with flashing lights are not appropriate for school. Boots are not allowed. Girls may wear **all black** or **all white** closed-toed sandals as part of the summer uniform only. Open-toed sandals should not be worn, even in the Summer Term.

### **Hats & Headwear**

Pupils are not allowed to wear hats or any other head covering inside the school building unless it is for religious or cultural reasons. Any head covering for religious or cultural values or hair accessories that are worn such as slides, ribbons, bobbles etc. should be simple and in school colours (John Archer burgundy or grey). A school cap / knitted hat with John Archer logo will be available for both summer and winter outdoor wear.

### **Hairstyles**

Pupils' hair should be neatly groomed and professional at all times. Long hair on both girls and boys should be tied back neatly in school colours (John Archer burgundy, white, gold). This for reasons of smartness, appearance and health and safety: Pupils' faces should not be obscured as the teacher may not be able to judge their engagement with learning and to secure their participation in discussions and practical activities. Pupils may not wear designs or words cut into their hair or permanent or temporary coloured hair.

### **Fingernail Polish or Make-Up**

Pupils are not allowed to wear fingernail polish or false nails. Make-up is not allowed.

### **Jewellery/Accessories**

Pupils may not wear any jewellery except for one watch only (no sound effects or games). Pupils are allowed to wear one pair of stud earrings, and they must be worn in the lower ear lobe. Parents are strongly encouraged to remove earrings on swimming days. *Please note that the school will be unable to take any responsibility for any watches or jewellery that are lost.*

### **Body Piercing & Tattoos**

Body piercing is prohibited, with the exception of single, standard ear piercing. No other forms of body piercing will be allowed for any pupil. Pupils are not allowed to have transfer tattoos of any kind on their body.

### **Naming Clothing & Property**

Please ensure **all** clothing and property is clearly marked so that lost articles may be easily traced and returned. The school cannot accept responsibility for loss or damage of pupils' property and valuables.

### **Lost Property**

All mislaid items are placed in the lost property cupboard. Please ask the school office if you wish to look through this cupboard. We endeavour to return all named property. All unclaimed lost property is disposed of at the end of term and given to a local children's charity.

### **Second-hand Uniform**

Any unwanted items of uniform may be given to the school office. We will be developing a second-hand uniform sale in the future.

### **Uniform Sanctions**

If a child arrives at the Academy not wearing the appropriate uniform, their Parents and carers will be contacted and asked to bring in the appropriate uniform. If this is not possible then we will provide your child with the uniform they are missing. The expectation is that your child will be wearing the correct uniform the following day.

There may be good reason why a child is not wearing school uniform. In this case, parents and carers should share the reasons with the Principal either in person or by letter. The school will always be considerate and discrete in trying to establish why a pupil is not wearing the correct uniform. Pupils will not be made to feel uncomfortable, nor discriminated against, because their parent or carer is unable to provide them with the required items of school uniform. In line with our culture of honest conversation with parents or carers, we encourage discussion with the school at the earliest opportunity if there are any difficulties.

There will be the occasions when the school decides that school uniform is not appropriate, e.g., when taking part in a physical activity day or wearing different clothes as a part of a fund-raising event. Parents and carers will be notified in advance as to revised dress code on these days.

## OUR SCHOOL DINNERS

### **School Dining**

Ark John Archer Primary Academy is fully committed to ensuring our pupils enjoy a healthy balanced diet. We value the importance of all pupils sitting down together at tables in small groups and enjoying a warm meal whilst learning how to eat and hold polite conversation in a well-mannered fashion. We are very excited that we will be offering the choice of Halal & Non-Halal food for our lunches and we are hoping every child will take up the option of a school dinner. Packed lunches are permitted; however, we would encourage parents to opt for school dinners so that we can provide a healthy warm meal.

A school meal will cost £2.25 per day for Key Stage 2 children and are Free for children in Reception, Years 1 and 2. Dinners need to be booked and paid for in advance. Those who think they might qualify for free school meals; details are available in the school office or from the local authority. Children will need to remain on school meals for the term before they can change options.

### **Packed Lunches – A Healthy Lunch Box**

At Ark John Archer Primary Academy, we promote a healthy lifestyle for our children. A balanced diet is important to ensure that our children are fit, and healthy and a child's lunch box is an important part of their nutritional requirement for each school day.

### **Foods to keep your child's lunch box healthy and exciting**

- A good portion of starchy food, for example wholemeal roll or bread, wraps, pitta pocket, pasta or rice salad.
- Plenty of fruit and vegetables, for example an apple, satsuma, handful of cherry tomatoes or carrot sticks, fruit chunks or a small box of raisins.
- A drink of semi-skimmed milk or a portion of dairy food, for example individual cheese portion or pot of yogurt.
- A portion of lean meat, fish, eggs or beans, for example ham, chicken, beef, tuna, egg or hummus.
- A drink, for example unsweetened fruit juice or water.

# THE CURRICULUM

## **The School Curriculum**

At Ark John Archer we provide a broad and balanced curriculum which develops the individual child according to their age, ability, aspirations and interests. We are committed to providing significant opportunities for pupils to master skills in English and Mathematics, prioritising depth before breadth to secure firm foundations for learning. It is our belief that a strong command in these core areas is essential in opening up a broader curriculum in which our pupils can flourish and enjoy learning.

With this in mind, the curriculum at Ark John Archer is designed to combine the teaching of core subject knowledge and skills with opportunities for pupils to apply their learning across the breadth of the full curriculum. Each half term, learning is guided by a core reading text and a driving question linked to the overarching theme – these are shared half-termly with parents and pupils on Curriculum Maps and can be used to direct home learning activities and wider experiences.

Ark John Archer teaches an adapted version of the Early Years Foundation Stage and the National Curriculum and has comprehensive curriculum maps to ensure that we cover all the statutory requirements during your child's time with us.

Teachers use a wide variety of teaching methods, which are adapted according to the subject, age and ability of the individual pupil. At Ark John Archer we place great emphasis on learning through practical activities and contextualising new knowledge, 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. In common with other Ark academies, all the methods we use have been well researched and evaluated to ensure a positive impact in the primary setting and, most importantly, on the learning experience of our pupils.

Please do look at our school website <https://arkjohnarcher.org/> for all information about our curriculum offer and to also access the half term curriculum map which can be found on each year group tab...

### **Reception**

- <https://arkjohnarcher.org/page-strips/reception-1>

### **Year 1**

- <https://arkjohnarcher.org/page-strips/year-1-curriculum>

### **Year 2**

- <https://arkjohnarcher.org/page-strips/year-2-curriculum>

### **Year 3**

- <https://arkjohnarcher.org/page-strips/year-3-curriculum>

### **Year 4**

- <https://arkjohnarcher.org/page-strips/year-4-curriculum>

### **Year 5**

- <https://arkjohnarcher.org/page-strips/year-5-curriculum>

### **Year 6**

- <https://arkjohnarcher.org/page-strips/year-6-curriculum>

### **School Trips**

We believe that our pupils benefit from visiting places of interest and having representatives from various organisations and other specialists visit the school. These experiences link to the subjects/themes that the children are learning. On occasion, there may be local trips, e.g., to the library or park. For such trips we may not ask for your written permission. For all other trips, parents and carers will be asked for authorisation. In most 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 contribute. Please discuss any concerns you have regarding this with your child's teacher.

### **Home Learning**

At Ark John Archer we value the time parents and pupils spend together when outside of the school setting. We therefore encourage pupils to read with an adult daily, as well as practising times tables and spellings through games and rehearsal. All Home Learning is accessed on SeeSaw (Class Dojo for Reception children) and the work is set on a Friday. Children are encouraged to complete their Home Learning on a weekly basis. They are encouraged to read, practice their spellings and to access Mathematics & Times Tables Rockstars to improve their speed in mental arithmetic and the learning of their times tables. In addition to these, pupils in Years 1 to 6 will receive half-termly discovery boxes, providing a range of activities to develop an independent and inquisitive approach to learning at home.

## OUR BEHAVIOUR POLICY

Ark John Archer offers a safe and enjoyable environment in which all pupils should demonstrate confidence and pride in their learning. Pupils come to school *ready to learn* and are provided every opportunity to make good choices in order to access new learning and benefit from an engaging curriculum. We encourage and reward exemplary behaviour and discourage behaviour that could cause barriers to their learning or for pupils and staff to feel unsafe. Whilst expectations in Ark John Archer's Behaviour Policy remain relevant, it is necessary, considering the Covid-19 pandemic and school closures over the past year, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below. Our approach continues to support all pupils to uphold our vision by working *Together as One*.

### Our Approach

In order for effective teaching and learning to take place, good behaviour in all aspects of school life is a necessity. At Ark John Archer Primary Academy, we seek to:

- Encourage and acknowledge good behaviour and positive choices.
- Promote good self-esteem and encourage students to value and respect themselves and others.
- Provide a safe and positive environment free from disruption, violence, bullying and any form of harassment.
- Promote early intervention and de-escalation.
- Ensure a consistency of response to both positive and negative behaviour.
- Encourage a positive relationship with parents and carers, developing a shared approach in the implementation of the school's policy.
- Encourage children to take responsibility for their behaviour.
- Support pupils to reflect on, and manage, their own behaviour.
- Provide additional support and personalised plans for pupils where needed.

### Incentives

To create and build a family unit within the classroom, we must make sure that our children, as always, work within the behaviour expectations of Ark John Archer that reflect our values of

**Aspiration   Respect   Achievement   Community**  
**Resilience   Kindness**

We aim to inspire all pupils to achieve their best both academically and in demonstrating good behaviours for learning. Pupils are taught to have high expectations of themselves and others, often drawing motivation from an intrinsic desire to achieve their potential.

We recognise and acknowledge behaviours that meet and exceed our expectations, providing pupils with praise that is precise and supports them, and their peers, to understand how to succeed in the same way next time. Praise and rewards are used to motivate pupils much more frequently than negative consequences, building a culture of achievement and success. Pupils learn to recognise the impact of both positive and negative behaviour on their learning.

<b>Incentives</b>
Precise verbal praise
Movement to <i>Excellent Day</i> or <i>Outstanding Day</i>
A Note to Say Postcard to Parents...
Shout Outs during Reflection Time
Weekly Values Assembly
Friday Celebration Assembly 'Star of the Week'

### **Consequences**

Sanctions are needed to respond to inappropriate behaviour. To ensure consistency and a fair approach, each sanction has been detailed in the academy's behaviour steps, supporting pupils to self-reflect on their actions and accept suitable consequences. There is a clear progression in the sanctions given, proportionate to a pupils' action.

While most instances of poor behaviour can be adequately dealt with through the behaviour steps, there may be instances where antisocial, disruptive or aggressive behaviour is frequent, and sanctions alone prove to be ineffective. In such cases, careful evaluation of the curriculum on offer, classroom organisation and management, and whole school procedures will take place to eliminate these as contributory factors. Where additional specialist help and advice from external agencies is deemed necessary, this will be discussed in collaboration with the Principal and Inclusion Lead.

Our full Behaviour for Learning Policy can be found in the School Office or on the school website at [www.arkjohnarcher.org](http://www.arkjohnarcher.org).

## **PUPIL INFORMATION**

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

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

### **Accidents, Injuries and/or Sickness**

At Ark John Archer, the health, safety and welfare of all our pupils is of paramount importance. It is not uncommon for a young child not to reach a toilet in time and we will keep spare clothing for such an eventuality. These incidents will be dealt with as soon as we are made aware of them and we will endeavour to avoid any embarrassment to your child. If your child is injured at school we will, where possible, treat the injury and discuss with you at the end of the day.

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 always make contact with you as quickly as possible. It is important that you keep your contact details up to date in the office.

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.

There will always be lots of coughs, colds and other sickness bugs associated with the seasons, we must not forget the hard work and effort by all in ensuring AJA remained safe during the Covid-19 pandemic.

- If your child is unwell, please do contact us before 9:20 a.m. We will be able to give you guidance, help and support **T: (020) 7228 1710 E: [admin@arkjohnarcher.org](mailto:admin@arkjohnarcher.org)**
- If your child/or others in the household, show any Coronavirus symptoms please seek medical advice <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>
- You must seek a test for your child before you are able to return to school: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>
- Please do let us know any result of a Covid-19 test – positive or negative

### **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, and a care plan can be drawn up in collaboration with the school nurse.

### **Digital Images, Photographs & Video Footage**

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

school, by Ark or in wider publications, e.g. websites and newspapers. **If you would not like your child's image to appear externally, please let the Principal and the School Office know.**

Furthermore, children in the Reception will be regularly photographed as a record of progress. 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.**

## **PARENTS/CARERS IN SCHOOL**

### **Ark Citizens UK**

Our value of community means that we want our pupils to develop a strong sense of identity and pride in themselves, enabling them to feel confident of their place in their school, home and wider community, including secure knowledge of how they contribute to it. At the same time, one of the key principles underpinning our curriculum design is 'Parents as Partners': parents and the wider community are integral to the success of our curriculum, and we therefore seek frequent and regular opportunities to bring them along with us on the journey.

By empowering our parent community and improving the links between the school and the wider community, we aim to give Ark John Archer a role at the centre of its community – fostering a sense of community cohesion and promoting the importance of parent engagement in a child's educational journey.

Led by Citizens UK with the support of Ark John Archer (Debbie Young and Nina Thorpe) and Ark Start (Zoie Scriven), we are currently running a listening campaign and are training a team of parents in the skills of community organising so they can be effective leaders, working together to effect change in their communities and reduce some of the barriers to child development they have identified.

Please do get involved in this exciting venture... Lets Get Ark John Archer Talking!

### **Parental Support**

We welcome any offers of support and involvement as it will develop the community in and around the Academy. Please do contact the Principal to discuss how you can support.

### **Celebration of Achievement Assemblies**

Parents/carers and other guests are invited to attend our Friday morning Celebration of Achievement Assembly.

### **Parent/Carer Consultations**

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

However, parents/carers are always welcome to have meetings with their child's teacher, at a mutually convenient time. Please do not hesitate to contact us to make an appointment

### **Annual Reports**

Statutory Reports will be sent out during the Summer Term. We will also inform you of your child's progress over the year. Our aim is to inform you of your child's test scores against the Summative Assessments that are carried out at the end of the Term.

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

### **Ark John Archer Primary Academy Website**

Please visit our website at [www.arkjohnarcher.org](http://www.arkjohnarcher.org) for up-to-date information and details of upcoming school events.

## **ANY CONCERNS & SAFEGUARDING**

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, please do not hesitate and contact the office to speak to the Principal.

If we have any concerns about your child, we will always contact 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. a death in the family, an ill grandparent, death of a pet etc., as we will then be able to support them whilst they are at school.

**The persons responsible for Safeguarding are Debbie Young, Nina Thorpe, Julia Magill, Glenn Prior & Moira Cruddas.**

**A full copy of our Safeguarding Policy can be obtained from the school office and is also available on our website.**

## **And finally...**

Our vision at Ark John Archer Primary Academy is:

# **Together As One**

We aim to ensure that every child is given equal opportunities to learn and achieve at the highest level. Through high quality teaching and learning our children will develop knowledge and skills giving them confidence, independence, determination and ambition. As a community, we can help and support one another to plan and strive for constant improvement.

We value strong relationships between children, parents and school and will work tirelessly to ensure that we aim high and achieve together.

We welcome you on our journey to excellence at....



# **Ark John Archer Primary Academy**