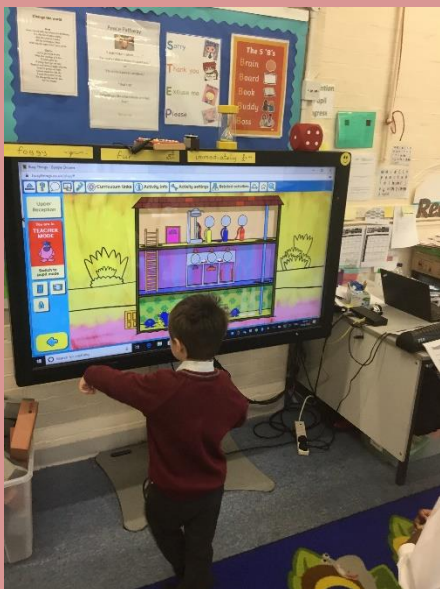




Welcome to Ark Oval

Welcome to Reception 2022-23



Mrs Downey

(Assistant Vice Principal & Reception leader)

Please place any birth certificates and proof of address in the envelope and write your child's name on the front. These need to be the original document and the full version.

Please complete the permission letters, if you have not already done so, and place in the envelope.



Our Mission Statement

“To begin the journey to provide every pupil with the opportunity to go on to university or pursue the career of their choice”





Ark Schools serve children in inner-city schools. Ark Academies aim to ensure that every student makes progress by age 18 to have real options. Ark Academies promote high aspirations and attainment for both pupils and teachers, nurturing a strong sense of community through shared values and an ethos of continuing self-improvement. Every aspect of the Ark Academies model is designed to help every child to learn and achieve.

The six pillars below reflect the essentials of Ark Schools underlying principles and philosophy:



Ark Oval Values

Aim High

Be Brave

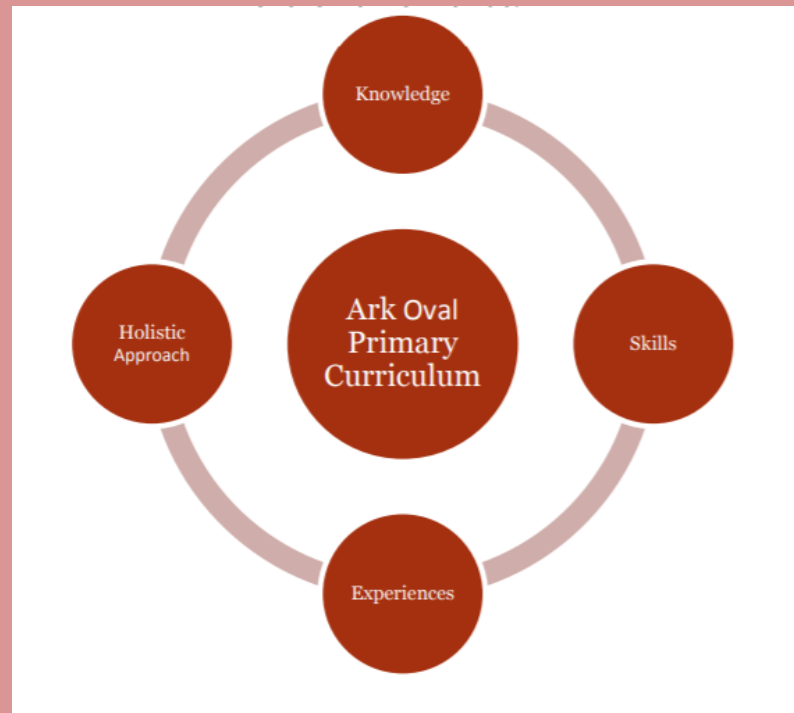
Be Resilient

Be Honest

Be Respectful

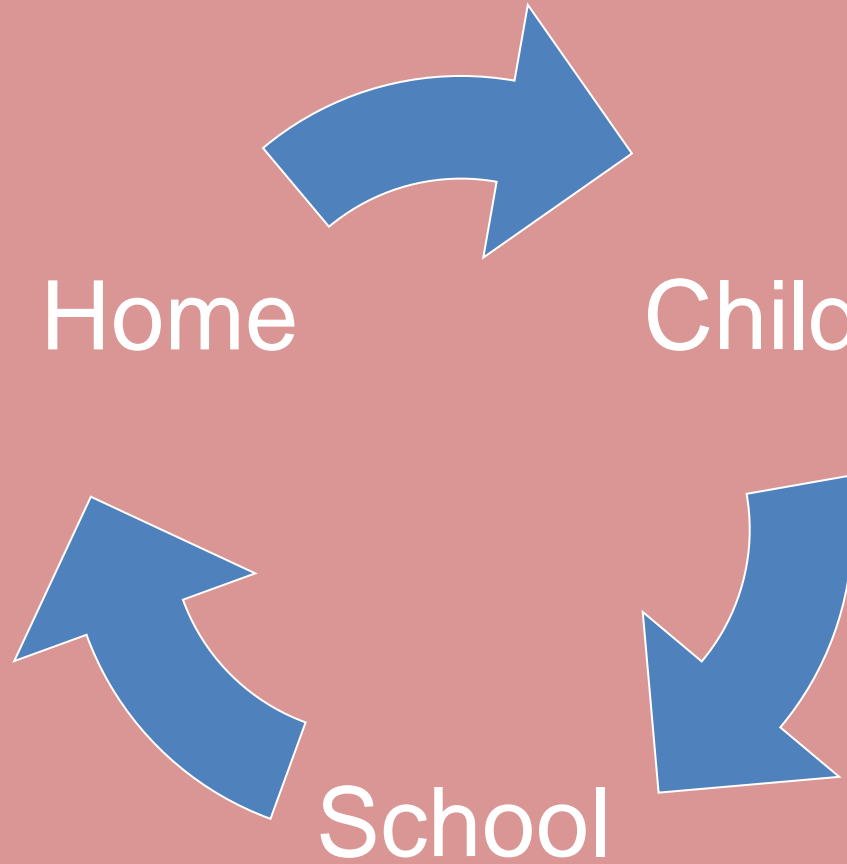


Ark Oval Curriculum



Pupils study a wide range of subjects. Leaders make sure that these subjects are well planned and teachers deliver the plans in a way that is interesting for pupils. (Ofsted 2020)

Education is a Partnership



Reception Teachers

Early Years Leader: Sarah Downey

Class teachers:

Danniella Keenan

Louise Douglas

Anne Doherty



Our School Day

These are our operating times

- Doors open at 8.20am
- School day starts: 8.30am
- School day ends: 3.30pm

Please refer to your September New Academic Year 2022/ 2023 Parent Handbook

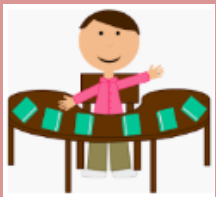
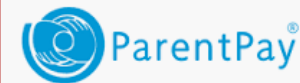


Supporting Families Who are Studying and Working

- Breakfast Club 7:15am – 8:30am - £5 per session attended (£25 a week)
- After School Club 3:30pm – 5.50pm - £12.50 per session attended (£62.50 a week)

These clubs do not operate as a drop in facility.
Attendance needs to conform to a regular pattern.

Payment needs to be made through



Childcare Vouchers

- These are accepted as payment for wrap around services only. You need to check with your employer for the scheme they use.

When using vouchers the money is sent to the school bank account and this has to be manually transferred to your breakfast or after school club account.

Computershare
Eden Red (Employers for Childcare)
Sodexo
Fair Care Childcare
Reward Gateway
HM Government
Mid Counties Co-Op
Busy Bees

We also operate HM Government Tax Free Childcare Scheme



Absence

If a pupil is unable to attend school due to illness or other circumstances, parents / carers should contact the school office before 8.30am. **There is an answerphone to leave a message – option 1** If the academy has not heard from you by 8.40am, we will contact you directly. The school must report any unauthorised or continued absences to the Education Welfare Service, who will then contact you to discuss the reasons for the absences.

If a pupil is likely to absent from school for a long period of time due to illness you should speak to the school to explain the situation. The academy will be happy to discuss any support needed to ensure that they keep up to date with their learning.

On a pupil's return following an absence, you should write a short note outlining the reason for absence. If the absence is longer than 5 days, a doctor's certificate is required



Leave of absence during term time

- ❖ The Government has a very clear policy that schools should not agree to holidays or leave during term time unless in exceptional circumstances. Absence from school is disruptive and does affect a child's achievement.
- ❖ Leave during term time can only be authorised by our Principal, Mr Martlew
- ❖ If you take your child out of school without authorisation or your application is denied we will refer this to the local authority for the consideration of issuing a Fixed Penalty £60 per child, per parent.
- ❖ In exceptional circumstances to request a leave of absence you must obtain and complete a form from the office. This will be given to Mr Martlew to review. You will be contacted once he has done this

Lateness

- The classroom doors open at 8.20am.
- The register is taken at 8.30am. Any child arriving at school after 8.35, when the doors close has to report to the school office where the parent needs to sign their child in. School staff will then make sure all children are escorted to their classrooms.
- Any child arriving later than 8.40am will be marked in as late in the register.
- Any child who arrives later than 9.00am is recorded in the register as an unauthorised absence.



School Uniform

We expect all children to wear the correct school uniform. You may order online



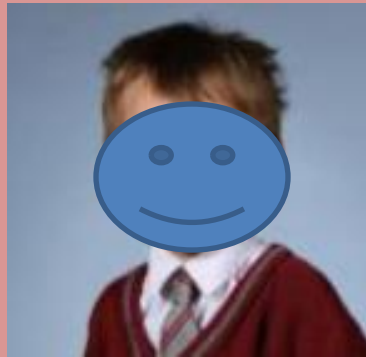
45-51 Church St, Croydon CR9 1QQ

Footwear

Pupils must wear enclosed, all black, flat shoes.
Please **NO** laces!



Hair must be neat and tidy.
Long hair must be tied back using hair
bands and clips that compliment our
school uniform. Hijabs must also be of a
colour that compliments our school
uniform



Physical Education

- PE will be timetabled once a week. We will inform parents as soon as we know which day this will be. Children come in wearing their PE KITS.
- PE Kit - burgundy tracksuit with school logo, white polo shirt , black plimsolls, white/black socks.
- Please clearly label everything! Bring back anything that is not yours so that it can be reunited with it's owner.



Medicine

- Staff are permitted to administer medicine with written authorisation from a parent / carer.
- Prescribed medicine for coughs and colds and antibiotics can be given to your child only if this has to be administered at least FOUR times a day. Take them to the office where you will be asked to sign a consent form.
- All inhalers and epipens should be clearly labelled with name and class, and a second one kept in the school office as an emergency back up.
- If your child is on regular medication, you need to speak to the school office and complete a disclaimer and we also need a completed IHCP (Individual Health Care Plan)
- We need to see any healthcare plans
- Please advise us of emergency procedures if your child has an allergic reaction.
- Please ensure that you have completed the Calpol (paracetamol) letter



Bumps, trips and slips

- ✓ In the event that your child hurts themselves they will be seen by a first aider and treated. An accident slip will be sent home with your child.
- ✓ If it is a head injury you will receive a text or phone call
- ✓ If we have any concerns with their 'ouchies' we will contact you via phone
- ✓ If your child becomes unwell during the school day and we feel they need to go home, we will contact you. Please make sure that you keep all phone numbers up to date.
- ✓ If your child has vomiting and or diarrhoea they must be kept away from school for a minimum of 24 hours from the last incident. This is to stop the spread of viruses across the school.



School Lunches

- Freshly cooked on the premises. Children in Reception, Year 1 and Year 2 are entitled to a free school lunch.
- Three week menu is operated and children have a choice.
- All food is Halal.
- Always a vegetarian option.
- All diets are catered for.



Home Learning

- Reading books will be exchanged on a weekly basis— please have your child's book in their bag otherwise they will not be changed. They will be given a reading log book for you to comment on their reading
- OXFORD OWL – this is a virtual library and children will be allocated a book weekly once they have been placed in their Phonics Groups.

Home learning ideas and suggestions are posted on Seesaw.



Classroom Behaviour

- ✓ We involve the children in writing their classroom rules
- ✓ We actively reward behaviour that links to our 5 values
- ✓ We operate a House Point system all children will be allocated a house at the start of the Autumn Term



Support For Families

Please refer to our School Web Site – Link below:

<https://arkovalprimary.org/life-school/parent-page>



Photos and Digital Images

- Your child's photograph will be taken in school as part of our assessment process against the Early Learning Goals.
- Occasionally photos are taken on trips and during lessons, displayed in school or on our website and used in the weekly newsletter. You MUST complete the Photo Consent Form ticking every option that you are happy for your child image to be used for. You should have done this as part of the application process.

If you wish to change your options at any time, please email the school : office@arkovalprimary.org

Other important information

- Clearly labelled property
- School bags
- Spare clothes
- Long days / bed time
- Water bottles
- Milk & fruit
- Collection of children (must be known to the teacher and named on contact information held by the school)
- ParentPay. You will need to activate your account as we are a cashless school.
- Pupil premium. Please complete this. It was in your pack.

Communication

- Home visits / School Induction Meetings
- School newsletter / information letters
- School website
- Email
- Parent consultation meetings
- Text messaging – will only go to first contact
- School office
- Year Group dedicated email box:
reception@arkovalprimary.org



How can you help to get your child ready for starting Reception?

- Give them the opportunities to manage their own clothes , dressing in the morning and undressing at bedtime
- Teach them to know that they may need to wait for an answer or an adult's attention
- Show them how to carry a plate with food on it
- Teach them to use a knife and fork
- Show them how to open packaging and fruit
- Ensure that they can manage the toilet independently and wash their hands
- Instil a love of books and reading
- Tidy up
- Get them into the habit of good sleep patterns, getting up early and having a good breakfast
- Sing with them, play games, draw, run, climb
- Teach them to recognise and write their name



Important Dates

- 5th – 15th July & 5th – 16th September. Home Visits. Appointments will be sent out
- 19th September Transition into Reception begins
- Thursday 29th September all children will be in full time



**If you have any Questions please
ask or email us as below**



office@arkovalprimary.org

reception@arkovalprimary.org