WELCOME TO ARK OVAL PRIMARY ACADEMY

I am delighted to be the Executive Principal of Ark Oval Primary Academy.

At Ark Oval we are highly aspirational – we won’t accept excuses, nor make any.

Our Academy vision and values, coupled with an inspirational school song, encapsulate our culture and ethos.

All our teachers, support and operational staff are committed to our vision and will strive to do whatever it takes to ensure Ark Oval will be the best it can be to ensure every child maximises their potential and has the highest standards.

All pupils will develop the confidence and courage to always strive to do their best, to challenge themselves and to aim as high as possible and give them the skills to realise their dreams and life’s ambitions.

Our mission is to begin the foundations and preparation for university or an appropriate career of their choice. Our academic targets surpass national expectations and our aim is to outperform national standards. Our broad, balanced and enriched curriculum is bespoke to our context and community.

Pupils graduating from the academy will be prepared to be responsible, active and successful members of society in secondary school, university and beyond.

We look forward to welcoming you and your child to Ark Oval.

Jacqueline E Steele
Executive Principal
and Regional Director of Ark Schools London
I am proud to be a part of Ark Oval Primary Academy, a school that represents its local community and works tirelessly to ensure that children, parents and staff all maximise their full potential.

Our mission to ensure that all children have the opportunity to attend university or pursue a career of their choice is incredibly important. This is something that we keep at the forefront of our minds every day, through our school values – Be Brave, Be Resilient, Be Honest, Aim High and Be Respectful.

Staff, children and parents all have an important part to play in ensuring that Ark Oval pupils become fully engaged, responsible, sensitive and reflective citizens. Our expectation is that everyone is focused on achieving the best possible outcome for your child, allowing them to Aim High in every aspect!

That starts with commitment to the school, to being an active part of the school community and to maintain and model the high expectations the academy sets for engagement, behaviour, dress and attendance, because these are the very building blocks for your child’s future success.

We are committed to doing whatever it takes to provide a balanced, well-rounded and holistic education for your child, with not only a focus on the academics but fostering sports, arts, spiritual, personal and social skills, a life-long love of learning and providing pupils with the fundamental knowledge and skills they require to succeed in whichever path they choose.

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

---

Toby Martlew
Principal
CONTENTS

General Contact Details........................................................................................................... 9
Key Contact Details.................................................................................................................. 10
Term Dates.................................................................................................................................. 11
Ark Oval Academy Song ......................................................................................................... 12
Ark Oval Values.......................................................................................................................... 13
Mission, Values and Motto ....................................................................................................... 14
  Ark Oval Primary Academy Mission Statement ................................................................. 145
Ark Oval Charter ....................................................................................................................... 16
  Ark Oval Primary Academy - Charter for Parents ................................................................. 16
  Ark Oval Primary - Charter Activities List ............................................................................ 17
Our Teaching and Learning Pledge .......................................................................................... 18
  Fundamental Purpose ............................................................................................................. 18
  How you can support us in Achieving our Mission .............................................................. 18
  How can you support your child in becoming a more powerful learner? ....................... 20
Academy Times .......................................................................................................................... 22
  Arrival at the Academy ......................................................................................................... 22
  Punctuality and Lateness ...................................................................................................... 23
  Leaving the Academy ........................................................................................................... 23
  Afternoon Lateness ............................................................................................................... 23
  Enrichment Clubs .................................................................................................................. 24
  Absence from School ............................................................................................................ 245
First Aid ...................................................................................................................................... 26
  Bump to Head Letters .......................................................................................................... 27
  Pupils with Medical Conditions and Allergies .................................................................. 27
  Medicines, Inhalers and EpiPens ......................................................................................... 27 & 28
# Table of Contents

- Academy Uniform .................................................................................................................. 29
  - Academy Uniform Supplier ................................................................................................. 30
  - Hair Styles .......................................................................................................................... 33
  - Uniform Dos and Don’ts ..................................................................................................... 33
- Academy Meals ....................................................................................................................... 34
  - Healthy Schools .................................................................................................................. 34
  - School lunches and food availability .................................................................................. 34
  - Lunch expectations ............................................................................................................. 34
  - Access to drinking water ..................................................................................................... 35
  - Free School Meals .............................................................................................................. 35
  - Snacks at Break-time ......................................................................................................... 35
- The Academy Curriculum ...................................................................................................... 35
  - Emotional Health and Wellbeing ....................................................................................... 36
  - Academy Trips ................................................................................................................... 36
  - Breakfast Club .................................................................................................................... 37
  - After School Club ............................................................................................................... 37
  - Physical Education .............................................................................................................. 38
  - Music ................................................................................................................................... 38
  - Home Learning ................................................................................................................... 38
  - Citizenship ........................................................................................................................... 39
  - Pupil Voice .......................................................................................................................... 40
  - Mathematics: Our vision ...................................................................................................... 40
- Payments made to the school ................................................................................................. 41
  - Parent Pay ........................................................................................................................... 41
- Behaviour Policy ..................................................................................................................... 41
- Academy Codes ....................................................................................................................... 42
  - Whole Academy Code ....................................................................................................... 42
Classroom Code.................................................................42
Playground Code ..............................................................43
Lunch Hall Code ...............................................................43
Safety Code........................................................................43
Academy Rewards ...............................................................44
Consequences ....................................................................45
Playground ........................................................................47
Bullying .............................................................................47
Parent Conduct ...................................................................47
Pupil Information ...............................................................48
Digital Images, Photographs and Video Footage ....................48
Lost Property .....................................................................49
Parents/Carers ...................................................................50
Open Door Policy ................................................................50
Methods of Communication ...............................................50
Open Learning Days ...........................................................50
Parent/Carer Consultations ................................................51
Annual Reports ...................................................................51
Ark Oval Primary Academy Website ....................................51
Pastoral Support and Safeguarding .....................................52
SEND ..................................................................................56
CONTACT DETAILS

School: Ark Oval Primary Academy
98 Cherry Orchard Road
Croydon
Surrey
CR0 6BA

Tel: 0208 688 3000
Email: office@arkovalprimary.org
Website: www.arkovalprimary.org
Twitter: @arkoval

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

Chair of Governors:

Anne Ewing

Please send any correspondence to Ark Oval Primary Academy and the school will forward.
# Key Contact Details

Below are our key Teacher and Operations Staff contacts for the year 2019/2020: (Area of additional responsibility)

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacqueline E. Steele</td>
<td>Executive Principal</td>
</tr>
<tr>
<td>Toby Martlew</td>
<td>Principal</td>
</tr>
<tr>
<td>Karen Bramson</td>
<td>Deputy Head – Pastoral &amp; Safeguarding Lead</td>
</tr>
<tr>
<td>Lekha Sharma</td>
<td>Deputy Head – Quality of Education</td>
</tr>
<tr>
<td>Sonal Desai</td>
<td>SENCO / Inclusion Manager</td>
</tr>
<tr>
<td>Sarah Downey</td>
<td>Reception Class Teacher (EYFS Lead)</td>
</tr>
<tr>
<td>Gemma McDonald</td>
<td>Year Two Class Teacher (Assistant Head)</td>
</tr>
<tr>
<td>Aneesa Khan</td>
<td>Year Five Class Teacher (English Faculty Lead)</td>
</tr>
<tr>
<td>Tayo Fageburo</td>
<td>Year Six Class Teacher (Wider Faculty Lead)</td>
</tr>
<tr>
<td>Rebecca Donaghy</td>
<td>Year Six Class Teacher (Maths Faculty Lead)</td>
</tr>
<tr>
<td>Norman Haskins</td>
<td>SEN Teacher</td>
</tr>
<tr>
<td>Jacqueline Whitehurst</td>
<td>Learning Mentor &amp; Deputy Safeguarding Lead</td>
</tr>
<tr>
<td>Anthony Powell</td>
<td>Family &amp; School Worker</td>
</tr>
<tr>
<td>Karen Stewart</td>
<td>Education Welfare Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosie Pye</td>
<td>Operations Manager</td>
</tr>
<tr>
<td>Mike Smith</td>
<td>Premises Manager</td>
</tr>
<tr>
<td>Daniel Scott-Francis</td>
<td>Premises Assistant</td>
</tr>
<tr>
<td>Sandra Smithson</td>
<td>HR &amp; Office Manager</td>
</tr>
<tr>
<td>Anne Daley</td>
<td>Finance Officer</td>
</tr>
<tr>
<td>Collete Hall</td>
<td>Admissions Officer</td>
</tr>
<tr>
<td>Michelle Barlow</td>
<td>Attendance Officer</td>
</tr>
<tr>
<td>Nicola Lewis</td>
<td>Reception Administrator</td>
</tr>
</tbody>
</table>
Term Dates
Our pupils start each day with this song which brings our values to life

Verse
Here I stand with my sisters and brothers,
In a day full of opportunity;
And the choices I make,
All the challenges I face,
Will help me learn who I want to be.

Chorus
So I’m gonna be brave,
With the courage of a lion.
I’ll never give up,
If things don’t go my way.
Respect and honesty begin with me,
And I’m gonna aim high,
Gonna reach for the sky.
I have the power in me,
To change the world I see,
For the better
ARK OVAL VALUES

Striving for Excellence

- Be Resilient
- Be Respectful
- Be Honest
- Be Brave
- Aim High
Ark Oval Primary Academy Mission Statement

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

Through our motto *Striving for Excellence*, we aim to ensure that children, parents and staff all maximise their full potential. Every day we are committed to embracing our core values, encouraging **everyone to be the best that they can possibly be** and helping each other **every step of the way**.

Our core values are:

- Be Brave
- Be Resilient
- Be Honest
- Be Respectful
- Aim High
MISSION, VALUES AND MOTTO

Striving for Excellence

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.

In light of this, we aim to:

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

Our mission at Ark Oval 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 Oval…

- 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.

Ark Oval Primary - Charter Activities List

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

Fundamental Purpose

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

How you can support us in Achieving our Mission

We always seek the support and cooperation of all members of our school community in achieving our shared goals. In particular we encourage parents and carers to play an active role in supporting the academy through community events.

The Commitment to Achieve Home/School Agreement is a very important document and is a condition of both you and your child being a member of the Ark Oval Primary community. Without that agreement and shared responsibility, it would be difficult to ensure our success. If you would like to discuss any aspect of it do please contact Mr Martlew, Principal (t.martlew@arkovalprimary.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.

<table>
<thead>
<tr>
<th>Academy</th>
<th>Home</th>
<th>Pupil</th>
</tr>
</thead>
</table>
| **Teaching and learning:** pupils deserve the highest possible standard of teaching and support to help them learn. | Our academy will:  
- Place and emphasis on English and mathematics to ensure mastery  
- Provide an enriched curriculum which challenges and motivates  
- Use regular assessment to track pupil progress  
- To ensure early prevention for those children experiencing difficulties  

Home will:  
- Take an interest in what their child is learning  
- Support the Academy’s philosophy of high expectations for all  
- Participate, where possible, in class activities and off-site visits  

Pupils will:  
- Come to the academy ready to learn  
- Work hard in all lessons  
- Complete their home learning everyday |
| **Attendance:** pupils have the right to education and parents have a legal responsibility to make sure children attend regularly. | Our academy will:  
- Contact parents on the first day of unknown absence  
- Contact parents of children who regularly arrive late for Academy  

Home will:  
- Make every effort to make sure that their child will attend Academy everyday and on time  
- Inform the Academy as soon as possible about any absence and the reason for it  
- Whenever possible, avoid taking children on holiday during term time  

Pupils will:  
- Attend the academy everyday and arrive on time |
| **Behaviour and Attitude:** pupils learn best in an orderly environment where everyone knows what is expected of them. | Our academy will:  
- Have a code of behaviour which creates a safe and caring environment for everyone  
- Make sure that all staff, pupils and parents know what behaviour is expected  
- Consistently implement the code of behaviour, sanctions and rewards  
- Encourage staff and pupils to have a positive attitude to learning and caring  

Home will:  
- Give praise at home for good behaviour and attitude at Academy  
- Work with the Academy to find solutions in cases of unacceptable behaviour  

Pupils will:  
- Keep the academy and class rules  
- Have a positive attitude to learning and Academy  
- Adhere to the dress code and uniform policy |
| **Home learning:** learning at home has an important part to play in helping pupils to achieve. | Our academy will:  
- Keep parents informed about the home learning schedule  
- Provide suitable materials and advice on home based activities and how to help  
- Mark home learning promptly and give constructive feedback  

Home will:  
- Encourage their child in home learning and sign the academy diary everyday  
- Encourage their child to read everyday  

Pupils will:  
- Complete all home learning set and return it to the academy on time  
- Read everyday |
| **Communication:** good communication between home and the Academy is essential to make sure that pupils get the support they need. | Our academy will:  
- Be open and welcoming at all times and offer opportunities for parents to become involved in Academy life  
- Make sure that parents have information about their child’s progress, behaviour and general Academy matters  
- Make sure that parents are informed about what their child is learning  
- Arrange for parents to discuss and set targets for their child  
- Make sure they listen to parents’ concerns and do their best to help  

Home will:  
- Tell the academy about anything that may affect their child’s learning or behaviour  
- Attend parent evenings  
- Raise concerns promptly and directly with the academy  

Pupils will:  
- Take letters home, notes and reports from the academy and give them to their parents  
- Talk with parents and teachers about any worries at the academy |
| **Preparedness:** being prepared for learning is essential to learning and is a valuable life skill | Our academy will:  
- Ensure that our teachers plan all lessons they teach  
- Have the materials and resources available for rich learning to take place  

Home will:  
- Make sure their child wears the correct uniform everyday  
- Make sure their child comes to the academy with the necessary equipment and books  

Pupils will:  
- Wear the correct uniform everyday  
- Come to the academy with the correct equipment and books |
How can you support your child in becoming a more powerful learner?

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

There are many things you can do at home to support this:

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

- **Encourage different kinds of computer use.** Exercise a little ‘light’ parental guidance so that the computer not only becomes a vehicle for instant stimulation but also that the computer is used for challenges that require patient thinking and reading.

- **Read with your child every day.** Reading is the seat of all learning – those who read the most not only achieve the best but are generally happier, more imaginative, compassionate and open minded individuals of character.
Arrival at the Academy

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

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

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

If you need to talk to your child’s teacher, please be mindful that at the beginning of the day teachers are already in their classrooms ready to great your children for the day ahead and therefore will not be able to speak to you. Please instead speak to the adult on door duty or to the school office who will pass on the information to the relevant person. If required, the class teacher will get back to you during non-teaching hours. We have a number of alternative ways that you can also communicate with your child’s teacher including the class dojo online messaging system and year group email addresses.

Should you require to speak to the teacher only, then please ask to arrange an appointment later that day via the academy office or write an email to the respective class email address. The Principal/Deputy Head will also be available at this time.
Punctuality and Lateness
The register is taken at 8.30am every morning. **The classroom doors will be closed from 8.35am. Any child not in by 8.35am must be signed in late with the adult on duty in the playground.** Any child arriving later than 8.40am must enter by the school office and must be signed in and will be marked as late. If your child is likely to be late please telephone the office to let us know before 8.30am. Persistent lateness will be taken very seriously and will be monitored by ourselves and the Local Authority.

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

At the end of the day, parents/carers are asked to collect their children from their classroom dismissal point. Any children remaining on the premises will be taken to Late Wait where they can be collected.

Afternoon Lateness
Parents/carers collecting their children after 3.30pm Monday-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.

Parents/carers who collect their child later than 3.50pm without prior notice could incur a late collection fee as the children will be taken to the after school club. 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 this person should already be known to the school and their details recorded on our system. If you are aware that your child will need to be picked up by anyone **NOT** named on our system then please let the school know at your earliest convenience. You will then be asked to email the school to put into writing whom will be collecting your child and a password may be asked to be given. This should be done no later than half an hour before they are due to be collected.

**Enrichment Clubs**
Children will be able to participate in a range of enrichment clubs from 3.30pm to 4.30pm. The clubs are run by a mix of school staff and outside experts and a charge is payable.

For Reception children these usually commence in the Spring Term to enable them to fully 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.
If your child is absent due to sickness or diarrhoea, our school policy is to ask that you keep them away from school for at least 24 hours after the last incident of sickness or diarrhoea to reduce the risk of this spreading to others.

If your child in absent due to having an operation or as a result of a significant injury such as a broken bone that may cause them difficulties as school we ask that you inform the school so that risk assessment can be carried out.

**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.

Please understand that leave during term time is not a right and can only be granted by the Principal in **Exceptional** circumstances. Please **DO NOT** make any arrangements for travel unless authorisation has been given by the Principal in advance.

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.

*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

The Academy will always ensure that there are an adequate number of trained First Aiders on site and that their training is current. Named First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for immediate help.

If your child is injured at school an Accident Information Form will be completed and a copy will be sent home with your child so you are aware of the injury and what and how first aid was given. A duplicate copy of the form is kept at school.

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. In these cases we will make every effort to contact you as quickly as possible.

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

There may be circumstances where we feel that your child may benefit from being able to receive medication such as Calpol for example to relieve a high temperature. You will have been asked to complete a consent for this in your information pack but we will always still try to contact you before a decision is made to administer such medication even when permission has been given.

In an event of an emergency the school may ring 111 for advice or 999 for an ambulance.
Head injuries
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 if we consider the injury to be of a more serious nature, however a TEXT is always used to inform parents about non serious head bumps where a first aider has deemed that the child is well enough to go back to class. In addition, an Accident Slip is sent home with the child.

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, First Aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. We are required to have a completed health care plan for any child with a specific medical condition or need. Your local Doctors Surgery or specialist nurse may be able to help assist you in preparing a specific health care plan which should be shared with the school as well as arrange any necessary training. If they are not able to support you in this the school will arrange to complete a school template health care plan with yourselves. Pupil health care plans must be available to First Aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils.

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. With the exception of asthma inhalers, pupils are not allowed to administer drugs themselves. If a child does need a short-term course of 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.** Medical permission forms are available in the school office.

Prescribed medication will be stored in the medical room and will be ready for collection by a parent/carer at the end of the day from the academy office.

**Inhalers**

All inhalers should be labelled with your child’s name. One inhaler will be kept in the Medical Room, and a second inhaler, where available, will be kept in the child’s classroom. If your child needs to have their inhaler on their person please let us know and arrangements will be made. If your child has a diagnosis of asthma you will be asked if, in the event of an emergency, you are happy for the school to give your child a generic asthma pump that is kept in the school if required – this will be indicated on the health care plan when completed.

**Epinephrine Auto-Injectors (EpiPens)**

All Epinephrine Auto-Injectors (commonly referred to as EpiPens) should 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.
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 Oval uniform that they will abide by the rules of the academy community.
- Uniform reduces distractions. We are focused on our learning, the basics being reading, writing, mathematics and citizenship.
- Uniform makes us all equal. The children all have the same appearance. No one has to feel awkward about the clothes they have or 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

**Hewitts of Croydon**  
45-51 Church Street  
Croydon  
CR9 1QQ 0AH  
www.hewittsofcroydon.com  
Tel. No: 0208 688 1830 / 0208 680 4555  
Email: hewittsofcroydon@lineone.net

## Ark Oval Uniform

### Autumn/Spring terms

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Plain coat – black, grey or navy</td>
<td>• Plain coat – black, grey or navy</td>
</tr>
<tr>
<td>• Grey Blazer* (Years 5/6 only)</td>
<td>• Grey Blazer* (Years 5/6 only)</td>
</tr>
<tr>
<td>• Oval maroon jumper/cardigan with red and gold trim and logo*</td>
<td>• Oval maroon jumper/cardigan with red and gold trim and logo*</td>
</tr>
<tr>
<td>• White collared shirt</td>
<td>• White collared blouse</td>
</tr>
<tr>
<td>• School tie* Oval maroon and grey stripe</td>
<td>• School tie* Oval maroon and grey stripe</td>
</tr>
<tr>
<td>• Charcoal grey trousers</td>
<td>• Charcoal pinafore, pleated skirt or trousers</td>
</tr>
<tr>
<td>• Grey or Black socks</td>
<td>• White socks or grey tights</td>
</tr>
<tr>
<td>• Black shoes (no trainers)</td>
<td>• Black shoes (no trainers)</td>
</tr>
<tr>
<td>• Maroon school backpack</td>
<td>• Maroon school backpack</td>
</tr>
</tbody>
</table>

**Headwear for girls**  
Academy coloured discrete maroon, black or grey hair accessories. Head scarves/hijabs to be plain black, grey or maroon
### Summer terms**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charcoal grey shorts</td>
<td>Marron and white gingham dress</td>
</tr>
<tr>
<td>Grey or Black socks</td>
<td>White socks</td>
</tr>
<tr>
<td>Black Shoes</td>
<td>Black shoes</td>
</tr>
<tr>
<td><strong>Marron and white gingham dress</strong></td>
<td><strong>White socks</strong></td>
</tr>
<tr>
<td><strong>Black shoes</strong></td>
<td><strong>Black shoes</strong></td>
</tr>
<tr>
<td><strong>Headwear for girls</strong></td>
<td></td>
</tr>
<tr>
<td>Academy coloured discrete maroon or grey hair accessories. Head scarves/hijabs to be plain black, grey or maroon</td>
<td></td>
</tr>
</tbody>
</table>

### P.E. Kit

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oval maroon tracksuit with logo*</td>
<td></td>
</tr>
<tr>
<td>White t-shirt</td>
<td></td>
</tr>
<tr>
<td>Black shorts</td>
<td></td>
</tr>
<tr>
<td>Black plimsolls</td>
<td></td>
</tr>
<tr>
<td>White socks</td>
<td></td>
</tr>
</tbody>
</table>

### Swimming Kit

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain swimming trunks or costume</td>
<td></td>
</tr>
<tr>
<td>Swimming cap</td>
<td></td>
</tr>
</tbody>
</table>

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

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.

Children are permitted to wear their P.E uniform on days when their class is scheduled to have P.E
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 Principal. 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 ALSO ENSURE THAT YOU LABEL EVERY ITEM OF CLOTHING AND WHATEVER YOUR CHILD MAY BRING IN (WATER BOTTLES, SNACK BOXES, PE KIT AND PLIMSOLLS) TO ENSURE YOUR CHILD DOES NOT LOSE THEIR UNIFORM.

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
• Small stud earrings - no bigger in width than the end of a pencil

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.

If you wish to discuss your child wearing specific traditional jewellery for religious reasons, please make an appointment with the Principal.

Hair Styles
Please ensure that hair accessories are in school colours: maroon, grey or black and are discrete in size. Hair bands should be plain, with no adornments and also in academy colours.

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

Uniform Dos and Don’ts
• Plain grey, maroon or black Hijab for girls
• No jewellery or make-up to be worn by any pupil, with the exception of a wristwatch and stud earrings.
• Hair must be worn in an appropriate style with no extreme styling or designs of hair or eyebrows; e.g. lines/intricate patterns
• No coloured hair extensions/braids or other types of extravagant hair. Only natural hair colour is permitted and no false nails or coloured nail varnish is allowed.
• Hooded sweatshirts and cardigans are not permitted.
• During the winter months a plain black woollen hat and scarf, with no markings or logos, may be worn. All outdoor clothing must be removed on entering the building. Shirts and ties should be worn appropriately, i.e. shirts must be tucked in and top buttons done up; ties
must be worn at the correct length.

**Academy Meals**

**Healthy Schools**
At Ark Oval Primary Academy we want all children and young people to be healthy and achieve at school and in life. We believe that by providing opportunities at school for enhancing emotional and physical aspects of health in the longer term this will lead to improved health, reduced health inequalities, increased social inclusion and raise achievement for all.

**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 Oval 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.

**Lunch expectations**
We expect the majority of pupils to eat a hot meal at lunchtime. Packed lunches are allowed if for any reason your child will not eat a hot meal at lunchtime.

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

1. Sweets
2. Any product made with nut products eg muesli bars, pesto, Nutella spread etc
3. Chewing gum
4. Fizzy drinks of any description
5. Lucozade or other ‘energy drinks’
6. Any other food or drink product 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 do expect and 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.

**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 Oval we place great emphasis on giving children practical activities and opportunities in their learning as we believe that it is only by direct experience that true understanding of a specific area, and its relevance to real life, can be gained.

**Emotional Health and Wellbeing**
We work closely with external agencies to support pupils and their families. At Ark Oval Primary Academy 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 of PSHE due to their potential impact on teaching and learning.

At the beginning of each term you will be invited to attend a ‘Meet the Teacher’ meeting with your child’s class teacher during which we will outline the term’s learning and explain how you can support your child’s learning at home. Dates for these meetings will be published in the school’s newsletter.

Parent Workshops will help you support your child with their basic mathematics and literacy skills.

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

For trips that are within normal school hours 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 other trip that may fall outside of the normal school hours, parents and carers will be asked for authorisation.

If for some reason your child requires additional specific support for educational visits, the academy may ask for your support on the trip. **The academy will reserve the right to withhold a child from a trip if it is deemed to be putting them or peers at risk.**

In the majority of cases, we will request a voluntary contribution towards the cost of the event or trip. However, your child will not be excluded if you are unable to make a contribution where the visit is linked to the curriculum. Although if the school is unable to cover the cost of a trip due to a significant shortfall in the contribution received compared to the cost of the trip the trip may have to be cancelled.

Please discuss any concerns you have regarding this with your child's teacher or Academy Office. Permission slips should be returned to the office or the class teacher. Payment should be made via Parent Pay.

**Breakfast Club**
From 7.15am we operate a breakfast club as part of our wraparound care service. You will need to apply to join this club. Applications are available from the School office. There is a charge of £5 per session attended payable in advance via Parent Pay.

**After School Club**
From 3.30pm we operate an After School Club as part of our wraparound care
service. You will need to apply to join this club. Applications are available from the School office. There is a charge of £12.50 per session attended, payable in advance via Parent Pay. Children must be collected no later than 5.50pm.

**Physical Education**
All children will participate in daily physical activity. Each class will have formal P.E. lessons. Children are able to wear their P.E Uniform to school on their timetabled P.E days.

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

**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 or the Principal.

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.arkovalprimary.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.

**Citizenship**

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

**Our Goal**

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

**What is Citizenship Education?**

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

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

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

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

Pupil Voice
At Ark Oval Primary Academy 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.

Mathematics: Our vision
We aim to ensure that every pupil at Ark Oval Primary Academy achieves highly enough by age 18 to have real options: to go to university/college or to follow the career path of their choice. Achieving GCSE mathematics at Grade C or above, by age 16 or earlier, is a necessity for this aim to become a reality. In turn, we aim for all our children to achieve above national expectations at the foundation stage, KS1 and KS2.

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

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

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

**PAYMENTS MADE TO THE SCHOOL**

**Parent Pay**
We operate a cashless system called Parent Pay which provides an efficient online method of payment which is safe and secure. Parents are asked to activate this payment method for academy outings, trips, events and lunches.

**All services need to be paid for in advance.**

Every family will be provided with a login and password details to make payments which can be accessed via Parent Pay. 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 to do so too.

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

**Academy Codes**

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

**Whole Academy Code**
- We walk around the school and keep to the left.
- We show respect and listen to everyone.
- We keep the school neat and tidy.
- We watch our STEP (Sorry, Thank you, Excuse me, Please)
- We work hard.
- We are kind and gentle.
- We look after property.
- We ignore silly behaviour.
- We wear our full school uniform.
- We follow the rules.
- We come to school every day and on time.

**Classroom Code**
- We work hard and always try our best.
• We are respectful and treat others as we would wish to be treated.
• We do good looking and good listening which makes good learning!
• STAR positions – We: Sit up, hands in our lap. Track the speaker (adult or child) Ask questions and Respond.

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

Lunch Hall Code
• We try all foods and try to eat all our lunch.
• We eat healthily.
• We use good table manners: please and thank you; don’t talk with our mouths full; use a knife and fork.
• We make sure food does not drop on the floor – if it does, we pick it up.

Safety Code (Whole Academy)
• We never leave the building or grounds without permission.
• We always walk whilst in the Academy building.
• We ask permission before leaving classrooms.
• We obey fire regulations.
• We always tuck our chair in.
• We hang up our coat and bag.
• We walk on the left.
• We never stay in a classroom at play or lunchtime without an adult present.
• We use the toilets properly and remember to wash our hands.

**Academy Rewards**

Adults and children in our school will often give praise. Children’s good behaviour will be rewarded individually, as a class member and as a year group member. Awards will be totalled regularly and announced during the weekly Celebration of Achievement Assembly, as well as at the end of each term.

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

**Individual Rewards**

Each week a “Star of the Week” certificate will be awarded to individual pupils from each class and announced in our whole school assembly. These will be awarded in recognition of successes linked to the academy values – Bravery, Honesty, Resilience, Respect and Aiming High.

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.

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

**Playground**

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

**Attendance and punctuality**

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

Children with 100% termly attendance and punctuality will be given a Principal’s prize.

**Top Table**

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

**Consequences**

We believe that pupils should understand the consequences of their actions. Children will be encouraged to make the right choices and be made aware of the following consequences should they make the wrong choice.
Praise and rewards will be used to motivate pupils much more frequently than negative consequences. This builds a culture of achievement and success.

<table>
<thead>
<tr>
<th>Striving for Excellence</th>
<th>Green Dojo</th>
<th>Start of the day</th>
<th>1 Red Dojo</th>
<th>2 Red Dojos</th>
<th>3 Red Dojos</th>
<th>4 Red Dojos</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUR VALUES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be Brave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be Resilient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be Honest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be Respectful</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aim High</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Children receive a red dojo each time they break the academy values by displaying any of the inappropriate behaviours listed in our Climate for Learning Poster (although this is not an exhaustive list of the behaviours that may receive a red dojo).

**Order of Sanctions**
1. 1 red dojo point
2. 2 red dojo points = Lose 5 minutes of break
3. 3 red dojo points = Lose 10 minutes of break
4. 4 red dojo points = Lunchtime detention.
5. Immediate lunchtime detention (4 red dojo points) due to severity of behaviour displayed - discussion with SLT member
6. More than 4 red dojos in a day internal exclusion in an alternative class for the next session
Playground
Children who behave inappropriately will be given a ‘time out’ in the designated area. Playground staff may issue ‘time out’ to children for a period of 5 minutes. If three ‘time outs’ are issued, the child will lose their next playtime.

Bullying
At Ark Oval 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 the children 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 Oval 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. If you would NOT like your child’s image to appear externally, please let the academy office know.

Furthermore, children in the Foundation Stage will be regularly photographed as a record of progress against the Foundation Stage Profile. Should you have any
concerns regarding this, please discuss them with the class teacher.

If you do not wish for digital images, photographs and/or video footage of your child to be taken, please make your wishes known using the permission form in the pupil registration pack. You can change your preferences at any time by informing the office.

Performances

We do ask that no photographs are taken during school performances as due to safeguarding reasons we have a number of children whose images cannot be taken and shared. We ask that you respect this when attending performances at the school. You will be welcome to take individual photographs of your child after a performance has finished.

**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 Lost Property Boxes.

Parents/carers may look through the lost property boxes before and after the academy day. We will keep items of lost property for approximately a term after which time any unclaimed items will be recycled.
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 operates 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 Principal. The procedure for standard contact would be Class Teacher first, then Deputy Head followed by the Principal before contacting the Executive Principal.

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: office@arkovalprimary.org

Methods of communication
We use a number of methods of communication to keep parents/carers informed of what is happening at Ark Oval Academy:

- Weekly newsletters are uploaded to the school website (hard copies are available in the school office)
- Notice board in the school playground
- Year group email addresses
- Class Dojo online messaging system
- Text messages
- Letters

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 Commitment to Achieve Home School Agreement. Non-attendance will be followed up by the Principal.

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 Oval Primary Academy Website
Please visit our website at www.arkovalprimary.org for up-to-date information and details of upcoming school events. We also make use of a twitter account @arkoval and Facebook page which will give regular updates as well.
PASTORAL SUPPORT

Inclusion Team
If you have any concerns regarding school or home circumstances that you feel may be affecting your child, the school’s Pastoral Support Team are available to support your child and your family. Please do not hesitate to contact us if you would like to discuss anything.

The Inclusion Team include: Karen Bramson - Deputy Head
   Jacqui Whitehurst – Learning Mentor
   Anthony Powell – School and Family Key Worker

SAFEGUARDING

Safeguarding Children at Ark Oval Primary Academy
Ark Oval 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 Oval Primary Academy shares the objective of helping to keep children and young people safe by contributing to:

- Ensuring that Ark Oval 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. We are committed to doing our best to identify such children and to working with the families and 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 Safeguarding Lead (DSL) 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 Oval Primary Academy, the DSL 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. Croydon Social Services
- The child’s wishes.

They will then decide, in accordance with the procedures or advice of the local Single Point of Contact (formerly known as MASH):

- 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 Safeguarding Lead.

Supporting the child and partnership with parents

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

We will 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 Mr Martlew directly.

It is important to keep the channels of communication open between home and school. If you have any concerns about your child, please contact the school or come in to talk to us. In the first instance you should meet with your child’s class teacher. If you feel that the situation is urgent, we would encourage you to see the 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 Safeguarding is Karen Bramson, Deputy Head.

The Deputy Designated Person is Jacqueline Whitehurst.

A full copy of the policy can be obtained from the school office.
What is the SEND Information Report?

The Children and Families Bill Act 2014 and SEND Code of Practice (2015) requires Local Authorities (LA) and schools to publish and keep under review information about services they expect to be available for children and young people with Special Educational Needs and Disabilities (SEND) aged 0-25. Within school this is the ‘SEND Information Report’ and within the Local Authority this is the ‘Local Offer’.

The purpose is to enable parents and young people to find out more easily the services that are available in their area and how to access them. The Local Offer will include provision from birth to 25, across education, health, social care and the voluntary sector.

What is your Local Offer?

The Local Authority Local Offer

For **Children and Young People** between 0-25 Years with SEND, Croydon Local Authority have put together information to help you find out about all the services that exist in your local area. Knowing what is out there gives you more choice and therefore more control over what support is right for you. This is the LA SEND Local Offer:

https://localoffer.croydon.gov.uk

The Academy’s Offer

The Academy’s offer is outlined in the SEND Information Report below and is in the form of questions and answers. If you would like support with accessing this information, please contact the Inclusion Manager/ SENDCo Mrs Desai through the school office and we can arrange suitable support such as an interpreter.
For further information, please see our website to access the below inclusion policies (www.arkovalprimary.org)

What are Special Educational Needs and/or Disability?

A pupil has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

For information about admission for children with SEND please see our admissions arrangements on the school website.
And Finally...

Our aim at Ark Oval 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 Oval Primary Academy!
Appendix - Ark Oval Primary Academy

Key Events 19/20

Below are listed the key events and approximate timings for all the events planned for the 19/20 academic year. The Academy makes every effort to keep to these times/dates but they may be subject to change as the need arises. You will be notified of any changes via letters, newsletters and the chalkboards at each entrance.

<table>
<thead>
<tr>
<th><strong>AUTUMN 1</strong></th>
<th><strong>WHEN</strong></th>
<th><strong>WHAT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>03-Sep</td>
<td>04-Sep</td>
<td>INSET</td>
</tr>
<tr>
<td>05-Sep</td>
<td>06-Sep</td>
<td>INSET</td>
</tr>
<tr>
<td>09-Sep</td>
<td>10-Sep</td>
<td>School Opens Reception Transition Begins</td>
</tr>
<tr>
<td>11-Sep</td>
<td>12-Sep</td>
<td>Reception Transition Day Principals Coffee Morning 0830</td>
</tr>
<tr>
<td>13-Sep</td>
<td>16-Sep</td>
<td>Reception Transition Day Year 1 Meet the Teacher 1500</td>
</tr>
<tr>
<td>17-Sep</td>
<td>18-Sep</td>
<td>Year 3 Meet the Teacher 1500</td>
</tr>
<tr>
<td>19-Sep</td>
<td>20-Sep</td>
<td>Year 5 Meet the Teacher 1500</td>
</tr>
<tr>
<td>24-Sep</td>
<td>28-Oct</td>
<td>Reception Meet the Teacher 1500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AUTUMN 2</strong></th>
<th><strong>WHEN</strong></th>
<th><strong>WHAT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>29-Oct</td>
<td>30-Oct</td>
<td>Diwali Day School Council Launch Assemblies Year 1&amp;2 Parents Workshops 1530</td>
</tr>
<tr>
<td>31-Oct</td>
<td>01-Nov</td>
<td>Year 3 Library Night 1530 - 1615</td>
</tr>
<tr>
<td>05-Nov</td>
<td>06-Nov</td>
<td>Gunpowder Plot Assemblies</td>
</tr>
<tr>
<td>07-Nov</td>
<td>08-Nov</td>
<td>Individual photos Yr5/6 Library Night 1530-1615</td>
</tr>
<tr>
<td>11-Nov</td>
<td>12-Nov</td>
<td>Remembrance Assembly Anti Bullying Week</td>
</tr>
<tr>
<td>13-Nov</td>
<td>14-Nov</td>
<td>Year 6 Open Afternoon 1400 - 1430</td>
</tr>
<tr>
<td>15-Nov</td>
<td>18-Nov</td>
<td>Year 2 Library Night 1530 - 1615</td>
</tr>
<tr>
<td></td>
<td>14-Nov</td>
<td>Year 1 Open Afternoon 1400 - 1430</td>
</tr>
<tr>
<td></td>
<td>15-Nov</td>
<td>Year 2 Library Night 1530 - 1615</td>
</tr>
<tr>
<td></td>
<td>18-Nov</td>
<td>Year 3 Open Afternoon 1400-1430</td>
</tr>
<tr>
<td>WHEN</td>
<td>WHAT</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>25-Sep</td>
<td>Ark Blake Open Event 0930 - 1100</td>
<td></td>
</tr>
<tr>
<td>26-Sep</td>
<td>National Fitness Day Fire Drill 1430</td>
<td></td>
</tr>
<tr>
<td>27-Sep</td>
<td>Lock Down Drill 1430 McMillan Coffee Morning 0830</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reception Library Night 1530 - 1615</td>
<td></td>
</tr>
<tr>
<td>01-Oct</td>
<td>Reception Phonics Workshop 0830 OR 1630</td>
<td></td>
</tr>
<tr>
<td>02-Oct</td>
<td>Ark Blake Open Event 1730-1900 SEND Coffee Morning 0830</td>
<td></td>
</tr>
<tr>
<td>04-Oct</td>
<td>INSET</td>
<td></td>
</tr>
<tr>
<td>07-Oct</td>
<td>SATS Readiness - Yr2 0830 OR 1500</td>
<td></td>
</tr>
<tr>
<td>08-Oct</td>
<td>Yom Kippur Day</td>
<td></td>
</tr>
<tr>
<td>09-Oct</td>
<td>SATS Readiness - Year 6 0830 OR 1500</td>
<td></td>
</tr>
<tr>
<td>10-Oct</td>
<td>World Mental Health Day</td>
<td></td>
</tr>
<tr>
<td>11-Oct</td>
<td>Year 1 Library Night 1530-1615</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prospective Parents Tour - Reception</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEND Support Plans Reviewed DL</td>
<td></td>
</tr>
<tr>
<td>14-Oct</td>
<td>Parent Consultation Week</td>
<td></td>
</tr>
<tr>
<td>17-Oct</td>
<td>Gallery of History Month</td>
<td></td>
</tr>
<tr>
<td>18-Oct</td>
<td>Year 4 Library Night 1530-1615</td>
<td></td>
</tr>
<tr>
<td>21-Oct</td>
<td>HALF TERM</td>
<td></td>
</tr>
</tbody>
</table>

**SPRING 1**

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-Jan</td>
<td>INSET</td>
</tr>
</tbody>
</table>

**SPRING 2**

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>28-Feb</td>
<td>Year 5/6 Library Night 1530-1615</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-Mar</td>
<td>Year 2 Library Night 1530-1615</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-Mar</td>
<td>World Book Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-Mar</td>
<td>Year 2 Library Day</td>
</tr>
<tr>
<td>Date</td>
<td>Event details</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>15-Jan</td>
<td>Reception Open Morning 1000</td>
</tr>
<tr>
<td>17-Jan</td>
<td>Reception Library Night 1530-1615</td>
</tr>
<tr>
<td>22-Jan</td>
<td>Year 1 Phonics Screening Workshop 0830-0930 OR 1630-1700</td>
</tr>
<tr>
<td>23-Jan</td>
<td>Parent Forum 0835</td>
</tr>
<tr>
<td>24-Jan</td>
<td>Year 1 Library Night 1530-1615</td>
</tr>
<tr>
<td>29-Jan</td>
<td>Early Reading Workshop 0830-0930 OR 1600-1700</td>
</tr>
<tr>
<td>31-Jan</td>
<td>Year 4 Library Night 1530-1615</td>
</tr>
<tr>
<td>04-Feb</td>
<td>Year 4 Curriculum Presentation Assembly 0830</td>
</tr>
<tr>
<td>05-Feb</td>
<td>Chinese New Year Celebration Day</td>
</tr>
<tr>
<td>06-Feb</td>
<td>Year 1 Curriculum Presentation Assembly 0830</td>
</tr>
<tr>
<td>10-Feb</td>
<td>Parent Consultation Week</td>
</tr>
<tr>
<td>14-Feb</td>
<td>INSET</td>
</tr>
<tr>
<td>17-Feb - 21-Feb</td>
<td>HALF TERM</td>
</tr>
</tbody>
</table>

**SUMMER 1**

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-Apr</td>
<td>Ramadan Celebration</td>
</tr>
<tr>
<td>24-Apr</td>
<td>Spring Reports Out Year 3 Library Night 1530-1615</td>
</tr>
<tr>
<td>28-Apr</td>
<td>Year 5 Curriculum Presentation Assembly 0830 Parent Forum 1900</td>
</tr>
</tbody>
</table>

**SUMMER 2**

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-Jun - 5-Jun</td>
<td>Year 6 Residential</td>
</tr>
<tr>
<td>05-Jun</td>
<td>Year 4 Library Night 1530-1615</td>
</tr>
<tr>
<td>08-Jun</td>
<td>Year 4 Multiplication Week Check Healthy Eating/Living Check Phonics Check Week</td>
</tr>
<tr>
<td>12-Jun</td>
<td>Year 3 Library Night 1530-1615</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>01-May</td>
<td>Year 5/6 Library Night 1530-1615</td>
</tr>
<tr>
<td>04-May</td>
<td>Year 2 SATS Week</td>
</tr>
<tr>
<td>07-May</td>
<td>Polling Day</td>
</tr>
<tr>
<td>08-May</td>
<td>BANK HOLIDAY</td>
</tr>
<tr>
<td>11-May</td>
<td>Year 6 SATS Week</td>
</tr>
<tr>
<td>15-May</td>
<td>Reception Library Night 1530-1615</td>
</tr>
<tr>
<td>20-May</td>
<td>Eid Celebration Day</td>
</tr>
<tr>
<td>21-May</td>
<td>Whole Class Photos</td>
</tr>
<tr>
<td>22-May</td>
<td>Whole Class Photos Year 1 Library Night 1530-1615</td>
</tr>
<tr>
<td>25-May - 29-May</td>
<td>HALF TERM</td>
</tr>
<tr>
<td>07-Jun</td>
<td>Cystic Fibrosis Day Male Relatives Day Reception Year 5/6 Library Night 1530-1615</td>
</tr>
<tr>
<td>19-Jun</td>
<td>Assessment Week</td>
</tr>
<tr>
<td>22-Jun</td>
<td>Staffing and Structures Published</td>
</tr>
<tr>
<td>24-Jun</td>
<td>New Reception Information Evening</td>
</tr>
<tr>
<td>25-Jun</td>
<td>Reception Sports day &amp; Picnic 1400</td>
</tr>
<tr>
<td>01-Jul</td>
<td>New Reception Transition Day</td>
</tr>
<tr>
<td>02-Jul</td>
<td>Sports Day Year 1,2&amp;3 1400</td>
</tr>
<tr>
<td>03-Jul</td>
<td>INSET</td>
</tr>
<tr>
<td>06-Jul</td>
<td>End of Year Reports Issued</td>
</tr>
<tr>
<td>07-Jul</td>
<td>Year 2 End of Year Graduation and Performance 0845 &amp; 1500</td>
</tr>
<tr>
<td>08-Jul</td>
<td>SEND Coffee Morning 0830</td>
</tr>
<tr>
<td>09-Jul</td>
<td>Transition Day Parent Forum 1530</td>
</tr>
<tr>
<td>13-Jul</td>
<td>Parents Consultations Evening Week - Request Only</td>
</tr>
<tr>
<td>14-Jul</td>
<td>Year 6 End of Year Performance 0845 &amp; 1430</td>
</tr>
<tr>
<td>15-Jul</td>
<td>Reserve Sports Day</td>
</tr>
<tr>
<td>16-Jul</td>
<td>Year 6 Graduation 1430</td>
</tr>
<tr>
<td>17-Jul</td>
<td>Reception Graduation 0845 End of Term 1330 Summer Fair 1330+</td>
</tr>
<tr>
<td>20-Jul - 21-Jul</td>
<td>INSET</td>
</tr>
</tbody>
</table>