



# AUTUMN TERM 2022/23 PARENT HANDBOOK



Dear Parents and Carers,

Welcome back to the new year at Ark Oval Primary Academy, the school is continuing to move forwards and provide the best education possible to our children. As an academy we have a commitment to supporting and developing the whole child – we are not just about securing the academic futures of our pupils but also their emotional, social, and physical wellbeing.

As part of this commitment this year we are extending our successful Zones of Regulation emotional management program and bringing in daily Mind Up sessions to further support our pupils.

Happy, safe, and supported children learn better and retain more information in a relaxed state. As our first fully post COVID year, this is the ideal time to reset those expectations and focus on delivering a true education where all can flourish without focus on catch up, bubbles and face coverings.

We talk to our children about the importance of legacy in relation to our class figure heads – the aspiration to leave the community around us and wider world in a better place than we found it. This feels the ideal time to fully relaunch those aspirations as a school and support our pupils in becoming the best people they can be in this world that sorely needs more positive and affirmative actions to support our communities.

**Trips, events and in school visitors** – we are returning to a full swathe of trips, and events. We look forward to having you in school more often and interacting more widely with pupils and staff. As part of this, there are two areas where we would really appreciate some support with:

1. We will shortly be seeking a number of regularly available parents who would be willing to undergo DBS checks and are capable and fluent English readers to support regular reading slots or act as parent librarians to keep our library in the very best condition. Please let Mrs Thomas know if you are willing.
2. As part of our work with careers and aspirations – any parents willing to come and be a 5-minute hero and come and tell the children about the journey to their career of choice would be much appreciated. Please let Mrs Downey know if you are willing.

**Cost of Living** – times are tight for everyone at the moment. We recognise the impact this will be having on our wider community and the following will apply for the Autumn term.

1. If you are struggling with finances, please speak to Mrs Smithson in the office who will provide you with the means to apply for Pupil Premium which will support funding for school dinners and trips but also gives priority for enrichment activities including breakfast and afterschool clubs.
2. Uniform - we will be in winter uniform when we return – if you are struggling to replace uniform, please speak to us as we carry an extensive second-hand uniform store of clean and presentable second-hand uniform. Any parents willing to volunteer to support the organisation and the care of the uniform store please let Mrs Smithson know. For anyone purchasing replacement uniform, PE kit does not need to be the logo item and we will happily accommodate maroon joggers/jumpers and plain white polo/t-shirts.
3. If you are in a position of real desperation the academy may be able to support you with advice or by other means – we can't however, read minds so please speak to us and we will do our best to help you however we can.

If you have any suggestions on either of the above, I would be pleased to hear it – either find me on a gate or join one of the biweekly Zoom calls listed on our website.

Yours sincerely,

Mr T.Martlew

Principal

# Ark Oval Primary Academy: Charter of Commitments

	Academy	Home	Pupil
<p><b>Preparedness:</b> being prepared for learning is essential to learning and is a valuable life skill</p>	<ul style="list-style-type: none"> <li>• Ensure that our teachers plan all lessons they teach</li> <li>• Have the materials and teaching resources available</li> <li>• Received high quality professional development to make learning inclusive and effective</li> <li>• Dress and behave professionally at all times.</li> <li>• Treat children, parents and colleagues with respect, politeness and with the children's wellbeing and achievement always at the heart of any discussion.</li> <li>• The academy will monitor and address the usage of any academy provided devices.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure their child wears the correct uniform every day</li> <li>• Make sure their child comes to the academy with the necessary equipment and books</li> <li>• Complete the reading log in the curriculum companion when they read daily.</li> <li>• Inform the school if there is any reason their child may not be ready for learning.</li> <li>• Provide each child with a nutritionally balanced and appropriate breakfast or make the academy aware alternative provision/support is required.</li> <li>• If providing a packed lunch, it will be appropriate and free from unhealthy food such as excessively sugared, salted, or fatty foods - if unable to do so make the academy aware alternative provision/support is required.</li> <li>• Commit to ensuring children have a set routine and are getting sufficient sleep prior to academy attendance</li> <li>• Take direct responsibility for managing the device usage,</li> </ul>	<ul style="list-style-type: none"> <li>• Wear the correct uniform every day</li> <li>• Come to the academy with the correct equipment and books ready for learning.</li> <li>• Come to school with a positive and focused attitude and be ready to treat those around them with respect, politeness, and kindness.</li> <li>• Self-register on the zones of regulation on arrival following self-reflection.</li> </ul>
<p><b>Attendance:</b> children have the right to education and parents have a legal responsibility to make sure children attend regularly.</p>	<ul style="list-style-type: none"> <li>• Reward and recognise families maintaining a 96%+ attendance</li> <li>• Contact parents on the first day of unknown absence and conduct home visits for the persistently absent.</li> <li>• Contact parents of children who regularly arrive late to the Academy</li> <li>• Escalate to Education Welfare Officer if children have below 90% attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and meet 96% attendance target.</li> <li>• Inform the Academy as soon as possible about any absence and the reason for it.</li> <li>• Not remove children from the academy during term time.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the academy every day and arrive on time</li> <li>• Complete any additional home learning set to offset any missed school.</li> <li>• Attend any tuition and booster sessions as directed by the academy.</li> </ul>
<p><b>Teaching and Learning:</b> children deserve the highest possible standard of teaching and support to help them learn.</p>	<ul style="list-style-type: none"> <li>• Provide an enriched curriculum which challenges and motivates, enabling children to know more, remember more and do more. This will be rich in experiences and creative opportunities and accessible to all children.</li> <li>• Ensure all children have the academic knowledge skills to flourish in the next stages of education, the social skills to be an effective citizen in our community and the mental and physical wellbeing strategies to keep themselves healthy and happy.</li> <li>• Use and report on assessment to support pupil progress emphasis placed on accelerating progress for those most vulnerable children and challenging all to excel.</li> <li>• The academy follows an inclusive curriculum that supports universal access to the full breadth of the curriculum and will provide</li> </ul>	<ul style="list-style-type: none"> <li>• Be active in supporting their child's progress</li> <li>• Support the Academy's philosophy of high expectations for all</li> <li>• Participate, where possible, in class activities and off-site visits</li> </ul>	<ul style="list-style-type: none"> <li>• Come to the academy ready to learn</li> <li>• Work hard in all lessons</li> <li>• Complete their home learning every day</li> <li>• Be on time</li> <li>• Respect each other, the site and equipment</li> </ul>

	<p>targeted and specific support to enable all children to achieve.</p> <ul style="list-style-type: none"> <li>The curriculum will be reflective of our locality and diverse cohort – we will emphasise acceptance, community, and mutual respect at all times.</li> </ul>		
<p><b>Behaviour and Attitude:</b> children learn best in an orderly environment where everyone knows what is expected of them.</p>	<ul style="list-style-type: none"> <li>Expectations will be clear, proportionate, and repeatable. These will be refreshed at least half termly with parents, children, and staff. Expectations will cover all interactions, including that of adults on site.</li> <li>Emphasise children's mental health and wellbeing.</li> <li>Fairly implement the code of behaviour, sanctions, and rewards</li> <li>Reflect the academy's diverse and inclusive culture in our approaches to conduct and support.</li> <li>Racist, homophobic, xenophobic, or any other form of discriminatory language or action will not be tolerated by the academy.</li> <li>Violence of any description is not tolerated in academy irrespective of it being relatory or otherwise.</li> </ul>	<ul style="list-style-type: none"> <li>Give praise at home for good behaviour and attitude at the Academy</li> <li>Support the application of the behaviour policy</li> <li>Work constructively with Senior Leadership to resolve concerns</li> <li>Support the academy's diverse and inclusive culture</li> <li>Racist, homophobic, xenophobic, or any other form of discriminatory language or action is not tolerated</li> <li>Understand and accept that violence of all description is not tolerated in academy</li> </ul>	<ul style="list-style-type: none"> <li>Maintain academies rules</li> <li>Have a positive attitude to learning and the Academy</li> <li>Adhere to the dress code and uniform policy</li> <li>Speak in a respectful manner to adults</li> <li>Support the academy's diverse and inclusive culture</li> <li>Racist, homophobic, xenophobic, or any other form of discriminatory language or action is not tolerated</li> <li>Understand and accept that violence of all description is not tolerated in academy</li> </ul>
<p><b>Home Learning:</b> learning at home has an important part to play in helping children to achieve.</p>	<ul style="list-style-type: none"> <li>Keep parents informed about, and promote access to, digital resources</li> <li>Provide suitable materials and advice on home-based activities and how to help using digital or hard copy</li> <li>Feed back on home learning promptly and give constructive feedback</li> <li>Home learning will be reflective of the needs of that particular child and generic resources will be avoided wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Complete home learning</li> <li>Read with their child daily</li> </ul>	<ul style="list-style-type: none"> <li>Complete all home learning set and return it to the academy on time</li> <li>Read every day</li> </ul>
<p><b>Communication:</b> good communication between home and the academy is essential to make sure that children get the support they need.</p>	<ul style="list-style-type: none"> <li>Be open and welcoming at all times and offer opportunities for parents to become involved in Academy life</li> <li>Make sure that parents have information about their child's progress, behaviour, and general Academy matters</li> <li>Make sure that parents are informed about what their child is learning</li> <li>Arrange for parents to discuss and set targets for their child</li> <li>Make sure they listen to parent's concerns and do their best to help</li> <li>Ensure parents are well informed about the curriculum and what their child's targets are.</li> </ul>	<ul style="list-style-type: none"> <li>Tell the academy about anything that may affect their child's learning or behaviour</li> <li>Attend ALL parent evenings</li> <li>Raise concerns promptly and directly with the academy</li> <li>Use the Year Group email respectfully</li> <li>Communicate with staff in a respectful manner</li> <li>Communicate and behave towards other parents in a respectful manner</li> </ul>	<ul style="list-style-type: none"> <li>Take letters home, notes and reports from the academy and give them to their parents</li> <li>Talk with parents and teachers about any worries at the academy</li> </ul>

**By attending Ark Oval Primary Academy, the school take this to mean that as parents/carers you are agreeing to/with the above home school agreement.**

# ESSENTIAL INFORMATION

		<b>Class 1(C1)</b>	<b>Class 2 (C2)</b>	<b>Class 3 (C3)</b>	<b>TAs Allocated</b>
R	<i>CLASS NAME</i>	<b>Attenborough</b>	<b>Packham</b>	<b>Jemison</b>	(DK)Miss Tidball (Mon & Tues); Miss Norman (Wed,Thu,Fri) (A) Mrs Myers (L) Mrs Deogratis Mr Asemota
	<i>STAFF</i>	Miss Keenan	Ms Doherty	Miss Douglas	
1	<i>CLASS NAME</i>	<b>Van Gogh</b>	<b>Kahlo</b>	<b>Wonder</b>	Miss Tekor Mrs Xhelilaj Mrs Roman Miss Okeke
	<i>STAFF</i>	Miss Gaughan	Miss Maru	Mr B.Kelleher	
	<i>21/22 PUPILS</i>	<b>EARHART</b>	<b>FIENNES</b>	<b>TENZING</b>	
2	<i>CLASS NAME</i>	<b>Seuss</b>	<b>Dahl</b>	<b>Rosen</b>	Miss Hayes (I) Mrs Duncan Paig (Tue,Wed,Thu) (N) Mrs Daly (am only) Mrs Kember (not Fri)
	<i>STAFF</i>	Mr R.Kelleher	Miss Barracliffe	Mr Magliocco	
	<i>21/22 PUPILS</i>	<b>KAHLO</b>	<b>WONDER</b>	<b>MORRIS</b>	
3	<i>CLASS NAME</i>	<b>Da Vinci</b>	<b>Turing</b>	<b>Hadid</b>	Miss Nabrdalik (Mauris) Miss Saliasi
	<i>STAFF</i>	Ms Lourenco	Mr Berwick-Sayers	Miss O'Keeffe	
	<i>21/22 PUPILS</i>	<b>ROSEN</b>	<b>JEFFERS</b>	<b>CARLE</b>	
4	<i>CLASS NAME</i>	<b>Tesla</b>	<b>Aurelius</b>	<b>Einstein</b>	Ms Rushiti - Zogjani
	<i>STAFF</i>	Mr Smith	Mr Duffy	Mr Reeves	
	<i>21/22 PUPILS</i>	<b>WREN</b>	<b>MICHELANGELO</b>	<b>DA VINCI</b>	
5	<i>CLASS NAME</i>	<b>Angelou</b>	<b>Thunberg</b>	<b>Seacole</b>	(T&Shi) Mr Walker  (Z) Mr Appiah - Agyrmang Mrs Ion
	<i>STAFF</i>	Miss Hornby	Miss Garwood-Stephenson	Miss Pall	
	<i>21/22 PUPILS</i>	<b>EINSTEIN</b>	<b>JOHNSON</b>	<b>TURING</b>	
6	<i>CLASS NAME</i>	<b>Rashford</b>	<b>Mandela</b>	<b>Coleridge-Taylor</b>	Mr Hayles (O) +1 (M&V) Mrs Tulley Mrs Wilmott
	<i>STAFF</i>	Mr Ainsworth	Miss Ainsworth	Miss Allen	
	<i>21/22 PUPILS</i>	<b>ANGELOU</b>	<b>THUNBERG</b>	<b>SEACOLE</b>	

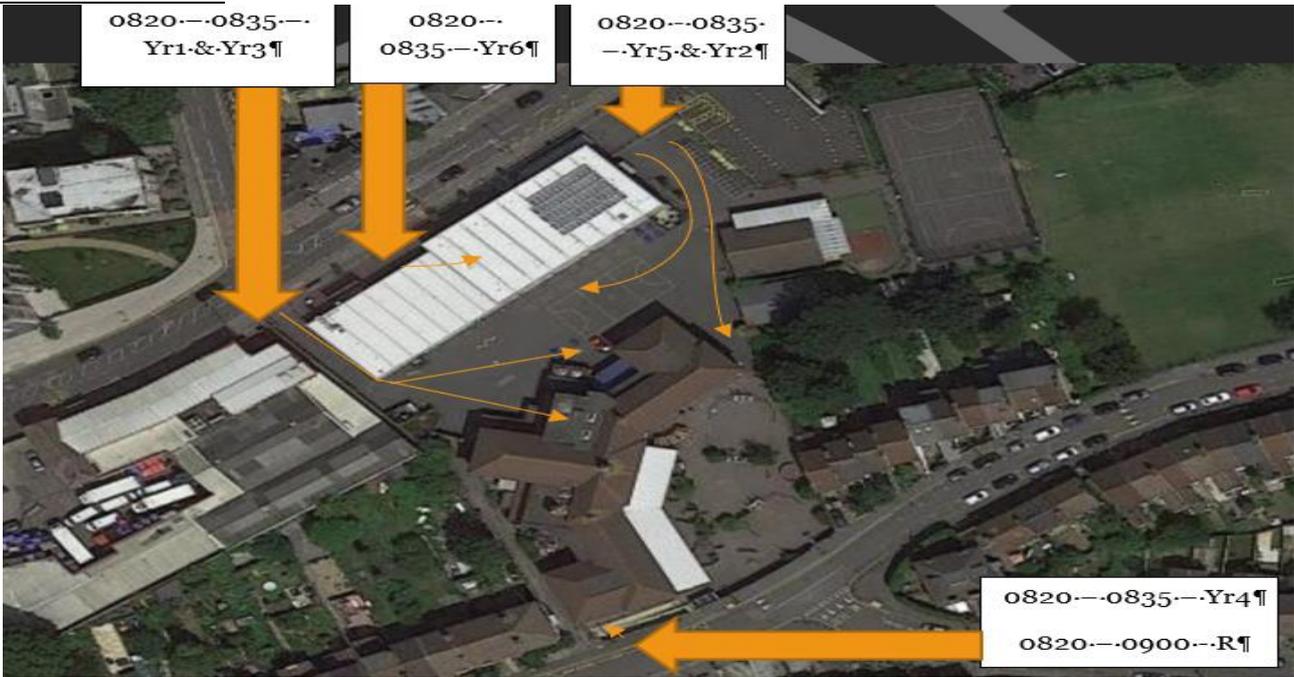
<b>Leadership</b>		
<b>Principal</b>	Mr. Martlew	
<b>Vice Principals</b>	Mrs. Landau & Ms Piper	
<b>Assistant Vice Principals</b>	Mrs. Downey	Miss Khan

<b>Access and Inclusion Manager</b>	Ms. Carnegie
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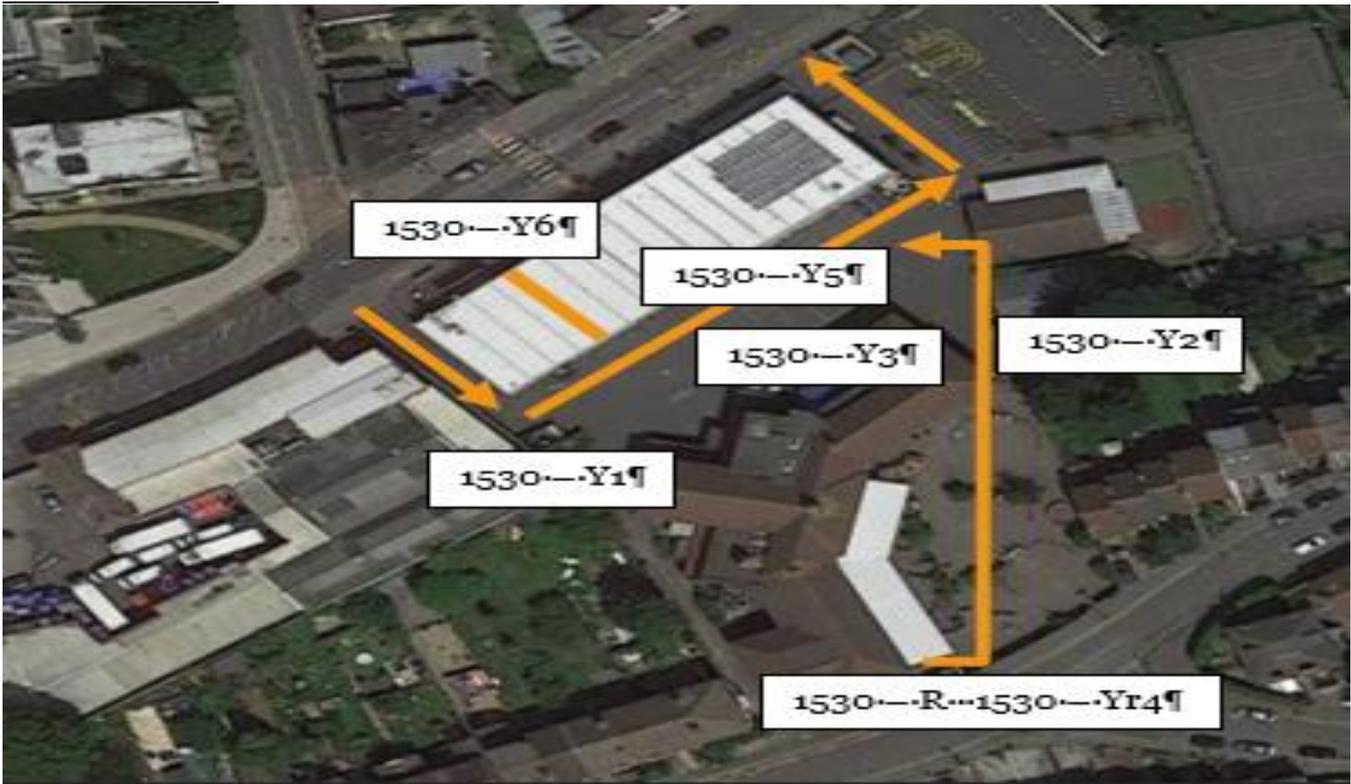
<b>Other Key Positions</b>		
<b>Designated Safeguarding Lead</b>	Miss Folkes & Ms. Carnegie	<a href="mailto:safeguarding@arkovalprimary.org">safeguarding@arkovalprimary.org</a>
<b>SENDCo &amp; DSENDCo (s)</b>	Ms. Carnegie Miss Garwood-Stephenson & Miss O'Keefe	<a href="mailto:inclusion@arkovalprimary.org">inclusion@arkovalprimary.org</a>
<b>Digital Learning Lead</b>	Mr. Duffy	<a href="mailto:Edsupport@arkovalprimary.org">Edsupport@arkovalprimary.org</a>

<b>Other Contact/Information</b>	
<b>Digital worry box</b> – an email address for pupils to use about any concerns or worries out of hours or holidays	<a href="mailto:worrybox@arkovalprimary.org">worrybox@arkovalprimary.org</a>
<b>Twitter</b> – the academy uses Twitter as a social media platform this account tweets most days.	@ArkOvalPrimary
<b>Office</b> – to contact the office use this email address PLEASE be aware we receive thousands of junk emails to this each week if the issue is urgent or child specific call OR email the year group directly.	<a href="mailto:office@arkovalprimary.org">office@arkovalprimary.org</a>
<b>Seesaw</b> – Remote learning is posted for children here, BUT it also allows you to contact staff directly if required. Log in details is provided via Ed support email	<a href="https://app.seesaw.me/#/login">https://app.seesaw.me/#/login</a>
<b>Newsletter</b> - a weekly newsletter is posted on SEESAW to try and encourage more parents to engage with the information.	<a href="https://app.seesaw.me/#/login">https://app.seesaw.me/#/login</a>
<b>Medical</b> – if you have any concerns or need to make us aware of a medical need for your child, please contact at the address listed.	<a href="mailto:medical@arkovalprimary.org">medical@arkovalprimary.org</a>
Reception Teachers	<a href="mailto:reception@arkovalprimary.org">reception@arkovalprimary.org</a>
Year 1 Teachers	<a href="mailto:Year1@arkovalprimary.org">Year1@arkovalprimary.org</a>
Year 2 Teachers	<a href="mailto:Year2@arkovalprimary.org">Year2@arkovalprimary.org</a>
Year 3 Teachers	<a href="mailto:Year3@arkovalprimary.org">Year3@arkovalprimary.org</a>
Year 4 Teachers	<a href="mailto:Year4@arkovalprimary.org">Year4@arkovalprimary.org</a>
Year 5 Teachers	<a href="mailto:Year5@arkovalprimary.org">Year5@arkovalprimary.org</a>
Year 6 Teachers	<a href="mailto:Year6@arkovalprimary.org">Year6@arkovalprimary.org</a>

**START OF DAY**



**END OF DAY**



## Attendance

If your child is unwell, you MUST telephone the school office by **8.30am** to advise of their absence. Please confirm your child's full name, year group and class and advise of the reason for their absence i.e., upset stomach, flu, vomiting etc – do not just say they are ill.

If you cannot reach a staff member personally, please leave these details on the answer phone facility, Option 1, when you ring through on 0208 688 3000.

You must repeat this process for every day that your child is absent.

*You will be contacted by a member of the office team if the school requires that you provide medical evidence for any period that your child is away from school due to illness. You may also receive communications via text, email or letter relating to any absence period in line with the Attendance Management process as set out below.*

The target for every child is above 96% attendance – this isn't a random number it is an **established threshold**. Children attending less than 96% have a reduced chance of meeting their academic and social goals. Children attending less than 90% have almost no opportunity of hitting their academic targets and can struggle to maintain friendships.

- Attendance between 93 – 95% will receive a notification letter to make you aware of the current attendance rate.
- 90 – 93% will be contacted directly by a member of SLT or head of Year to discuss the need for attendance improvement.
- Below 90% attendance will be referred to the Educational Welfare Officer and may result in a fixed penalty notice or highlight other concerns that would require support from external agencies.

## E-safety Agreement

Your child will from time to time have access to use the Internet, LGfL e-mail\* and other ICT facilities at school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email\*, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

**BY READING THIS AND SENDING YOUR CHILD TO SCHOOL, WE ASSUME YOU PROVIDE YOUR PERMISSION  
ACCORDINGLY – THANK YOU**

# AUTUMN TERM

	Sep	Oct	Nov	Dec
1	Th INSET	Sa	Tu House Sports - PE KIT	Th Principals Zoom Q&A 1930
2	Fr INSET	Su	We House Sports - PE KIT	Fr
3	Sa	Mo Dyslexia Awareness Week	Th Principal's Zoom Q&A 1930 Individual Photos	Sa
4	Su	Tu Reception - Meet the Teacher & Curriculum Night - EYFS curriculum support night	Fr Individual Photos	Su
5	Mo INSET	We	Sa	Mo
6	Tu Literacy week (literacy day 8th)	Th Reception Open Morning	Su	Tu 23/24 Reception Open Morning 0900 & Zoom 1930
7	We	Fr	Mo	We Reception Nativity
8	Th	Sa	Tu 23/24 Reception Open Morning 0900 & Zoom 1930	Th Reception Nativity
9	Fr	Su	We	Fr Reception Nativity
10	Sa	Mo	Th Road Safety Day	Sa
11	Su	Tu 23/24 Reception Open Morning 0900 & Zoom 1930	Fr	Su
12	Mo	We	Sa	Mo Winter Music Festival - Yr1&2
13	Tu Yr.1 and Yr.2 - Meet the Teacher & Curriculum Night - Reading, Writing, Mathematics & Wider Curriculum Parent Support	Th Principals Zoom Q&A 1930 • Year 5 workshop on hormones	Su	Tu Winter Music Festival - Yr3&4
14	We Yr.3 and Yr.4 - Meet the Teacher & Curriculum Night - Reading, Writing, Mathematics & Wider Curriculum Parent Support	Fr	Mo Anti-bullying week	We Winter Music Festival - Yr5&6
15	Th Yr.5 and Yr.6 - Meet the Teacher & Curriculum Night - Reading, Writing, Mathematics & Wider Curriculum Parent	Sa	Tu Anti Bullying Week	Th Principal's Zoom Q&A 1930

	Support Principals Zoom Q&A 1930				
16	Fr Yr.5 and Yr.6 - Meet the Teacher & Curriculum Night - Reading, Writing, Mathematics & Wider Curriculum Parent Support	Su	We	Anti Bullying Week	Fr Autumn Term Reports Published
17	Sa	Mo Parent Consultations- TEAMS	Th	Principals Zoom Q&A 1930 Anti-bullying week	Sa
18	Su	Tu Parent Consultations - TEAMS	Fr	Anti-bullying week	Su
19	Mo Matey Monday - Acts of kindness using posters, jars in class and postcards	We	We	Parent Consultations - IN PERSON	Mo
20	Tu	Th	Th	Parent Consultations - IN PERSON	Tu
21	We	Fr	Mo	INSET	We
22	Th Inclusion Coffee Morning 0835 - 0915	Sa	Tu	Children in need afternoon	Th
23	Fr	Su	We		Fr
24	Sa	Mo	Th		Sa
25	Su	Tu	Fr		Su Christmas Day
26	Mo Pupil Parliament and playground champion launch	We	Sa		Mo Boxing Day
27	Tu Autumn menu sampling / Meet the Governors Mathematics Parents Workshop	Th	Su		Tu
28	We	Fr	Mo		We
29	Th Principals Zoom Q&A 1930	Sa	Tu		Th
30	Fr	Su	We	Internet safety using common platforms for yr. 3-6	Fr
31		Mo		House Sports - PE KIT	Sa

## Timetables – Glossary

Mind up – a mental health support program we use to support our “Zones of Regulation” emotional regulation work.

DEAR – Drop everything and read session – where the children are read to by an adult

SPAG – Spelling, punctuation, and grammar

HW – Handwriting – cursive writing program

5QQ – this is an assessment system to see what information has been retained from the previous days learning and inform planning and support.

As well as the above sessions there are additional PE, Art and Computing sessions as part of the two-weekly timetable.

CTG – close the gap – this is when we run additional interventions to support those in need or push anyone ready for the next steps

CofA – Celebration of Achievement – assembly where certificates are awarded for superb learning and conduct

## Timetables: Year 1 & 2

		MON	TUE	WED	THUR	FRI			MON	TUE	WED	THUR	FRI
KS1 W1	0820 - 0835	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	KS1 W2	0820 - 0835	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ
	0835 - 0845	Morning routines	Morning routines	Morning routines	Morning routines	Morning routines		0835 - 0845	Morning routines	Morning routines	Morning routines	Morning routines	Morning routines
	0845 - 0930	Phonics	Phonics	Phonics	Phonics	Phonics		0845 - 0930	Phonics	Phonics	Phonics	Phonics	Phonics
	0930 - 1020	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics		0930 - 1020	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
	1020 - 1035	Break						1020 - 1035	Break				
	1035 - 1125	Writing	Writing	Writing	Writing	Writing		1035 - 1125	Writing	Writing	Writing	Writing	Writing
	1125 - 1200	Reading	Reading	Reading	Reading	Reading		1125 - 1200	Reading	Reading	Reading	Reading	Reading
	1200 - 1300	Lunch						1200 - 1300	Lunch				
	1300 - 1310	MIND UP	MIND UP	MIND UP	MIND UP	MIND UP		1300 - 1310	MIND UP	MIND UP	MIND UP	MIND UP	MIND UP
	1310 - 1320	DEAR	DEAR	DEAR	DEAR	CofA Ass		1310 - 1320	DEAR	DEAR	DEAR	DEAR	CofA Ass
	1320 - 1340	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings		1320 - 1340	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings
	1340 - 1400	Maths Meeting	Maths Meeting	Maths Meeting	Maths Meeting	Maths Meeting		1340 - 1400	Maths Meeting	Maths Meeting	Maths Meeting	Maths Meeting	Maths Meeting
	1400 - 1500	RE/Art & DT (alternating)	Assembly / PSHE	Humanities	Science	Music/Golden Time		1400 - 1515	RE/Art & DT (alternating)	Assembly / PSHE	Humanities	Science	Music/Golden Time
	1500 - 1515	PE / Daily fitness	PE / Daily fitness	PE / Daily fitness	PE / Daily fitness	PE / Daily fitness		1500 - 1515	PE / Daily fitness	PE / Daily fitness	PE / Daily fitness	PE / Daily fitness	PE / Daily fitness
1515 - 1530	Home time					1515 - 1530	Home time						

# Year 3,4,5 and 6

	MON	TUE	WED	THUR	FRI
0820 - 0835	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ
0835 - 0845	Morning routines	Morning routines	Morning routines	Morning routines	Morning routines
0845 - 0935	Reading	Reading	Reading	Reading	Reading
0935 - 0950	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings
0950 - 1040	Writing	Writing	Writing	Writing	Writing
1040 - 1100	Break				
1100 - 1150	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
1150 - 1240	Humanities	Science	MFL Alt weeks Yr5/6 Music	RE	PE
1245 - 1345	Lunch				
1345 - 1355	MIND UP	MIND UP	MIND UP	MIND UP	MIND UP
1355 - 1405	4,5,6 DEAR	DEAR	3 5 6 DEAR	DEAR	CofA Ass
1405 - 1425	4 5 6 MM/Arithmetic	MM/Arithmetic	3 5 6 MM/Arithmetic	MM/Arithmetic	MM/Arithmetic
1425 - 1515	Yr3 Music (instrumental) 1345 – 1415 C1 1415 – 1445 C2 1445 – 1515 C3  Yr4 Art/DT  Yr5/6 Computing	PSHE	Yr4 Music (instrumental) 1345 – 1415 C1 1415 – 1445 C2 1445 – 1515 C3  Yr3 Art/DT  Yr5/6 Art/DT	1425 – 1445 5&6 Assembly/PTT /CTG  1450 – 1510 3&4 Assembly PTT/CTG	PE/Golden Time
1515 - 1530	Home time	Home time	Home time	Home time	Home time

KS2 W1

	MON	TUE	WED	THUR	FRI
0820 - 0835	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ	Soft start - 5QQ
0835 - 0845	Morning routines	Morning routines	Morning routines	Morning routines	Morning routines
0845 - 0935	Reading	Reading	Reading	Reading	Reading
0935 - 0950	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings	SPAG/HW/ Spellings
0950 - 1040	Writing	Writing	Writing	Writing	Writing
1040 - 1100	Break				
1100 - 1150	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
1150 - 1240	Humanities	Science	MFL Alt weeks Yr5/6 Music	RE	PE
1245 - 1345	Lunch				
1345 - 1355	MIND UP	MIND UP	MIND UP this	MIND UP	MIND UP
1355 - 1405	DEAR	DEAR	DEAR	DEAR	CofA Ass
1405 - 1425	4 5 6 MM/Arithmetic	MM/Arithmetic	3 5 6 MM/Arithmetic	MM/Arithmetic	MM/Arithmetic
1425 - 1515	Yr3 Music (instrumental) 1345 – 1415 C1 1415 – 1445 C2 1445 – 1515 C3  Yr4 Art/DT	PSHE	Yr4 Music (instrumental) 1345 – 1415 C1 1415 – 1445 C2 1445 – 1515 C3  Yr3 Art/DT  Yr5/6 Art/DT	1425 – 1445 5&6 Assembly/PTT /CTG  1450 – 1510 3&4 Assembly PTT/CTG	PE/Golden Time
1515 - 1530	Home time	Home time	Home time	Home time	Home time

KS2 W2



## Behaviour Policy Summary 2022/23

The full policy is available on the academy website in the policy section.

### Rewards

Teachers and Support Staff welcome opportunities to praise individuals for good work, attitude, or good behaviour, and show recognition. If the child demonstrates positive behaviours, then they stay on Green. Teachers focus on, and praise, children who are doing the right thing as opposed to a negative “punishment culture”

The emphasis for all praise is on EFFORT rather than just attainment and we demonstrate our commitment to equality and diversity in the way that we use praise in our academy to build the self-esteem and self-worth of all learners.

	In class:	Out of class:
Meeting the expectation.	<ul style="list-style-type: none"><li>- Remains on a green card.</li><li>- Learning is fed back on and acknowledged.</li><li>- Verbal praise</li><li>- Friday Golden Time</li></ul>	<ul style="list-style-type: none"><li>- Additional break/lunch time awarded.</li><li>- Responsibilities assigned as mark of trust.</li></ul>
Exceeding the expectation	<ul style="list-style-type: none"><li>- House points awarded</li><li>- Praiseworthy learning displayed in class</li><li>- Silver/gold cards on class management chart</li><li>- Allocated by peers as Class Captain</li><li>- Star of the day awarded</li></ul>	<ul style="list-style-type: none"><li>- Celebration of achievement assembly – certificates aligned to our school values</li><li>- Shout out in weekly newsletter.</li><li>- Principal’s award / taken to visit senior leader for direct praise</li><li>- Call home to parents</li></ul>

### Sanctions:

Similar to rewards, sanctions are focused on effort as opposed to attainment and maintain to a rigorous set of expectations that are there to keep the academy safe, positive, and efficient. We understand the need to follow an inclusive behaviour system that supports learners from the diverse backgrounds, life situations and needs of our community. However, we will not prioritise one pupil over another and will not allow the actions of one to compromise the learning and life chances of another.

**At no point and for no reason will we tolerate violent, racist, homophobic or another form of discriminatory language or actions in the academy- these actions will be dealt with in line with our behaviour policy and could have an impact on the child’s permanent educational record.**

If a child is not doing the right thing they have:

- A Verbal reminder
- Followed by one Yellow Card = 5 minutes off play time.
- Then a Double Yellow Card = 10 minutes off play time
- Finally, a Red Card = Detention during Golden Time. (*Children can “earn back” their Golden Time if they receive a Going the Extra Mile Certificate*).
- If a child receives more than one Red Card in a week, they will have a Pupil Check in with a member of the Pastoral Team. **For Yr.3-6 only, in addition to the check in the child will receive an after-school detention. These take place on Tuesdays 15:30-16:00 with a member of the Senior Leadership Team.**

### Positive Handling

As a last resort, there can be times when a pupil’s behaviour requires staff physical support to ensure the pupil’s own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions and positive handling techniques.

Any positive handling instance is only carried out by trained staff or in extreme situations in line with the legal framework detailed in Keeping Children Safe in Education. All instances are recorded and analyzed as to why this occurred, and parents notified the same day.

In the case of a child being at risk, putting others at risk or damaging property the child’s parents or carers will be called and asked to pick up their child immediately. The situation will then be reviewed by the Principal and a solution found collaboratively with the child’s family that supports the pupil but also guarantees the safety and welfare of the other pupils.

### Online behaviour

Issues with irresponsible and dangerous online behaviour have become the fastest rising issue in Primary education in the last 3 years.

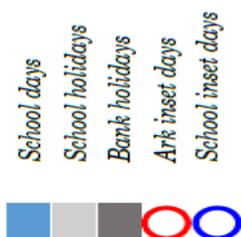
Ark Oval Primary Academy is no exception and we have seen a huge rise in negative online behaviours constituting “cyber bullying” and “grooming”.

**IT IS VITAL THAT AS A PARENT YOU HAVE A DETAILED KNOWLEDGE OF WHAT YOUR CHILD IS DOING ONLINE.**

The Chromebooks supplied by the academy to Yr3-6 are monitored by our SENSO secure monitoring network and we reserve the right to withdraw these devices from pupils if they are not used in line with our acceptable use policy.

The academy also reserves the right to implement sanctions on those using NON-ACADEMY devices not in line with the acceptable use policy that brings the academy into disrepute or meets the threshold for cyber bullying. **Any such actions may also result in the academy taking advice from the Metropolitan Police in line with the Crown Prosecution Service Guidance 2018 relating to online bullying and harassment.**

## TERM DATES



# Term dates 2022-23

September	October	November	December
M T W T F S S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	M T W T F S S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

January	February	March	April
M T W T F S S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

May	June	July	August
M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## Ark Oval Primary Academy - School Dinner Menu - First three Weeks Sept 2022

*Please note that we are a NUT free school and all our food is Halal certified*

WEEK	DISH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Date	Menu Week
Week 1	<b>Main Dish One</b>	Roasted Vegetable Pasta Bake <b>(G,W,E)</b>	Chicken Korma <b>(C,M)</b>	Slow Roast Lamb with Yorkshire Pudding and Gravy <b>(E,M)</b>	Sweet Chilli Beef Noodles <b>(E,W,G)</b>	Chicken Goujons and Chips <b>(W,D,G)</b>	06-Sep	1
	<b>Main Dish Two (Vegetable)</b>	Chive and Cheddar Cheese Quiche with Short Crust Pastry <b>(G,W,E,D,M)</b>	Vegetable Curry <b>(C,M)</b>	Vegetable Pasty <b>(G,W,D)</b>	Sweet Chilli Mixed Vegetable Noodles <b>(E)</b>	Vegan Nuggets - Made with Vegetables <b>(W)</b>	12-Sep	2
	<b>Side Dishes</b>	Sweetcorn	Fragrant Steamed Rice and Steamed Green Beans	Roast Potatoes, Green Cabbage and Steamed Carrots	Mixed Salad	Chips, Baked Beans and Peas	19-Sep	3
	<b>Dessert</b>	Fresh Fruit and Yoghurt <b>(M,D)</b>	Fresh Fruit and Yoghurt <b>(M,D)</b>	Fresh Fruit and Jelly (Free from Gelatine)	Fresh Fruit and Yoghurt <b>(M,D)</b>	American Cookies <b>(G, W,M,E)</b> Fresh Fruit and Yoghurt <b>(M,D)</b>		
Week 2	<b>Main Dish One</b>	Vegetarian Quorn Mince Cottage Pie	Sausage and Mash with Gravy <b>(G, W,D,M)</b>	Roast Beef with Yorkshire Pudding and Gravy <b>(G, W,E,D)</b>	Jerk Chicken <b>(SY)</b>	Fish Fingers and Chips <b>(F,W)</b>		
	<b>Main Dish Two (Vegetable)</b>	Vegetarian Lasagne <b>(M,D,W,G)</b>	Vegetable Sausages and Mash with Gravy <b>(G,W,D,M)</b>	Macaroni Cheese <b>(M,D,W,G)</b>	Creole Style Red Bean and Potato Gumbo	Vegetable Nuggets and Chips <b>(G, W)</b>		

	<b>Side Dishes</b>	Green Beans	Mixed Vegetables	Roast Potatoes, Steamed Carrots and Green Cabbage	Steamed Rice with Mixed Vegetables	Chips, Peas and Baked Beans
	<b>Dessert</b>	Fresh Fruit and Yoghurt (M,D)	Fresh Fruit and Yoghurt (M,D)	Angel Delight and Fresh Fruit (M,D)	Fresh Fruit and Yoghurt (M,D)	American Cookies (G,W,M,E) Fresh Fruit and Yoghurt (M,D)

<b>Week 3</b>	<b>Main Dish One</b>	Margarita Pizza with Potato Wedges (G,W,E,D)	Beef Lasagne and Garlic Bread (G,D,M,W)	Roast Chicken with Gravy	Chilli Con Carne	Sausages and Caramelised Onion Gravy (G,W)
	<b>Main Dish Two (Vegetable)</b>	Tomato Pasta Bake (W,E)	Vegetarian Lasagne (G,D,M,W)	Roasted Vegetable Pie (W,E)	Vegetable Chilli Con Carne	Vegetarian Sausages and Onion Gravy
	<b>Side Dishes</b>	Mixed Vegetables	Green Beans	Roast Potatoes, Green Cabbage and Steamed Carrots	Steamed Rice and Garden Vegetables	Chips, Peas and Baked Beans
	<b>Dessert</b>	Fresh Fruit and Yoghurt (M,D)	Fresh Fruit and Yoghurt (M,D)	Fresh Fruit and Jelly (Free from Gelatine)	Fresh Fruit and Yoghurt (M,D)	Cookies (G,W,M,E) Fresh Fruit and Yoghurt (M)

Available every day every week

Jacket Potato with a choice of Tuna (F,E) Beans or Cheese plus a Side Salad of Tomatoes (RT), Cucumber, Lettuce and Coleslaw. *Jacket Potatoes can also be served with any main dish of the day such as Sausages, Curry, Noodles, Chilli etc*

**ALLERGEN KEY**

**W** - Contains Wheat / Flour

**M** - Contains Milk  
**SY** - Contains Soya Sauce

**D** - Dairy  
**E** - Contains Egg

**RT** - Raw Tomatoes  
**MUS** - Contains Mustard

**F** - Fish  
**CM** - Coconut Milk

**G** - Contains Gluten

**L** - Lupin

# Sept 2023 - Privacy notice for Parents / Carers

*Note to parents / carers: This privacy notice explains how we collect, store and use your personal data. There is a separate privacy notice relating to the processing of pupil personal information.*

## Who processes your information?

Ark Oval Primary is part of the academy trust called Ark Schools. Ark Schools is the organisation which is in charge of your personal information. This means that Ark Schools is called the 'Data Controller'. The postal address for Ark Schools is The Yellow Building, 1 Nicholas Road, London, W11 4AN.

If you want to contact us about your personal information you can contact our school data protection lead, who is Rosie Pye, Operations Manager (Deputy – Sandra Smithson HR & Office Manager).

You can speak to either of them in school or you can leave a letter at reception or send one by post or email by emailing [office@arkovalprimary.org](mailto:office@arkovalprimary.org). You can also email Ark Schools' Data Protection Officer using the email address [dataprotection@arkonline.org](mailto:dataprotection@arkonline.org).

Your data may be shared with third parties, where it is necessary for us to do so, and we have a lawful basis to do so.

## Why do we need your information?

We have the legal requirement, a contractual obligation and a legitimate interest to collect and process your personal data, including those in relation to the following:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

We have a good reason for having this information which means it is lawful and so we do not usually need your consent to use this information. Sometimes we may want to use your data differently and in these cases we may need to gain your consent. We will ask you for consent and you can change your mind at any time.

## Information that we collect, process, hold and share

This includes:

- Contact details and contact preferences
- Bank details
- Photographs
- CCTV images captured in school
- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers
- We may also hold data about you that we have received from other organisations, including other schools and social services.

## The lawful basis on which we process this information

- Article 6 1(a) of the GDPR which allows processing with your consent
- Article 6 1(b) of the GDPR which allows processing that is necessary for the performance of a contract
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation
- Article 6 1(d) of the GDPR which allows processing that is necessary to protect vital interests
- Article 6 1(e) of the GDPR which allows processing that is necessary in order for the school to function
- Article 6 1(f) of the GDPR which allows processing that is in our legitimate interests
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law

- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

The processing of personal data and the identification of a relevant lawful basis of processing is subject to an ongoing review and is consistently being reviewed as part of our efforts to adhere to the principles of data protection.

#### Storing your data

Your data is processed using a combination of cloud-based information management systems, cloud storage and sharing facilities, on local file servers and in paper copies. In accordance with data protection legislation, it is only retained for as long as is necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

We have a policy which explains how long we keep information. It is called a Data Retention Schedule and you can ask for a copy at reception.

#### Transfer outside of the European Economic Area (EEA)

We do not normally transfer your information to a different country outside the EEA. However, some of our external third-party support partners are based outside the EEA so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented, including:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission
- Where we use certain service providers, we may use specific contractual clauses approved by the European Commission which give personal data the same protection it has in Europe.

#### Who we share your data with

We do not share your information with anyone without permission unless the law says we can or should. We share information with the following:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations.

#### What are your rights?

You have the right to do the following:

- You can ask us for a copy of the information we have about you. This is called a ‘subject access request’
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

Ark Schools aims to comply fully with its obligations under the GDPR. If you have any questions or concerns regarding Ark management of personal data including your subject rights, please contact the Data Protection Officer

([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) who is responsible for ensuring Ark Schools is compliant with the GDPR. If Ark holds inaccurate information about you, please contact the Data Protection Officer ([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) explaining what the problem is and where appropriate provide any evidence to show what the information should say. Keep copies of the correspondence. If after a reasonable amount of time (28 days is recommended) the information has not been corrected, you can make a complaint. If you feel that your questions / concerns have not been dealt with adequately on any data protection matter, please get in touch with us and the matter will be escalated to our Director of Governance. If you remain unhappy with our response or if you need any advice, you can contact the Information Commissioner's Office (ICO). Please visit their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) for information on how to make a data protection complaint

## Sept 2022 - Privacy notice for Pupils under 12

*Note to parents / carers: This privacy notice explains how we collect, store and use personal data about your child. There is a separate privacy notice relating to the processing of parent or carer personal information.*

### Who processes your information?

Ark Oval Primary Academy is part of the academy trust called Ark Schools. Ark Schools is the organisation which is in charge of your personal information. This means that Ark Schools is called the 'Data Controller'. The postal address for Ark Schools is The Yellow Building, 1 Nicholas Road, London, W11 4AN.

If you want to contact us about your personal information you can contact our school data protection lead, who is Rosie Pye, Operations Manager (Deputy - Sandra Smithson HR & Office Manager).

You can speak to either of them in school or you can leave a letter at reception or send one by post or email by emailing [office@arkovalprimary.org](mailto:office@arkovalprimary.org). You can also email Ark Schools' Data Protection Officer using the email address [dataprotection@arkonline.org](mailto:dataprotection@arkonline.org).

Your data may be shared with third parties, where it is necessary for us to do so, and we have a lawful basis to do so.

### Why do we need your information?

We have the legal requirement, a contractual obligation and a legitimate interest to collect and process your personal data, including those in relation to the following:

- Support your learning
- Monitor and report on your progress
- Provide appropriate care for you
- Assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- Comply with the statutory duties placed on us by Department for Education (DfE) data collections.

We have a good reason for having this information which means it is lawful and so we do not usually need your consent (permission) to use this information. Sometimes we may want to use your data differently and, in these cases, we may need to gain your consent. We will ask your parent or carer for consent, and they can change their mind at any time.

### Information that we collect, process, hold and share

This includes:

- Personal identifiers and contacts (such as name, unique pupil number and reference numbers, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Tests and results

- Information about behaviour (such as exclusions and any relevant alternative provision put in place)
- Information about free school meal and pupil premium eligibility
- Information we use to arrange school meals (e.g., whether you have school dinners and how often)
- Add information about biometric recognition systems such as cashless catering
- CCTV images captured in school
- Add any others relevant e.g., any other form of identity management or authentication, anything related to school trips
- We will also use photographs of you but only when it is appropriate to do so.

#### The lawful basis on which we process this information

- Article 6 1(a) of the GDPR which allows processing with your consent
- Article 6 1(b) of the GDPR which allows processing that is necessary for the performance of a contract
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation
- Article 6 1(d) of the GDPR which allows processing that is necessary to protect vital interests
- Article 6 1(e) of the GDPR which allows processing that is necessary in order for the school to function
- Article 6 1(f) of the GDPR which allows processing that is in our legitimate interests
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

The processing of personal data and the identification of a relevant lawful basis of processing is subject to an ongoing review and is consistently being reviewed as part of our efforts to adhere to the principles of data protection.

#### Storing your data

Your data is processed using a combination of cloud-based information management systems, cloud storage and sharing facilities, on local file servers and in paper copies. In accordance with data protection legislation, it is only retained for as long as is necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

We have a policy which explains how long we keep information. It is called a Data Retention Schedule and you can ask for a copy at reception.

#### Transfer outside of the European Economic Area (EEA)

We do not normally transfer your information to a different country outside the EEA. However, some of our external third-party support partners are based outside the EEA so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented, including:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission
- Where we use certain service providers, we may use specific contractual clauses approved by the European Commission which give personal data the same protection it has in Europe.

#### Who we share your data with

We do not share your information with anyone without permission unless the law says we can or should. We share information with the following:

##### Government

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) (England) Regulations 2013), to pass some information about you to the DfE. This is the part of the Government which is responsible for schools. This personal information may, in turn, then be made available for use by the Local Authority. The DfE may also share this information that we give to them with other people or organisations. This will only take place where the law, including the law about data protection, allows it.

##### Parents and carers

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent / carer is allowed to have.

#### External organisations

We may also share your personal data to:

- Your new school if you move schools
- Disclosures connected with special educational needs support
- School nurse / counsellor and CAMHS (Child and Adolescent Mental Health Service)
- Educators, examining bodies and our regulator Ofsted
- Suppliers and service providers – to enable them to provide the service we receive from them
- Central and local government
- Survey, research and security organisations
- Health authorities, health and social welfare organisations
- Financial organisations, professional advisers and consultants including our auditors
- Charities, voluntary organisations and professional bodies
- Police forces, courts, tribunals.

We may not need consent to share your information. However, if at any time it appears to us that we would need permission then we will ask before sharing.

#### What are your rights?

Your parents or carers have the right to do the following:

- You can ask us for a copy of the information we have about you. This is called a ‘subject access request’
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

Parents or carers also have the right to make a subject access request with respect to any personal data the school holds about them.

Ark Schools aims to comply fully with its obligations under the GDPR. If you have any questions or concerns regarding Ark management of personal data including your subject rights, please contact the Data Protection Officer ([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) who is responsible for ensuring Ark Schools is compliant with the GDPR. If Ark holds inaccurate information about you, contact the Data Protection Officer ([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) explaining what the problem is and where appropriate provide any evidence to show what the information should say. Keep copies of the correspondence. If after a reasonable amount of time (28 days is recommended) the information has not been corrected, you can make a complaint. If you feel that your questions / concerns have not been dealt with adequately on any data protection matter, please get in touch with us and the matter will be escalated to our Director of Governance. If you remain unhappy with our response or if you need any advice, you can contact the Information Commissioner’s Office (ICO). Please visit their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) for information on how to make a data protection complaint

## Medical Process Update

**SEPTEMBER 2022 - MEDICAL UPDATE – FIRST AID WRIST BANDS / HEAD INJURIES / ONE OFF AD HOC MEDICATION – *Please ensure you read this in full as there have been some changes for the new Academic Year***  
**FIRST AID WRIST BANDS**

To help us and you identify when First Aid has been administered in school for your child, a **yellow paper wrist band** will be placed upon your child’s wrist with the date they were seen by the first aider. Your child will be given the appropriate First Aid slip that they will hand to you on pick up from school. *If your child does not have a slip but they*

are wearing a yellow wrist band, then please contact the school office via phone 0208 688 3000 or email [office@arkovalprimary.org](mailto:office@arkovalprimary.org) so that this can be followed up accordingly.

### **HEAD INJURIES**

If after initial first aid your child has been assessed as being well enough to go back to class, you will receive a text message informing you that they have sustained a head injury but are able to continue to stay at school and return to lessons. You will still receive the follow up First Aid slip at the end of the day. Your child will also present home wearing a yellow wrist band and will have a letter that provides you with some advice on what to look out for in the event that there is a delayed reaction.

If your child's head injury is suspected to be of a serious nature, a phone call will be placed to inform parents / carers and next steps will be discussed with you.

Can we also state that if you have any concerns about your child after a Head injury on returning home from school you contact NHS 111 for appropriate advice or see link below: <https://www.nhs.uk/conditions/minor-head-injury/>

As our text system only allows us to text one contact per child, it is extremely important to make sure that we have up to date telephone contact numbers for all children. **The text will only be sent to the number that you have identified as your number one priority contact.**

**Therefore if you suspect that your number one priority contact telephone number may be out of date please can you take this opportunity to email the school office [office@arkovalprimary.org](mailto:office@arkovalprimary.org) so that we can update our records.**

*Please ensure you provide your child's name and class on the email and full details of the priority contact.*

### **ONE OFF MEDICATION TO BE ADMINISTERED IN SCHOOL (i.e Antibiotics etc) – WILL ONLY BE ACCEPTED IF REQUIRED 4 TIMES A DAY AND YOU MUST COME TO THE SCHOOL OFFICE TO DISCUSS**

If your child needs to have medication administered in school for an ad hoc illness – i.e, where they are well enough to be in school, but the doctor has **prescribed** antibiotics for example, you will need to complete an appropriate authorisation form (a copy is attached for ease of reference, and these are also available from the school office). However, Medicine should only be brought to school when **it is essential to administer it during the middle of the school day.**

***PLEASE NOTE THAT WE ARE ONLY ABLE TO GIVE MEDICATION AT THE TIMES INDICATED BELOW AND THIS WILL BE UNDERTAKEN WITH THE CLASS TEACHER / TEACHING ASSISTANT – EITHER INSIDE OR JUST OUTSIDE THE CLASSROOM.***

***WE CANNOT CHANGE THESE TIMES, SO IF YOU REQUIRE MEDICATION TO BE GIVEN AT ANOTHER POINT IN THE DAY, YOU WILL NEED TO COME IN AND ADMINISTER AS THE PARENT /CARER AND THE MEDICATION CANNOT BE RETAINED IN SCHOOL.***

### **RECEPTION AND YEAR 1 – 1.00PM YEARS 2,3,4,5 & 6 – 1.45PM**

In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP or Paediatrician may prescribe that a medicine has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that a family member or friend who is on the contact list comes to school to administer the medicine if it is to be administered four times a day. **Only medicines to be taken four times a day, and which are for a long-term or re-occurring illness will be administered by school staff and only at the times stated above.**

If you have medication that needs to be taken **four times a day**, then the medication together with the authorisation form will need to be **handed in to the School Office** who will ensure this reaches the Teacher / First Aider for the Year Group. The medication will then be administered at the time we have stated. N.B Please make sure you advise us if the medication needs to be stored in the fridge.

### Non-prescription Medicines

Under exceptional circumstances, such as a seasonal ailment like Hay Fever where it is deemed that their administration is required to allow a pupil to remain in school the school will administer a non-prescription medicine such as Piriton. However please refer to the Parent / Carer Notice re Terms and Conditions in the summary section of this letter.

**This must be agreed prior to presenting any such medication on site.** The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures or nutrition supplements unless prescribed or recommended by a Doctor and detailed on an IHP or EHC as part of a wider treatment protocol.

**Under no circumstances whatsoever MUST a child be given any form of medication to be retained by themselves, be this eye drops, pain killers or any form of herbal remedy. This can be a serious danger to other children should they come into contact with such items.**

### Summary

#### Parent / Carer Notice re Terms and Conditions

- **Note re Prescribed Medication** - less than 4 times a day – this will NOT be accepted as usually you are able to give a dose before school, after school and before bedtime. Please arrange your timings accordingly.
- **Non Prescribed Medication** - Please note that WE WILL NOT ACCEPT any over the counter medications of any kind. This includes pain killers, creams and herbal remedies. **However please refer to the section on Hay Fever.**
- **Hay Fever** - whilst we recognise that at certain times of the year Hay Fever medication may be required, this is normally something where a dose can be given BEFORE school and will last for the duration of school time. If you believe your child required medication for Hay Fever whilst in school, this is something that MUST be pre booked and a conversation undertaken with the Schools Medical lead to confirm arrangements.
- **Eye Drops** - staff are not able to administer eye drops. If your child requires eye drops a) they must be prescribed by a GP b) your child must be able to do drops themselves and c) again these should fit the four times a day criteria.

**Under NO circumstances must any form of medication be given to your child or placed in their school bag.**

**PLEASE NOTE THIS IS A SERVICE THAT THE SCHOOL IS NOT OBLIGED TO UNDERTAKE, WE HAVE HOWEVER LOOKED AT HOW WE CAN SUPPORT YOUR CHILD IN SCHOOL WHERE WE CAN**

#### Notifying the School of updates to your child's medical condition or if there is a new diagnosis

It is essential that you notify the school if there are any changes to your child's current medical condition or if there is a new diagnosis. Please contact the school office in the first instance and arrangements will then be made for you to speak to one of our Medical leads.

**Thank you for your support.**

## Safeguarding your children to and from school

I want to take this opportunity to remind you of some points to safeguard your children to and from school. We know that there have been instances in Croydon and the local area over the past couple of years where strangers have approached primary school children with unknown intent.

I have listed below some key points about safeguarding your child if they do walk to or from school alone and the school policy surrounding this.

## **Clarification of the School Policy around drop off and pick up procedures**

### **Walking to School alone**

The school does not recommend that any child walks to school alone from Year 4 and below. We will call Parents /Carers to a face to face meeting to discuss the safeguarding implications of this occurring.

- Please remember that the school gates do not open until **8.20am**.
- The school is therefore **not responsible** for your child until they enter the school building from 8.20am.
- If you have risk assessed your child's journey to school and are happy for them to walk to school alone then please make sure that they do not leave home too early so that they are not **waiting around outside the school before 8.20am**.
- Also, once on the school premises children are not allowed to leave again - they must come straight into the school building.
- Parents / Carers are asked to keep themselves up to date with local news and discuss potential dangers / risks with their child. This should include what they should do if they are concerned / worried about something that happens to them on the way to school. Please also explain to them that they should always be vigilant and especially when using their mobile phone. If anything suspicious was to happen on the way then this should always be reported to the school or police.

### **Walking home alone**

**We cannot support any child below Year 5 walking home alone under any circumstances.**

- Once in Year 5, **children are able to walk home alone from the Summer Term** of that school year as long as a permission letter and risk assessment is obtained from the school office, completed and returned.
- Only in **exceptional circumstances** will the Principal consider requests from parents to allow their child to walk home alone in Year 5 during the Autumn and Spring Term. The Principal may require you to attend a meeting to discuss this before permission is granted.
- **Year 6 children are able to walk home alone as long as a permission letter and risk assessment is obtained from the school office, completed and returned.**
- As covered in point 1 above, Parents / Carers are asked to keep themselves up to date with local news and discuss potential dangers / risks with their child. This should include what they should do if they are concerned / worried about something that happens to them on the way to home. Please also explain to them that they should always be vigilant and especially when using their mobile phone. If anything suspicious was to happen on the way, then this should always be reported to the school or police.

### **Collection by older sibling / relatives**

- The school will not release any child to be collected by someone who is younger than **14 years of age**.
- Any sibling / relative collecting your child **MUST be on the schools contact list**. To add a new contact, we will require your written authority either by email to [office@arkovalprimary.org](mailto:office@arkovalprimary.org) or by completing a form that can be obtained from the school office.
- If we believe that someone has come to collect who is younger than 14 years of age, then the child will be placed in After School Club until we have been able to contact the Parent / Carer and an alternative arrangement has been made.

## **Authorised collection of your child as a one off or emergency situation**

We understand that on occasion emergencies happen and that the nominated Parent / Carer may be unable to collect. If you wish someone other than an authorised and known school contact to collect your child in an emergency you **MUST** email the school office [office@arkovalprimary.org](mailto:office@arkovalprimary.org) before **2.30pm** to provide the FULL name and contact number of the person collecting your child on that day. *You may provide a password if you so wish.*

- If you wish your child to be collected by someone other than yourself on a more regular basis, then their details must be recorded on our school system as a known contact and someone who has permission to collect. **See point 3.**
- N.B If someone other than a known contact arrives to collect your child, or we have not received the email notification in an emergency situation, your child will be placed in After School Club until contact can be made with a known Parent / Carer.

*N.B - Your child MUST be collected on time. Our After School Club is not a drop in facility. This is for Parents / Carers that have signed up to use the club on a regular basis on certain days each week and the supervision of that club is staffed accordingly.*

## **Dangerous parking outside the school**

**Can I also take this opportunity to remind you about the law regarding parking on the yellow zig zag lines outside the school. Signage states that you are not allowed to park on these lines during the hours of 8-9.30am and 2.30 - 4pm. If identified as parking on the yellow lines during these times, then you could be liable for a fixed penalty fine.**

**More importantly, the lines are there to safeguard our children from fast moving traffic and parked cars which in turn block visibility of our children as they arrive at school**

If you have any questions or queries regarding the school policy in these areas, please do not hesitate to contact us but please be mindful that at all times our primary concern is to safeguard our pupils.