



# Parent Handbook

## ARK Atwood Primary Academy

*Taking you step-by-step through starting school*



*Achieving Success*

Please complete all sections in **BLOCK CAPITALS** using black ink.

Information on this form processed electronically is covered by the Data protection Acts and will not be passed on to any organisation unconnected with the educational needs of the student.

PUPIL PERSONAL DETAILS			
Pupil's Legal Surname		Pupil's Legal Forename(s)	
Middle Name(s)		Preferred Name	
Date of Birth		Male/Female	
Pupil's Main Address			
WELFARE INFORMATION			
Is your child in the care of the Local Authority?	Yes/No	Name of Local Authority	
Are you living in permanent or temporary accommodation?	Permanent/Temporary/Traveller/Other _____		
CONTACT INFORMATION			
<i>Parental Contact Details</i>			
Title & Name		Parental Responsibility	Yes/No
Male/Female		Relationship	
Address		Home Phone	
		Work Phone	
		Mobile Phone	
		Email	

*If we are unable to contact the person(s) with parental responsibility, please give at least TWO further adult emergency contacts to act on your behalf*

Contact 1			
Title & Name		Parental Responsibility	Yes/No
Male/Female		Relationship	
Address		Home Phone	
		Work Phone	
		Mobile Phone	
		Email	



## Mr Daniel Upfield, Headteacher, says...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 020 7266 7070 or email [info@arkatwoodprimary.org](mailto:info@arkatwoodprimary.org) and we will be happy to help!

### Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

### Welcome

Welcome to ARK Atwood Primary Academy and I look forward to getting to know you and your child.

Step 1

Please tear here

Contact 2			
Title & Name		Parental Responsibility	Yes/No
Male/Female		Relationship	
Address		Home Phone	
		Work Phone	
		Mobile Phone	
		Email	

Contact 3			
Title & Name		Parental Responsibility	Yes/No
Male/Female		Relationship	
Address		Home Phone	
		Work Phone	
		Mobile Phone	
		Email	

**SIBLINGS**

Please list any brothers and sisters currently attending Ark Atwood Primary Academy. This includes step and/or half brothers and sisters resident at the same address, but not cousins

Name		Year Group	
Name		Year Group	
Name		Year Group	

**PREVIOUS SCHOOLING**

Please give name & address of previous school/nursery (if any).

School		Dates Attended From/To	
School		Dates Attended From/To	

**SPECIAL EDUCATIONAL NEEDS**

Does your child have Special Educational Needs (e.g. disability, learning, behaviour)?	Yes/No
If yes, please give details	

**OTHER INFORMATION**

First Language Learnt		Nationality	
Main Language Spoken at Home:-		If Pupil Born Abroad:-	
By Pupil		County of Birth	
By Parents/Carers		Date of Entry to the UK	
Pupil's Religion		Refugee/Asylum Seeker	

Please ✓ tick ONE box for the Ethnic Background of the Pupil

Asian or Asian British Background		Mixed Background	
Bangladeshi		White & Asian	
Indian		White & Black African	
Pakistani		White & Black Caribbean	
Any Other Asian Background (Please Specify)		Any Other Mixed Background (Please Specify)	
Black or Black British Background		White Background	
Black African		British	
Black Caribbean		Irish	
Any Other Black Background (Please Specify)		Traveller of Irish Heritage	
		Gypsy / Roma	
		Any Other White Background (Please Specify)	
Chinese		Any Other Ethnic Group (Please Specify)	

**TRAVEL TO SCHOOL**

Please ✓ tick ONE method of Transport the Pupil will use to travel to/from School for the longest part of the journey only

Walk		Cycle	
Bus		Taxi	
Car/Van		Car Share with Other Family	
London Underground		Train	

**MEDICAL DETAILS**

Name of Medical Centre Attended	
Address of Medical Centre Attended	
Telephone Number	Post Code
Does your Child have any particular medical needs or conditions?	

Please tear here

## DIETARY

Please ✓ tick ANY of the following special dietary requirements

Vegetarian  No Dairy  No Pork  No Fish  No Nuts  No Beef  Halal

Allergy (Please Specify) \_\_\_\_\_

Please write in the space below any other Dietary Requirements/Allergies

## PERMISSION

During your child's schooling, we may organise small outings in the local area. Your child will be closely supervised during these events.

(Please note that a more formal written type of consent for further afield, day or longer or residential outings is required).

I DO NOT GIVE / I DO GIVE PERMISSION for my child to attend small outings  
(Please delete where appropriate)

Do you give permission for your child's photograph to be taken and used for Academy publicity?

I DO NOT GIVE / I DO GIVE PERMISSION for my child's photograph to be taken  
(Please delete where appropriate)

## DECLARATION BY PARENT/CARER

I CONFIRM THAT THIS FORM WAS COMPLETED BY THE PARENT/CARER AND DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE DETAILS GIVEN ABOVE ARE CORRECT

Signature \_\_\_\_\_ Relationship \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Admission Date \_\_\_\_\_ CMIS ID \_\_\_\_\_

Sibling Connection  Yes  No UPN No \_\_\_\_\_

EAL  Yes  No Class \_\_\_\_\_



Parent /Guardian Name: \_\_\_\_\_

Pupil Name(s): \_\_\_\_\_

As the parent or legal guardian of the above pupil(s), I grant permission for my daughter or son to 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. Pupils should therefore not have mobile phones in school. 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.

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Permission form for the Provision of Care

(To be filled out before starting school at ARK Atwood Primary Academy)

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

ARK Atwood Primary Academy has an intimate care policy which is part of our safeguarding policy. This is available from the school office and our website.

Please fill out the permission slip below stating your preference.

Yours sincerely

Mr Daniel Upfield

Headteacher

Name of Child: \_\_\_\_\_

Class \_\_\_\_\_

Please delete as appropriate

\*I give consent for my child to be changed and cleaned by ARK Atwood Primary Academy staff if they wet/soil themselves while in the care of ARK Atwood Primary Academy.

\*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organize for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pupil	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Parent/Carer	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Headteacher	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

	School	Home	Pupil
<b>Teaching and Learning:</b>  Pupils deserve the highest possible standard of teaching and support to help them learn.	<b>Our school will:</b> <ul style="list-style-type: none"> <li>Place an emphasis on English and mathematics to ensure mastery.</li> <li>Provide an enriched curriculum which challenges and motivates.</li> <li>Use regular assessment to track pupil progress.</li> <li>Ensure early intervention for those children experiencing difficulties.</li> </ul>	<b>Home will:</b> <ul style="list-style-type: none"> <li>Take an interest in what their child is learning.</li> <li>Support the school's philosophy of high expectations for all.</li> <li>Participate, where possible, in class activities and off-site visits.</li> </ul>	<b>Pupils will:</b> <ul style="list-style-type: none"> <li>Come to school ready to learn.</li> <li>Work hard in all lessons.</li> <li>Complete their homework every day.</li> </ul>
<b>Attendance:</b>  Pupils have the right to education and parents have a legal responsibility to make sure children attend regularly.	<b>Our school will:</b> <ul style="list-style-type: none"> <li>Contact parents on the first day of unknown absence.</li> <li>Contact parents of children who regularly arrive late for school.</li> </ul>	<b>Home will:</b> <ul style="list-style-type: none"> <li>Make every effort to make sure that their child will attend school every day and on time.</li> <li>Inform the school as soon as possible about any absence and the reason for it.</li> <li>Not taking children on holiday during term time.</li> </ul>	<b>Pupils will:</b> <ul style="list-style-type: none"> <li>Attend school every day and arrive on time.</li> </ul>
<b>Behaviour and attitude:</b>  Pupils learn best in an orderly environment where everyone knows what is expected of them.	<b>Our school will:</b> <ul style="list-style-type: none"> <li>Have a code of behaviour which creates a safe and caring environment for everyone.</li> <li>Make sure that all staff, pupils and parents know what behaviour is expected.</li> <li>Consistently implement the expected code of behaviour; sanctions and rewards.</li> <li>Encourage staff and pupils to have a positive attitude to learning and caring.</li> </ul>	<b>Home will:</b> <ul style="list-style-type: none"> <li>Give praise at home for good behaviour and attitude at school.</li> <li>Work with the school to find solutions in cases of unacceptable behaviour.</li> </ul>	<b>Pupils will:</b> <ul style="list-style-type: none"> <li>Keep school and class rules.</li> <li>Have a positive attitude to learning and school.</li> </ul>
<b>Communication:</b>  Good communication between home and school is essential to make sure that pupils get the support they need.	<b>Our school will:</b> <ul style="list-style-type: none"> <li>Be opening and welcoming at all times and offer opportunities for parents to become involved in school life.</li> <li>Make sure that parents have information about their child's progress and behaviour and general school 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> </ul>	<b>Home will:</b> <ul style="list-style-type: none"> <li>Tell school about anything which might affect their child's work or behaviour.</li> <li>Attend parent evenings.</li> <li>Raise concerns promptly and directly with the school.</li> </ul>	<b>Pupils will:</b> <ul style="list-style-type: none"> <li>Take home letters, notes and reports from the school and give them to their parents.</li> <li>Talk with parents and teachers about any worries in school.</li> </ul>
<b>Preparedness:</b>  Being prepared for learning is essential to learning and is a valuable life skill.	<b>Our school will:</b> <ul style="list-style-type: none"> <li>Ensure that our teachers plan all the lessons they teach.</li> <li>Have the materials and resources available for rich learning to take place.</li> </ul>	<b>Home will:</b> <ul style="list-style-type: none"> <li>Make sure their child wears the correct uniform to school every day.</li> <li>Make sure their child comes to school with the necessary equipment and books.</li> </ul>	<b>Pupils will:</b> <ul style="list-style-type: none"> <li>Wear their correct uniform every day.</li> <li>Come to school with the correct equipment and books.</li> </ul>



Sometimes we will need permission to include your child in some of our activities. For example, we might plan to take a group of children away from our usual location, such as a trip to a museum or concert, or a longer activity that involves an overnight stay.

We will only include your child in this kind of activity when we have consent from someone who has "parental responsibility" for your child. Parental responsibility is a legal term. It defines, among other things, who can give consent on your child's behalf.

There are a range of people who can have parental responsibility for a child. Many of them will be the child's "birth" (or biological) parents, but this is not so for all of them. There are also some other people who can gain parental responsibility.

The following information tells you which people can have parental responsibility. Please take a few minutes to read it, and then let us know who has parental responsibility for your child.

## BIRTH PARENTS

- All birth (biological) mothers have parental responsibility.
- Birth fathers only have parental responsibility if one of the following applies:
  - They are married to their child(ren)'s mother, or

- They have made a Parental Responsibility Agreement with their child(ren)'s mother. This is made through the birth parents completing a PR Agreement Form which is registered with the Central Records Office, or
- They are named on their child's birth certificate – this ONLY applies to children born on or after 1st December 2003, or
- They have gained a Parental Responsibility Order or a Residence Order through a civil court.

The parental responsibility of birth parents does not change if they separate or get divorced. It can only be brought to an end by the making of an adoption order.

## ADOPTIVE PARENTS

An adoption order extinguishes the parental responsibility of all those who previously had it, and fixes it to the adopter(s).

Adoptive parents named on their child's adoption order have parental responsibility.

## OTHER PEOPLE WHO MAY HAVE PARENTAL RESPONSIBILITY

Step parents who are married to, or in a civil partnership with one of the child's birth parents can gain parental responsibility either by making a formal agreement with the birth parents to share it, or through a Residential Order.

Close family members, such as aunts and uncles, grandparents, or an adult brother or sister can gain parental responsibility through a Residence or Special Guardianship Order.

You may have named someone as your child's guardian. This does not give them parental responsibility. Guardians apply to court for a guardianship order, which gives them parental responsibility. This only happens on the death of the birth parent(s).

## CHILDREN WHO ARE "LOOKED AFTER" (in care)

There are two possible ways your child could be "looked after" by the local authority.

- If the local authority has a Care or Interim Care Order. This grants them parental responsibility, which they share with the birth parent(s). Consent should be sought from a local authority social worker or manager who has been authorised to give it.
- If the child is "accommodated" with the consent of the parents the local authority does not have parental responsibility. Consent should be sought from the birth parent(s) or others who have parental responsibility.

Foster carers look after children on behalf of the child's parents and the local authority. They do not have parental responsibility for the children they look after, unless they have gone to court to gain it.

## EMERGENCIES

Someone looking after your child on your behalf, such as a teacher or childminder, has a responsibility to take reasonable steps in an emergency. For example, if your child has a serious injury at school, a teacher can take them to hospital, and a doctor can provide emergency treatment. We will always make every effort to contact you as soon as possible in these situations.

**WHO HAS PARENTAL RESPONSIBILITY FOR YOUR CHILD?**

Please write down who has parental responsibility for your child below:

Your Childs Name:	
1 Name of person(s) with Parental Responsibility	
Relationship to Child:	
2 Name of person(s) with Parental Responsibility	
Relationship to Child:	
3 Name of person(s) with Parental Responsibility	
Relationship to Child:	
4 Name of person(s) with Parental Responsibility	
Relationship to Child:	

**APPLICATION FOR ADDITIONAL GRANTS**

Please read carefully. All applicants must complete all sections.

**SECTION A: PERSONAL DETAILS**

(Please complete in block capitals)

SURNAME ..... FIRST NAME .....MR/MRS/MISS/MS .....

NATIONAL INSURANCE NO. .... DATE OF BIRTH .....

ADDRESS .....

POSTCODE ..... TELEPHONE NO. ....

RELATIONSHIP TO CHILD(REN) E.G. PARENT/GUARDIAN .....

**SECTION B**

Please give details of your child(ren).

Child's Name	Child's Date of Birth	Name of School

Signed ..... Date .....

**Key information**

**What are our school times?**

ARK Atwood Primary Academy runs a longer school day to allow additional time for English and Mathematics as well as daily Music and PE.

Our school times are:

- Monday to Friday: 8.30am to 4.00pm.
- All pupils have a lunchbreak of an hour.

The school office is open from 7.30am-6pm.

**Wraparound Clubs**

**Breakfast Club**

Breakfast Club is run by an organisation called P3 and starts at 7.45am and runs through to the start of the school day at 8.30am. Breakfast club costs £2 per day.

**After School Playcentre**

Our After School Playcentre runs from 4.00pm to 6.00pm. It is run by an organisation called P3 and provides on-site play and sports activities. After school playcentre costs £10 per day.

**Holiday provision**

P3 also provides holiday provision from 8.00am to 6.00pm. Please see the school website for more details about each of our wraparound provisions. Visit [www.arkatwoodprimary.org](http://www.arkatwoodprimary.org) and click on 'Curriculum' in the top menu bar, then choose 'School Day'.

**Arrivals and departures**

Children should not arrive at school before 8.25am unless they attend Breakfast Club. Children remain the responsibility of their parents until entrance to the school. Children are encouraged to enter the school independently and should make their way to their classrooms, hang up their coats and bags, and get settled in.

If your child arrives after 8.40am they will be marked in the register as 'late'.

**Uniform**

All pupils must dress according to our Uniform Policy, which reflects our values and reinforces our school's culture of high expectations and academic achievement. Our school uniform is important to us because it is one way in which we identify ourselves as a school family and it promotes a strong, cohesive school identity which supports high standards and expectations in all areas of school life. Our Uniform Policy can be downloaded from the 'Policies' section of our school website [www.arkatwoodprimary.or](http://www.arkatwoodprimary.or). Our uniform consists of:



**Boys**

- Fine knit V-neck jumper (green and gold stripe) with Atwood logo.
- White shirt.
- School tie.
- Grey trousers.
- Grey/black socks.
- Black school shoes.
- Blazer (Years 5 and 6 only).

**Summer (optional)**

- Polo shirt (white and green stripe) with Atwood logo.
- Grey shorts.

**Girls**

- Fine knit V-neck jumper (green and gold stripe) with Atwood logo.
- White shirt.
- School tie.
- Grey skirt/trousers.
- Grey tights/socks.
- Black school shoes.
- Blazer (Years 5 and 6 only).

**Summer (optional)**

- Green and white gingham dress.
- White socks.

OR

- Polo shirt (white and green stripe) with Atwood logo.
- Grey skirt/shorts.
- White socks.

**PE Kit (indoor and outdoor)**

- Green T-shirt with Atwood logo.
- Red shorts.
- Green tracksuit with Atwood logo.
- Trainers or plimsolls.

**Lost property**

We ask that all clothing is named, including shoes, so that lost items can be returned to their owner. The school cannot accept responsibility for loss or damage of pupils' property and valuables. All mislaid items are placed in the lost property box located in the school office. Please ask the school office if you wish to look through this box. We endeavour to return all named property, but give unclaimed lost property to a local children's charity at the end of term.

**Purchasing school uniform**

Our uniform supplier is Urban Apparel, located at 373 Harrow Road, W9 3NA (a 10-minute walk or 4-minute bus journey from Atwood). The shop is open 9.00am to 6.00pm (Monday to Saturday) and 11.00am to 5.00pm (Sunday). As well as Atwood branded items, Urban Apparel also stocks a full range of non-branded items.

**Second-hand uniform**

Any unwanted items of uniform may be given to the school office. We host regular second-hand uniform sales where good quality items can be picked up for low cost.

**Food in school**

**School meals**

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Our on-site kitchen team prepare a variety of healthy, tasty meal for children to enjoy. All food is halal and a vegetarian option is always available. You can view the school meal menu on the school website [www.arkatwoodprimary.org](http://www.arkatwoodprimary.org). Click on 'Life at School' in the top menu bar and then 'School Meals'.

**Free school meals**

All children in Foundation and Years 1 and 2 are eligible for free schools meals. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the school office for details on how to apply.

**Dinner money**

The cost of a school meal for children in Key Stage 2 is £2.30. This is payable on a daily or weekly basis.

**Packed lunch**

Packed lunch – only an option for children in Year 3 upwards. We encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Suggestions can be found on the NHS Live Well for Children website. Please visit [www.nhs.uk/livewell/yourchildatschool](http://www.nhs.uk/livewell/yourchildatschool) and click on the 'Healthier Lunchboxes' section.

If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. For safety reasons we do not allow children to bring in canned drinks or glass containers; fizzy drinks and **NUTS** are not permitted in school.

**Fruit and drinks**

All children in Reception, Year 1 and Year 2 are provided with free fruit every day by the Government Fruit and Vegetables for Schools Scheme; snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. If your child has any allergies, please ensure your child's class teacher is made aware so that an alternative fruit may be provided that day.

**Years 3, 4, 5 and 6**

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit or vegetables. Please ensure children do not bring in biscuits or chocolate bars for snack time.

# Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help

## Absence

We expect children to attend school regularly and on time. Records are kept of attendance and lateness. We celebrate good attendance by displaying individual and class achievements. Poor attendance equals poor learning opportunities, and we are committed to enabling our pupils to take full advantage of the educational opportunities available to them.

We recognise that positive behaviour and attendance have a significant impact on our children's attainment and their life chances as it maximises learning opportunities. Our Attendance Policy aims to support each child to achieve high levels of attendance and punctuality.

### Contact the office

All absences must be reported to the school office as soon as possible on the first day of non-attendance. The office staff will contact any parents who have not notified them of their child's absence, as per our Attendance Policy and for child safety reasons. You must send a note or email on the first day your child returns with an explanation of the absence – you must do this even if you have already telephoned us. If your child has sickness and/or diarrhoea, then they SHOULD NOT return to school for 48 hours after the last incident. A written note is also required if your child is unable to take part in PE.

You can contact the school office using the following telephone number and email address:  
Tel: 020 7266 7070

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

### Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

## Holidays

Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking their child away in school time. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete available at the school office.

## Request for absence

With this in mind, the Government and Local Education Authority have now put in place new procedures regarding absence during term time and Headteachers may only grant absence in exceptional circumstances. Clearly, there are many situations which may constitute exceptional circumstances, but as a generality 'exceptional' will be interpreted as being of unique and significant emotional, educational or spiritual value to the child, which outweighs the loss of teaching time. Whilst it will be important to look at the whole situation in making decisions about any individual request, the normality will be that requests will be refused. The aim is to ensure that every child gets their full entitlement to education – every missed lesson is a missed learning opportunity.

For more information, please see the school website [www.arkatwoodprimary.org](http://www.arkatwoodprimary.org). You will find the school's Attendance Policy under 'Policies' in the top menu bar.

## Jewellery, watches and hairstyles

Only watches (no sound effects or games) and one pair of stud earrings are allowed. Children should remove these for PE, or if they are unable to remove them independently, please ensure they are removed before attending school. Newly pierced ears should have the studs covered during PE with surgical tape provided from home.

Please note that any accidents caused or exacerbated by the wearing of jewellery are entirely the responsibility of the parents of the child wearing such items. The school accepts no responsibility. Parents should also be aware that staff are unable to accept liability for loss, theft or damage of such items, as they are not covered by insurance. We request hairstyles are sensible and appropriate for school. Long hair on both girls and boys should be tied back neatly in school colours (green, red, gold).

## Hats, headscarves or headwear

Pupils are not allowed to wear hats, headscarves or any other head covering inside the school building unless it is due to religious or cultural values. Any head covering for religious or cultural values or hair accessories that are worn such as slides, ribbons, bobbles etc. should be simple and in school colours (green, red, gold) or grey. A school hat with Atwood logo is available for both summer and winter outdoor wear.

## Clubs and activities

We want ARK Atwood pupils to enjoy a rich and varied school life, and that includes a wide choice of stimulating extra-curricular activities. There will be clubs and societies, school plays and performances, sports clubs, opportunities to learn additional languages and musical instruments, and opportunities to start or join clubs as demand rises. In addition to the regular external visits, there will be joint activities and competitions with other schools in the area and across London.

Examples of clubs are:

- French.
- Drama.
- Tag Rugby.
- Football.
- Recorder.
- Street Dance.
- Ballet.
- Kind Kids.
- Knitting.
- Running.
- Chess.



## Special Educational Needs

We celebrate the differences between all of our children and young people. We value the contribution which every member of our school makes to the school community and our community as a whole. We are committed to giving every child the opportunity to succeed. The educational progress and well-being of all our children is closely monitored. This helps us to identify any specific needs a child may have as early as possible. Such needs may be for many different reasons. It could be because of a Special Educational Need or disability, being gifted and talented, or having English as an additional language.

### Policy

The Special Needs Policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy, resources are allocated to pupils after identifying need and determining priorities.

### Additional support

Children progress at different rates and every effort is made within the school to cater for this. Children who have Special Educational Needs may receive additional advice and support from the local authority's Special Needs Support Service and other agencies. All children have access to the full curriculum and work is planned accordingly.

## Charging Policy

The school has a Charging Policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school.



# Frequently Asked Questions

## Emergency arrangements

It is our policy to remain open unless we are forced to close because there is a risk to the health and safety of staff and students. If we are closed, parents will be notified by ParentMail. If you have a mobile telephone, you will receive a text message from school. If your number has recently changed, it is important for you to inform the school office of your new number.

## Collecting your child

Should the weather worsen during a school day, children will only be sent home if we have concerns that pupils are at risk of being unable to travel home safely. Every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan, i.e. please nominate an adult to collect your child in your absence and organise this beforehand because the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day.

Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

## Working with parents

### Parental involvement

We believe that children whose parents are involved and interested in their learning do well. We involve parents in their children's learning and encourage them to be active members of the school community. Parent communication is organised to encourage wide participation and honest conversation. We expect all parents to support their children's educational aspirations and achievements.

### Friends of ARK Atwood (FOFAA)

All parents are automatically members of FOFAA. This group promotes a cohesive school community and ensures that all children and their families can play a part in the wider school community. FOFAA also fundraises for the school to help it achieve its aims for each child.

### Communication with parents

Good communication between home and school is essential to make sure that children get the support they need. Our Parent Forum meet with the Leadership Team once every half term to contribute to discussions about ideas and/or new initiatives that the school is running. Parents' Evenings are held during the school year and provide an opportunity for you to attend school and discuss your child's progress with the class teacher. Regular newsletters are issued with details of important school news, events and dates.

### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in their education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

### The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy is returned home to the parents.

## Medicine in school

If your child requires regular medication, we will administer medicine on your behalf as long as it is prescribed by your doctor. In these cases, please complete our 'Administration of Medication' form, which is available from the school office. Our nominated staff member will discuss the requirements with you.

### Nut allergies

Those children who have a known nut allergy must supply school with an EpiPen. We have staff who are trained to administer this should an emergency arise.

### Inhalers

All prescribed inhalers will be kept in the classroom within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, labelled with the child's name and class. The expiry date should be checked by parents please on a regular basis.

## Health and safeguarding

Before your child starts at Ark Atwood please provide proof of address and date of birth for your child. The simplest way to do this is to call into the school office between 8am-6pm

## Acceptable documents

Address: acceptable forms of proof are a council tax bill, council/housing association tenancy agreement or child benefit book/notification. The evidence provided must be dated no more than six months prior to this letter.

Date of Birth: acceptable forms of proof are a birth certificate, passport, immigration document, child benefit book/notification (where the date of birth is shown) or a baptismal certificate.

Original documents only should be submitted – photocopies are not acceptable.

## Health and Safeguarding

Ark Atwood Primary Academy is committed to safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance. If you have any concerns about the health and welfare of your own or another child please contact our Designated Safeguarding Lead, Joanna Rees (Assistant Headteacher) or the Headteacher.

## Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your work's address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school office is notified of a change in circumstances as soon as possible.

### Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather, etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.

### Parent Mail

This is our main method of communication with parents. Once we have an email address for a parent they are registered and receive an email to verify their account. Parent Mail is beneficial to parents because:

- Messages will get to you reliably and on time
- We can send messages directly to mums, dads and other carers at the same time
- Emergency or important information can be sent by text message
- iPhone and Android Apps available for parents on the go.

### Wise Pay

We welcome online payments via Wise Pay (link on our website) for trips, clubs, nursery fees etc. All parents can register for a Wise Pay account.

### School Library

Atwood has an excellent school library run by a Librarian and team of volunteers. All children have a weekly session in the library and are encouraged to borrow books to enjoy at home. The library is well-stocked and matched to the curriculum. We have an electronic borrowing system and requests for popular titles can be made.

### Parking

As a school community we are striving to make Amberley Road car free. This is for safety; to ease congestion; improve air quality and to maintain positive community relations. If parents and carers do need to drive to school they are permitted to park on single or double yellow lines in the vicinity (but not Amberley Road) for up to 10 minutes.

Why do we need policies?

For a school to offer high-quality education and care, it needs policies; they are important in helping to develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's Behaviour Policy or Special Educational Needs Policy before deciding whether to apply for their child to attend the school.

High standards

At ARK Atwood we believe policies are vitally important in helping us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to [www.arkatwoodprimary.org](http://www.arkatwoodprimary.org) and download them from 'Policies' section in the top bar menu.

Step 1



Key policies

Some of our key policies are:

- Anti-Bullying Policy.
- Attendance Policy.
- Behaviour Policy.
- E-Safety Policy.
- Home Learning Policy.
- Home School Agreement Policy.
- Library Policy.
- Safeguarding Policy.
- Sex and Relationships Education Policy.
- Special Educational Needs Policy.
- Uniform Policy.

Step 2



Term dates 2017-18



- 1 School days
- 2 School holidays
- 3 Bank holidays
- 4 Academy inset days
- 5 Network inset days

*Ark's aim is to create outstanding schools that give every pupil, regardless of their background, the opportunity to go to university or pursue the career of their choice.*



December

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

November

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			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		

October

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23	24	25	26	27	28	29
30	31					

September

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25	26	27	28	29	30	

April

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30						

March

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August

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27	28	29	30	31		

July

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30	31					

June

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24	25	26	27	28	29	30

May

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28	29	30	31			

2017

2018

2018



# VISION AND VALUES

We believe in the potential of every child who joins ARK Atwood Primary Academy and will strive to create a school which provides each pupil with the best possible start in life.

## ASPIRATION & ACHIEVEMENT

We all achieve the best we can. We focus daily on doing whatever it takes to accomplish our goals.

## SCHOLARSHIP

We are focused on excellence. Hard work and achievement are at the heart of our school.

## PERSEVERANCE

We believe in ourselves and never give up.

## INTEGRITY

We do the right thing and choose honesty. We are our best selves.

## RESPECT & RESPONSIBILITY

We treat others as we want to be treated. We look to ourselves to do what needs to be done – no excuses.

## ENTHUSIASM

We remain positive. We show our positivity. The positivity we show gives us strength.

## WHOLE SCHOOL COMMITMENT

Our values run throughout the school from the teachers down to the children. In order to reinforce and promote them on a regular basis, our children are awarded a weekly ASPIRE certificate in front of their peers and parents.



## ARK Atwood Primary Academy

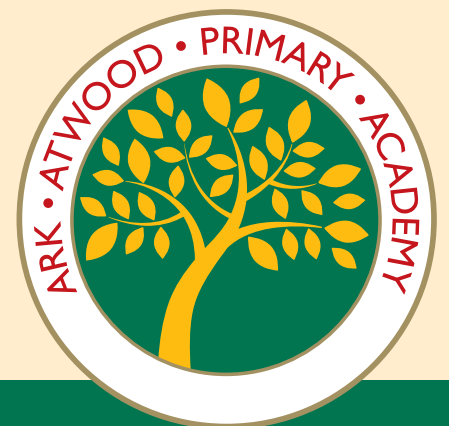
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*Achieving Success*