



Ark Burlington Danes
Primary Academy

Parent Handbook 2017-18

Every pupil matters: Every lesson counts

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WELCOME

September 2017 will mark the 1 year anniversary of what has been an excellent first year in our new, state of the art school building. A school, however, is not buildings alone, and as the Ark Burlington Danes Primary team our vision will be to provide a welcoming, safe and happy environment where we take pride in our achievements, celebrating success and recognising unique talents. As our current students progress into our first Year 2 groups, we are quickly becoming a very popular choice in the local community. We saw unprecedented levels of applications for reception places, and our nursery, which began only last year, is consistently over-subscribed. This, we feel, reflects our commitment to balancing academic excellence with creating a nurturing environment for all of our children.

As we continue on our journey we do so in close collaboration with our 'big sister' in Ark Burlington Danes Academy. Sharing of expertise and resources will give pupils continuity and consistency, bridging the often challenging transition from primary to secondary school.

Ark Burlington Danes Academy achieved an 'outstanding' recognition from OFSTED in 2013 – something for the primary school to aspire to and uphold. I believe that we will do this through:-

- The provision of high quality teaching and learning both within and outside of the classroom
- Providing a creative, well balanced curriculum relevant to the 21st Century
- The promotion of independence and resilience to transfer skills in order to solve problems and become critical thinkers
- Expectations and modelling of exemplary behaviour
- High standards of attainment and progress for all groups of children regardless of starting points
- Rigorous accountability through data and review
- Full engagement of all stakeholders and promotion of equal opportunities and community cohesion
- Building positive relationships with pupils and staff through transparency and honesty

It is with this in mind that we continue our journey.

Lisa Crispin
Head teacher

UNDERPINNING PRINCIPLES

We at Ark Burlington Danes Primary Academy are proud to be a part of the ARK Schools network, a group of high achieving, non-selective schools across London, Hastings, Birmingham and Portsmouth.

Each school in the network has its own distinctive character but we all share the same mission; to give every child the very best start in life, so that when the time comes, they do well enough to go on to university or into the career of their choice. We all share the same six key principles:

- High expectations
- Excellent teaching
- Exemplary behaviour
- Depth before breadth
- More time for learning
- Knowing every child

As part of the ARK Schools network, we are able to share resources and ideas with other schools, helping each other to excel.

VISION AND VALUES

Our Vision

A Christian 'comprehensive grammar' all-through school, Ark Burlington Danes Primary Academy proves that great schools can more than achieve outstanding results; they build and enrich both individual lives and the local community.

We strive to develop positive character traits alongside lifelong curiosity for learning in our pupils, pupils who engage with and wish to understand our world culturally and spiritually.

Every pupil from Nursery to Year 13 matters. Every lesson counts. Formal, scholarly and courteous; sport and creativity flourish and are actively encouraged. A caring, compassionate community, backed by Ark, we believe in no excuses: no matter your background, circumstances or ability you will succeed.

Our Pledge

Every Pupil Matters: Every Lesson Counts

Our Motto







We believe, dream and persevere to succeed

Our Values

We are a Church of England school which welcomes children of any faith or none. We strongly believe in a sense of community founded in mutual respect, personal discipline and a culture that all can – and will – succeed.

Our Values - ICTHUS	
Independence	We are independent learners and thinkers and are responsible for our actions
Community	We work together as a team, to support each other and our local community
Trust	We are transparent, open and honest, therefore people trust us
Helpfulness	We volunteer in a variety of situations and display good manners at all times
Unity	We value diversity and difference within our community
Scholarship	We focus on excellence. Hard work and achievement are at the heart of our school

The House system

Linked Value	House Name	House Emblem
Independence	Galatians (Star)	
Community	Corinthians (Heart)	
Trust	Ephesians (Dove)	
Helpfulness	Romans (Garland)	
Unity	Colossians (Goblet)	
Scholarship	Philippians (Anchor)	

(Each pupil will be allocated a house on entry into Nursery/ Reception)

GENERAL INFORMATION

Contact information

School: Ark Burlington Danes Primary Academy
Du Cane Road
London
W12 0TN

020 8735 5943

Email: Christopher.currie@burlingtondanes.org
Website: <http://burlingtondanes.org>
Twitter: arkBDA_primary

Term dates 2017-18

Autumn Term – 6th September 2017 – 15th December 2017	
Staff Development Days	4 th / 5 th September 2017
Term Starts	6 th September 2017 – 8.30am
Half Term	23 rd – 27 th October 2017 (inclusive)
Staff Development Day	20 th November 2017
Staff Development Day	8 th December 2017
End of Term	15 th December 2017 – 1pm
Spring Term – 3rd January 2018 – 29th March 2018	
Staff Development Day	2 nd January 2018
Term Starts	3 rd January 2018 – 8.30am
Half Term	12 th – 16 th February 2018 (inclusive)
Staff Development Day	16 th March 2018
End of Term	29 th March 2018 – 1pm
Summer Term – 16th April 2018 – 20th July 2018	
Beginning of Term	16 th April 2018 – 8.30am
Bank Holiday	7 th May 2018
Half Term	28 th May – 1 st June 2018 (inclusive)
Staff Development Day	6 th July 2018
End of Term	20 th July 2018 – 1pm

(NB all dates are inclusive)

Please try to ensure that medical/ dental appointments are made during holiday times.

Timings of the academy day

Monday – Thursday	
8.00am	Gates open (children to go directly into classrooms)
8.30am	Registration
8.40am	Collective worship/ assembly
9.00am	Lessons
10.30am	Break
10.45am	Lessons
12.00pm	Lunch
1.00pm	Registration
1.05pm	Lesson
2.30pm	Break
2.45pm	Lessons
4.00pm	End of school/ after school clubs begin
Friday	
8.00am	Gates open (children to go directly into classroom)
8.30am	Registration
8.40am	Collective worship/ assembly
9.00am	Lessons
10.30am	Break
10.45am	Lessons
12.00pm	Lunch
1.00pm	Registration
1.05pm	Lessons
2.30pm	End of school/ after school club begins

After school provision

We run extra-curricular clubs from 4-5pm Monday – Thursday (these will be allocated on a first come first served basis and are charged at £2 per session)

We also have after school provision until 6pm (Monday – Thursday) run by an outside provider P3. This is charged at £4 per hour and can be accessed after your child has taken part in a school club from 5pm or straight after school for 2 hours from 4pm.

After school provision on a Friday is until 4.30pm and is provided solely by P3.

Arrival at school (Du Cane Road)

The entrance to the Primary Academy is through the Du Cane Road entrance. The gates to the academy site will open at 8.00am and pupils are to go straight into their classrooms.

Pupils who arrive after 8.30am must be escorted to the academy office by their parents. The Academy Administrator will arrange for your child to join their class. Those arriving after 8.40am, when the registration period ends will be considered absent or late, at which time parents will be asked to sign the late book.

Leaving school

The formal school day ends at 4pm (except on Fridays when it finishes at 2.30pm), with clubs taking place until 5pm (Monday-Thursday) and our after school provision until 6pm (Monday-Thursday) and 4.30pm on a Friday. At the end of the day pupils will be dismissed directly from their classrooms.

Children who are not collected on time will be taken to the Primary Academy office, where they will wait until their parent arrives. Parents/ carers collecting children after 4.10pm will be asked to sign the 'Late Collection' book. The Head teacher will check this book every month and may invite parents/ carers, who are regularly late to collect their children, to a meeting to discuss how these incidents could be reduced.

If you know in advance that you are going to be late collecting your child, please inform the Primary Academy office as early as possible to avoid any unnecessary concern.

A child may only be collected from school by an adult known to us. It is the parent/ carers responsibility to ensure that the school is introduced to anyone who may collect the child ahead of time. The safety of our pupils is paramount, so any changes to pick-up arrangements must be reported in advance.

We do not allow any pupil to be collected from school by someone under the age of 16 years of age, subject to the discretion of the Head teacher only.

Afterschool clubs

Children from Reception will be able to participate in a range of afterschool clubs from 4pm-5pm Monday-Thursday. All clubs are charged at £2 per session. Invoices will be sent out at the end of each half term and only for clubs attended. Children who are regularly collected late from afterschool clubs may incur a fine and be prevented from attending future clubs.

Absence

If a pupil is unable to attend school due to an illness or other circumstances, parents/ carers should contact the Primary Academy Office on 020 8735 5943 before 8.15am. If the academy has not heard from you by 9.15am the Academy Administrator will contact you directly. The academy must report any unauthorised or continued absences to the Educational Welfare Service, who will then contact the family directly to discuss reasons for the absence.

If a pupil is likely to be absent from school for a prolonged period, parents/ carers should speak to the academy to explain the situation. We will be happy to discuss any support required to ensure they keep up to date with what is taking place at the academy.

On a pupil's return to school following an absence, please write a short note/ email outlining the reason for the absence. If the absence is longer than five days a doctor's certificate is required. For pupils who are persistently absent; parents/ carers will be asked to provide a doctor's certificate for absences of three days or more.

Lateness

The register is closed at 8.40am. Any pupils not in school by 8.40am will be marked as late. If your child is likely to be late for school, please telephone the Primary Academy office before 8.30am. Once you arrive at the academy please go directly to Primary Academy Office so that we can mark your child as present immediately.

Leave of absence (Holidays)

The academy's pledge states that every lesson counts and it is with this in mind that we discourage any holiday taking place during term time. Holidays should be planned around term dates of which parents/ carers are given ample notification.

All leave of absence during term time must be made in writing to the Head teacher two weeks prior to the date of commencement. Failure to submit a written leave of absence request form will lead to the absence being automatically marked as unauthorised. Authorisation for the absence will only be granted in exceptional, unavoidable circumstances. Any absence not authorised by the Head teacher will be classed as an unauthorised absence and will be reported to the Local Authority Education Welfare Officer for investigation. Their investigation may result in a fine.

We welcome families from all faiths and religions and are aware that some religious festivals will fall on a school day. While we respect the importance of these, the academy needs to ensure that our pupils attend school regularly and not run the risk of falling behind. As a result, the academy will only authorise one day per year for religious observance. This will be marked as an authorised absence, which will be reflected in your child's overall attendance record.

Medicines

Members of staff are permitted to administer medicine with written authorisation from a parent/ carer, please see the Academy Administrator for a disclaimer form. All inhalers and EpiPens should be labelled with your child's name and class name.

Illnesses

Diarrhoea, sickness or both are types of infection that are extremely contagious, and within a school setting can spread very quickly. **If your child displays symptoms of these, please do not send them to school and keep them at home for 48 hours from the last time the symptoms occurred. This is an academy policy.**

We are often asked how long children should be kept at home after they have been suffering from various childhood illnesses. Please see below for information:-

Illness	Return to school
Chicken Pox/ Shingles	5 days from the onset of the last 'crop' of spots.
Conjunctivitis	Once the doctor's medication has commenced.

Hand, foot and mouth	This is not the same as 'foot and mouth'. When the spots have gone from the hands.
Impetigo	When adequate treatment has been given and the lesion(s) have been covered.
Slapped cheek	Until the child has fully recovered.
German measles	Until the child has fully recovered.
Tape/ Thread worms	Seek advice from your GP.

These diseases are highly contagious and may cause risk to pregnant women, therefore please notify the academy as soon as possible if your child is suffering from any communicable disease so that we can take steps to prevent the spread. As with any sickness absence, a letter/ email giving details is required upon your child's return to school.

Academy uniform

Here at Ark Burlington Danes Primary Academy we believe that a uniform fosters a feeling of belonging and encourages pupils to take pride in their school. It is important that uniform is worn smartly and correctly as this prepares pupils for the expectations at the secondary school and for the outside world. Due to this the uniform code will be strictly enforced. The uniform for the Primary Academy is available from and outlined below:-

All the items above are available from Khalsa School wear:-

Address – 388-390 Bethnal Green Road, London, E2 0AH

Telephone – 020 7729 3286

Website – www.khalsaschoolwear.co.uk

All uniform can be purchased online and delivered to your home or to the academy.

The academy will also sell the uniform at the school at various points of the school year. Parents/ carers will be informed in advance of these days.

We will have second hand uniform sales as and when uniform is donated to us. You will be notified of these through the weekly newsletter.

Girls	Boys
Nursery	Nursery
Autumn/ Winter/ Spring	Autumn/ Winter/ Spring
<ul style="list-style-type: none"> • Navy blue tracksuit with school logo • White school polo shirt with school logo • Black plimsolls • White socks • Navy blue school coat • Navy blue woollen hat with school logo • Navy blue scarf with school logo • Wellington boots • Hair accessories – navy blue/ maroon 	<ul style="list-style-type: none"> • Navy blue tracksuit with school logo • White school polo shirt with school logo • Black plimsolls • White socks • Navy blue school coat • Navy blue woollen hat with school logo • Navy blue scarf with school logo • Wellington boots • Hair accessories – navy blue/ maroon
Spring (From 1st May)	Spring (From 1st May)
<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • As above

<ul style="list-style-type: none"> Navy blue school cap with logo 	<ul style="list-style-type: none"> Navy blue school cap with logo
Girls	Boys
Reception	Reception
Autumn/ Winter/ Spring	Autumn/ Winter/ Spring
<ul style="list-style-type: none"> Tartan skirt White shirt Maroon school jumper/ cardigan Navy blue tights/ white socks Black/ navy blue school shoes Navy blue outdoor coat Navy blue woollen hat with school logo Navy blue scarf with school logo Book bag with logo Hair accessories – navy blue/ maroon 	<ul style="list-style-type: none"> Navy trousers White shirt Navy blue tie Maroon school jumper/ cardigan Navy/ Black socks Black school shoes Navy blue outdoor coat Navy blue woollen hat with school logo Navy blue scarf with school logo Book bag with logo Hair accessories navy blue/ maroon
Spring (From 1st May)	Spring (From 1st May)
<ul style="list-style-type: none"> As above School summer dress Short sleeved white blouses White socks Navy blue cap with school logo Navy blue closed toe sandals 	<ul style="list-style-type: none"> As above Navy short trousers Navy socks Navy blue cap with school logo Navy blue closed toe sandals
PE Kit	PE Kit
<ul style="list-style-type: none"> White polo shirt with logo Navy blue shorts White PE socks Navy blue school tracksuit with logo PE bag with logo 	<ul style="list-style-type: none"> White polo shirt with logo Navy blue shorts White PE socks Navy blue school tracksuit with logo PE bag with logo

(NB – please ensure all uniform is clearly labelled with your child's name)

Hats, headscarves or headwear

Pupils are not allowed to wear hats, headscarves, or any other head covering inside the academy building unless it is due to religious or cultural reasons. Any head covering for religious or cultural values or hair accessories that are worn such as slides, ribbons, bobbles etc. should be simple and in academy colours (navy blue or maroon).

Hairstyles

Pupils' hair should be neatly groomed and professional at all times for smartness, appearance and health and safety. Long hair on both girls and boys should be tied back using academy colour hair bands. Pupils' faces should not be obscured as the teacher may not be able to judge their engagement with learning and secure their participation in discussions and practical activities. Pupils may not wear designs or words cut into their hair or permanent or temporary coloured hair.

Nail polish or make-up

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

Jewellery and accessories

Pupils may not wear any jewellery except for one watch only (no sound effects or games). Pupils are allowed to wear one pair of stud earrings, and they must be worn in the lower ear lobe. All studs must be removed for PE or taped (tape provided by parents).

Footwear

Pupils must wear closed-toed, hard-soled, **all black** plain shoes with a flat sole. Footwear with flashing lights is not appropriate for school. Boots are not allowed. Open-toed sandals should not be worn, even in the Summer Term.

Acceptable	Unacceptable
Girls' Shoes	
	
Boys' Shoes	
	

Uniform sanctions

Academy staff will check uniforms at the start of each day as pupils' come into the academy. Parents/ carers of pupils not wearing the correct uniform will be asked to bring the missing uniform into the academy. If the parent/ carer is unable to bring in the correct item(s), the academy will provide the pupil with the item they are missing. The class teacher will talk to parents/ carers at the end of the school day to ascertain when the situation will be rectified.

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

There will be occasions when the academy decides that school uniform is not appropriate e.g. when taking part in a fundraising event. Parents/ carers will be notified in advance of what the revised dress code is on these days.

Lost property will be kept in the Primary Academy Office. Parents/ carers may look through the lost property box daily before and after school. At the end of every term, parents/ carers will be invited into school to look through any lost property after which all lost property will be cleared out of the lost property box.

The academy cannot accept liability for any missing/ lost items of clothing or jewellery.

Healthy eating

There is a Government programme where all children in Reception, Year 1 and Year 2 are entitled to a universal free school meal. This will be at no cost to parents. The school dinner menu is varied and specifically created for our pupils. The menu provides for either a vegetarian or non-vegetarian option. Parents will be provided with menus in advance and asked to submit choices to the primary academy office. All pupils are provided with a healthy morning snack, consisting of fruit or raw vegetables.

Even though all children are entitled to a 'universal free school meal', some pupils may qualify for free school meals due to household income or benefit status. The school obtains further funding to help support children through this scheme, known as Pupil Premium.

In England, children are eligible to receive free school meals (FSM) if their parents are in receipt of any of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit

- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.

If you feel that you may qualify for this extra grant we have application forms in the Primary Academy Office, or you can apply online at www.lbhf.gov.uk/contact_counciltax_benefits or telephone 0208 753 6681

We follow family dining style lunch, whereby all the children and staff will eat together and serve each other. Good manners and considerate behaviour are encouraged at all times. Children displaying these may be invited to dine with the Head teacher as a reward.

Please let us know of any specific food allergies your child(ren) may have as well as medical documentation, so that these may either be excluded from the food provided or alternative options cooked.

OUR CURRICULUM

Our curriculum is designed to fully prepare pupils for secondary school and for the national curriculum tests in English and mathematics at Key Stages 1 and 2. We make sure that every child achieves their full potential and that we cater to their different strengths, abilities and interests.

Depth before breadth

A strong command of English and mathematics is vital for the whole curriculum. We prioritise depth in both subjects and commit extra time to them so that every pupil secures proficiency as early as possible and can address the curriculum with confidence.

English

We focus on speaking and listening, reading and writing using the Read Write Inc. reading programme, which is based on synthetic phonics. This teaches children which combinations of letters make the different sounds in English, how to blend these words and how to decode words. Children have daily English and phonics lessons from Reception onwards and frequent opportunities to read with an adult.

Mathematics

All ARK schools specialise in mathematics. We aim to equip pupils to understand logical reasoning, problem solving and to think in abstract ways. Children have daily maths lessons using the ARK Mathematics Mastery programme. This builds mastery of the essential knowledge and skills of mathematics, using objects and pictures to understand concepts before numbers and symbols. The programme reflects the curriculum of the world's highest performing countries for mathematics and its outcomes have been highly praised by Ofsted.

The Foundation Stage

Nursery and Reception (known collectively as the Early Years Foundation Stage EYFS) provide the foundation for future learning. Children develop skills such as listening, speaking, concentrating, persistence and to work and cooperate with others. Learning and development are planned around the needs and interests of each child and assessed and reviewed regularly. There are three prime and four specific areas of learning in the national curriculum.

Prime areas:

- Communication and language
- Physical development
- Personal, social and emotional development

Specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Children have two literacy lessons (phonics and English) plus guided reading and two mathematics lessons each day. Pupils also learn science, personal, social and health education, ICT, Modern Foreign Languages, RE, art, music and PE. The pupils achieve many early learning goals through first-hand experience and structured play and develop their styles of learning through playing and exploring, active learning and creating and thinking critically. Learning in our outdoor space is also part of the Foundation Stage.

School trips

We believe that our pupils benefit from visiting places of interest. These will broaden pupils' horizons, deepen their learning and spark interest. School trips will take place during the academy day and we will endeavour to take regular trips to London museums, galleries, theatres and parks throughout their time at the primary academy.

Assessment and progress

In the Autumn term we conduct a baseline assessment for each pupil to establish their starting point in their learning and development and inform future planning. We record their experiences and attainment and assess their development and learning needs throughout the year and share this with parents regularly.

Home learning

Learning at home gives pupils the opportunity to extend their learning independently and to reinforce what has been learned in class. Learning at home is a major part of children's learning which parents/ carers can support directly. Home learning in Reception will be in the form of reading daily and producing a piece of work which reflects an interest, an achievement or an activity that they have taken part in outside of school each weekend.

BEHAVIOUR

At Ark Burlington Danes Primary Academy we want school to be enjoyable for every pupil. Pupils should be able to learn, appreciate their lessons, make friends and be enthusiastic about school.

Every opportunity will be taken to praise, reward and encourage our children for a whole range of achievements and actions. Positive reinforcement is more powerful and has more influence than sanctions.

Ark Burlington Danes Primary Academy Pupil Code of Conduct

I will do whatever it takes to make sure that I:-

- Arrive at school on time
- Come to school every day
- Enter the academy quietly, greeting the Head teacher
- Wear the correct uniform smartly throughout the day
- Walk in single file around the school, not running or shouting but quietly, and keep to the left
- Hold open doors for others
- Bring the equipment I need and am prepared for my learning
- Look after property, including the academy building by not dropping litter or spitting
- Keep the academy neat and tidy
- Show respect and listen to everyone at our academy and those who are visiting
- Am silent when requested
- Ignore behaviour that distracts me
- Always complete my homework on time and to an excellent standard
- Make sure that I catch up with my learning if I have been absent from the academy or have fallen behind for other reasons
- Help another pupil if they are finding the learning difficult
- Listen to members of staff, following instructions politely and calmly
- Always be polite and kind to others
- Remember I am always an ambassador for the academy.
- Will leave the academy at the end of the day in an orderly, responsible way
- Understand that there will be consequences if I do not observe the Code of Conduct

Incentives

All pupils will gain an individual reward for showing examples of the school's values in the form of house points. Each child will have a card that records these points. Certificates will be awarded to pupils in the Achievement Assembly on Friday morning to which all parents/ carers are invited.

The certificates book is to be completed by the teachers/ teaching assistants, detailing date, name and reason for the certificate.

Certificate	House Points
Bronze	40
Silver	80
Gold	120
Platinum	160
House Point Medal	200

Pupils will also receive:

Verbal recognition
 Positive notes and phone calls home
 Special privileges e.g. monitor roles
 Stickers/ stamps/ House points

Head teacher's certificate

Children will be nominated for a Head teacher's award for an exemplary display of our core values. The awards are made at the weekly Achievement Assembly. Children should work towards receiving a certificate for each of the core values over the course of the year. Should children achieve this, they will receive a special award at the end of the academy year.

Head teacher's lunch

Pupils will be rewarded for demonstrating improved/ good table manners and etiquette. Two children from each year group will be identified by their class teaching assistants and issued invitations to lunch with the Head teacher during the weekly Achievement Assembly. Head teacher's lunches will take place on Mondays. If the Head teacher is unable to attend the lunch, a senior member of staff will stand in.

Attendance and punctuality awards

Good attendance and punctuality are to be celebrated. The class with the best weekly attendance is given an Attendance trophy at the Achievement Assembly. Pupils and parents/carers with 100% termly and annual attendance are awarded special certificates and prizes.

Rewards are summarised below:

Reward	How does it work?	Frequency
Stickers/Stamps / House points	Quick and easy rewards, using stickers, will be issued to praise pupils for meeting expectations.	Daily
House point certificates	Issued according to amount of house points awarded	Weekly at the Achievement Assembly
Head teacher's certificate	Nominated each week by the Head teacher for exemplary displays of core values	Weekly at the Achievement Assembly
Playground	Playground staff will reward positive behaviour frequently and consistently. The reward will be a token i.e. good choice	Daily At the end of each half term the class with the most tokens will earn an extra playtime
Lunchtime	Pupils will be rewarded for demonstrating improved/ good manners and etiquette. 2 pupils from each year group will be identified and issued an invitation to dine with the Head teacher	Weekly at the Achievement Assembly Head teacher's lunch weekly on Monday
Attendance and punctuality	Children with 100% weekly attendance and punctuality will be issued special stickers. Children and parents/carers with 100% termly attendance and punctuality will be issued a Head teacher prize.	Weekly at the Achievement Assembly At the Achievement Assembly at the end of each term.

Sanctions

Although rewards are central to the encouragement of good behaviour, realistically there is also a need for sanctions which highlight that there are consequences for unacceptable behaviour. Pupils will first receive a verbal warning, followed by yellow card, double yellow card and a red card. In the event of receiving a yellow card, a double yellow card or a red card a pupil will be sent to time out. This can occur in the classroom, the neighbouring classroom, or in a senior member of staff's office. Time out times will vary according to the child's age. It is essential to note that it is the behaviour **not** the child that is punished.

	Yellow card (time out in class)	Double yellow card (time out in partner class)	Red card (time out with member of SLT)
Nursery/Reception	3 minutes	5 minutes	10 minutes
Key Stage 1	5 minutes	10 minutes	20 minutes
Key Stage 2	10 minutes	15 minutes	30 minutes

The Behaviour Policy is available online and from the Primary Academy Office.

Anti-bullying

It is important to understand that bullying is not odd, occasional falling out with friends, name calling, arguments or when the occasional 'joke' is played on someone, it is behaviour which is persistent. Children do sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns. These behaviours, however, do not in and of themselves mean that bullying is taking place. Likewise, bullying may occur without these behaviours appearing. Pupils will be encouraged to report bullying at the academy. The academy staff will be alert to the signs of bullying and act promptly and firmly against it in accordance with the policy.

If you suspect your child is being bullied please let the class teacher know, but please do not encourage your child to 'bully back'. The academy will investigate the allegation fully and put any actions to eradicate the bullying in place.

The Anti-bullying Policy is available online and from the Primary Academy Office.

PUPIL INFORMATION

Before starting at Ark Burlington Danes Primary Academy parents/ carers will be asked to complete an information sheet. This will provide the academy with contact details and other necessary information to ensure that pupils settle into the school swiftly and safely. This information is only shared with authorized agencies. If an unauthorized request for information is received, the academy will not supply any details without the express permission of the parent/ carer concerned.

It is important that all details are kept up-to-date, especially parents/ carers emergency contact numbers.

Accidents, injuries and/ or sickness

At Ark Burlington Danes Primary Academy the health, safety and well-being of your child is of paramount importance. All accidents are entered into an 'Accident Book', and a slip sent home to inform parents/ carers of the accident. There may be times when the academy needs to make contact either for permission to treat your child or because it is our judgment that you need to check your child yourself, for example, if they have bumped their head. In these cases the academy will make every effort to contact you as quickly as possible.

If your child feels unwell during the school day we will contact you so that you can make the necessary arrangement to collect your child from the academy. Whilst you do so we will ensure that your child is kept as comfortable as possible.

It is not uncommon for a young child to not reach a toilet in time and we will keep spare clothing for such an eventuality. These incidents will be dealt with both swiftly and discretely, so as to avoid any embarrassment to your child.

First aid provision

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for immediate help.

Head bump letters/ stickers

Children often bump their heads without further consequences, however, a child is issued with a sticker and a letter by the first aider so that staff and parents are aware that they need to look out for signs that the injury could be more serious. If any of these signs become apparent at school, we will arrange for them to attend an A&E department immediately.

Allergies

It is very important that we know about all allergies that your child might have, however slight or significant so that your child receives the right treatment. Please share any medical documentation you have with regards to this so we are fully aware of the situation.

Digital images, photographs and video footage

Occasionally we may take photographs of the pupils. We may use these images in our school prospectus or in other printed publications that we produce, on our website and on display boards within the school. We may also make video recordings for school to school conferences, monitoring or other educational or promotional use.

From time to time, our academy may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programs.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

In signing the form, you give your consent for an image of your child being used in any of the ways described above, in particular:-

- Photograph in school prospectus, other printed publications or on display boards
- Photograph on website
- Recording on video, tablet etc. and display of recorded footage on websites
- Appearance in the media

Please note that websites can be viewed throughout the world and not just in the UK where UK law applies. If parents/ carers do not wish for digital images, photographs and/ or video footage of your child to be taken please make these wishes known on the permission form.

We also have strict guidelines for parents taking photos in and around the academy. They are as follows:-

- Parents/ carers are allowed to take pictures/ videos of children's participating in academy events, e.g. assemblies, performances, sports day.
- Parents/ carers are not allowed to put photos/ videos of other children on social networking sites/ internet
- Parents/ carers are not allowed to take photos/ videos in the academy playground. This includes the start/ end of the academy day and all break times.

If you do not want your child photographed or video footage taken whilst participating in academy events, please inform the academy in writing so that your child can be withdrawn from these events.

HOME/ ACADEMY COMMUNICATION

Keeping in touch with parents/ carers

Strong links between home and school are essential to a successful education therefore at Ark Burlington Danes Primary Academy we operate an open door policy for all parents/ carers. If you have any concerns about the academy or your child you can always get in touch with the Head teacher personally at lisa.crispin@burlingtondanes.org. For day to day issues please contact your child's class teacher in the first instance.

It is not always possible to interrupt the normal running of the academy day to meet parents/ carers if they arrive unannounced. If parents/ carers wish to speak to someone at the academy we would be grateful if you could email or telephone the Primary Academy Office to arrange an appointment. To make an appointment email Christopher.currie@burlingtondanes.org.

The parent/ carer forum operates to provide support to the parent community and to represent the voice of the parents in the strategic running of the academy. If you are interested in joining this forum please contact the Head teacher, Lisa Crispin.

Parents/ carers are also invited into the academy for special events, details of which you will find on our website.

Parent/ carer meetings/ workshops

Parents/ carers will be invited to attend various workshops to apprise you of curriculum initiatives and ways in which to help your child at home.

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

In addition to these meetings parents/ carers are always welcome to ask to meet with the class teacher at a mutually convenient time.

Yearly reports on individual pupils will be sent out to parents/ carers at the end of the Summer term.

Assemblies

Parents/ carers and other guests are invited to attend our weekly Achievement Assembly, during which the pupil's achievements are celebrated. These will take place on a Friday morning at 8.45am. You will be informed in advance if your child is to receive an award.

SAFEGUARDING OUR PUPILS

At Ark Burlington Danes Primary Academy, its staff and governors are committed to safeguarding the welfare of our pupils and to providing a safe environment with robust systems to ensure the safety and healthy development of all our pupils, within the academy and on related school trips and other activities. Everyone working in or for Ark Burlington Danes Primary Academy shares the objective of helping to keep children safe by contributing to:-

- Ensuring that the academy provides a safe environment in which children can learn and develop.
- Identifying children who are suffering, or at risk of suffering abuse and taking appropriate action with the aim of making sure they are kept safe both at home and in the academy.

We recognise that some children may be especially vulnerable to abuse. We are committed to doing our best to identify such children and to working with the appropriate authorities to support and safeguard them.

We are committed to providing all our pupils with a safe learning environment, free of bullying and other forms of harassment, and to teaching pupils to act safely in and outside school and on the internet.

We will always take a considered and sensitive approach in order to support all our pupils. It is not the responsibility of academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff have a duty, however, to recognise concerns and maintain an open mind. Accordingly all concerns

regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection, prior to discussion with parents.

The name of the designated person is Lisa Crispin.

The full safeguarding policy is available on the academy website and from the Primary Academy Office.

Parents in the academy

Parents who have business in the academy building will be expected to sign in at the Primary Academy Office and will be given a visitors badge to wear. This applies to all parents, including volunteers, parent governors and members of the Parent Forum.

Volunteering at the academy

If you are interested in giving your time to support the academy please speak to Lisa Crispin, Head teacher, for more information.

