

Ark Blake Academy A-Z

2020/2021



Ark Blake
Academy

*‘Empowering our pupils to take responsibility and seize
greatness.’*

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Introduction

Dear Parents/ Carers,

I'm pleased to welcome you to Ark Blake Academy and share this comprehensive parent information booklet, or 'Ark Blake A-Z' as we have named it. This booklet is designed to summarise all of Ark Blake Academy's systems, processes, routines and responsibilities. This is essential reading for all parents / carers and a resource that will support our effective partnership with you.

Ark Blake Academy has the highest expectations of its pupils. We know that high expectations in terms of pupils' attitude towards their learning, their interaction with their peers and academy staff, their attendance, punctuality and behaviour inside and outside school as well as their participation in wider school life are the foundations for success. The school therefore asks for and appreciates your support with all of the rules and routines on uniform, attendance, punctuality, behaviour.

Collaboration with parents / carers is essential to ensure that our pupils are successful and meet our school aim to *seize greatness*. Both parents and the school must support the same high aspirations, so that the children will fulfil their personal and academic potential.

Thank you again for your support. I look forward to meeting you and working with you in the years to come.

With best wishes,

Peter Shaw

Principal

This Parent A-Z will be reviewed annually before the start of the new school year. Every effort is made to ensure that it is accurate and up to date; however, it is possible that arrangements will change. The Academy will always make every effort to communicate significant changes. The most up-to-date policies and information will be available on the school website - www.arkblake.org. This document does contain some COVID specific details.

A

Absence

- All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if pupils are to make the most of the educational opportunity available to them. Ark Blake Academy takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.
- If your child is unwell and not able to attend the academy please email us at attendance@arkblake.org or phone us on 0203 443 9000 ext. 1 to be rerouted to our attendance officer. Please notify us before 08:25 if your child is unwell.
- If you have failed to inform us about an absence and your child is not in school, we will e-mail you to inform you that your child is not in the academy.
- If you know in advance that your child will be absent due to an appointment, the academy office should be informed (minimum 24 hours notice to authorise absence) and the appointment card, e-mail, letter or text message should be shown. A phone call on the day will not suffice and we wouldn't be able to allow a pupil to leave early.
- The academy supports the view that every lesson is vital and discourages parents/carers from taking holidays during term time. Please do not make any requests as they will not be authorised. Please see our attendance policy.
- If you have any queries about attendance please contact our attendance officer on 0203 443 9000ext. 1 or email attendance@arkblake.org
- **The school will update parents/carers with Covid related guidance when required.**

Academic Review Day

Academic Review Days are a vital part of the partnership between school and home. Academic review days will involve an individual meeting with your pupil's form tutor to discuss their progress. Every pupil will be expected to wear full school uniform to attend the appointment. Parents will be contacted by email and letter in advance of Academic Review day with details about the day. Attendance is compulsory for pupils and parents.

Access Card

- All pupils will be issued and take responsibility for an Ark Blake Pupil Access Card with their name and photo on the card.
- Pupils will store their access cards on the end of their house lanyards.
- Replacement Access cards will be charged at £2.00
- Access cards will be used for the following:
 - Paying for food at break/lunch
 - Borrowing a book from our library
 - Printing work in our library
 - Purchase of school tie (if school tie has been lost)

Access and Inclusion

- We are committed to ensuring that all pupils reach their full potential and seize their greatness. The Access and Inclusion department aims to support all pupils to access their learning and overcome any personal barriers. We support pupils with SEND (Special Educational Needs and Disabilities), EAL (English as an Additional Language), medical needs and pupils requiring emotional support. If you would like to speak with the SENDCo then please contact the academy and speak to Ms Sherlock, r.sherlock@arkblake.org.
- In order to establish initial levels of need we will use baseline assessments and observations at the start of year 7. These will include Cognitive Ability Tests and reading age assessments.
- At Ark Blake we are committed to inclusion for all. This includes pupils for whom English isn't their first language. We believe that pupils from all ethnic and cultural backgrounds have a right to an outstanding education and should be able to take part in the full range of social, educational, sporting, creative and academic activities on offer at Ark Blake. Where support is needed for this, we assess the child and put together a programme of language development tailored to them. We will consider their individual curriculum and which lessons they can currently access fully, which lessons they need support in and which lessons they may need staggered integration into.

B

Break-Time

- Pupils will have a 25 minute break time where they will be expected to go to their allocated playground zone.
- Food & drinks are available to purchase in the Dining Hall. (Food can only be consumed in the Dining Hall.)
- Pupils will sit in their allocated zones inside the dining hall when consuming their food. A healthy snack from home will need to be purchased in the dining hall.
- Pupils can only purchase food and drinks with their access card which will need to be topped up prior to arriving at the academy as we are a cashless site.
- Fruit can be consumed outside with any residue being placed in a bin. Any pupil littering will be sanctioned.
- Pupils must not share food or drinks at any time.

Bullying

Ark Blake Academy is an inclusive, safe environment where any form of discrimination is opposed. All pupils have an equal and fair chance to thrive and learn in an atmosphere of respect and dignity. We actively seek to prevent bullying by:

- Immediately challenging any pupils whose attitude and behaviour contravenes the Anti-Bullying Policy.
- Address the needs of individual children, both bullies and victims
- Provide a consistent response to bullies and their victims
- Implement a system to deal with different degrees of bullying
- Secure clear agreement among all the adults involved on the steps forward

- Disseminate the academy's anti-bullying policies and procedures throughout the Academy

If parents suspect that a pupil is being bullied, the academy would like to know as soon as possible; there are certain signs that a parent will spot before they become obvious in school. The first point of contact is the form tutor. It is much better to raise an issue early, than to let it continue unnecessarily.

C

Contact Details (ours)

Address: Ark Blake Academy 6 Morland Road, London, CR0 6NA

Telephone: 0203 443 9000

Email: info@arkblake.org

Website: www.arkblake.org

Twitter: @ArkBlake

Contact Details (yours)

It is vital that we have accurate phone, email and postal address details for all of you. We send all important updates via email to parents, so it is vital that you keep your email address updated on our records. Please update us whenever anything changes by calling us on 0203 443 9000 and asking for our admissions administrator.

Coronavirus

Ark Blake Academy opened during the Coronavirus pandemic and put clear systems in place to ensure the safety of pupils, staff and visitors. We will continue to work to government guidelines and will inform parents/carers of all requirements as and when required.

Counselling

If you would like to speak with a member of staff regarding emotional wellbeing or counselling, please contact Ms Sherlock via e-mail r.sherlock@arkblake.org or 0203 443 9000.

Curriculum (Year 7 2021-2022)

Subject	Number of Lessons per Week
English*	6
Maths	5
Science**	5
History	2
Geography	2
RE	1
MFL	3
Art	1
Music	1
PE	2
Character	1
Drama	1
Academic Enrichment	1

*English Language and English Literature

**Biology, Chemistry and Physics

D

Detentions

Ark Blake Academy uses detentions as a consequence for behaviour that does not meet our Pupil Code of Conduct. We have designed a behaviour system that has 3 tiers of sanction: 30, 60 and 90 minute detentions. Pupils will sit their detention on the same day that they receive the sanction. The system works cumulatively throughout the day. If a Pupil receives two 30-minute detentions, they will sit 60-minutes. If a pupil receives a 30-minute and 60-minute detention they will sit 90-minutes. A pupil will not sit longer than 90-minutes in detention.

Autumn Term Detention Times*	
15:30 – 17:30	Monday, Tuesday, Wednesday, Thursday & Friday
30 Minute Detention	15:30 – 16:00
60 Minute Detention	15:30 – 16:30
90 Minute Detention	15:30 – 17:00

*Detention times are subject to change in the Spring term as we await government guidance regarding the coronavirus.

Parental notification of detention

Although Ark Blake Academy does not legally have to give notice, the Academy will endeavour to notify parents/guardians via the school App (School/Home communication system) email, text message or a telephone call home. It is your child's responsibility to ensure that you are made aware of the reason for detention. In addition, you can use the school App to identify the reason as to why a detention was issued.

- If your child is in detention you will receive a text message and an e-mail from 14:25 informing you about the length of the detention.
- If you'd like to gain further details about a behaviour incident then please have a look at MCAS where you will find behaviour event details.
- If your child receives a detention after 14:25 it will be too late to inform you about the detention so they will sit their detention the next school day to give you notice.
- Please do not call reception about detention (unless it is an emergency) as you will not be given any details regarding the sanction (please look at your app and discuss with your child when they arrive at home).
- Any pupil who misses their detention will then escalate into a higher level sanction. If a pupil truant a 30 minute detention they will have a 60 minute the next day.
- If a pupil truant a 90 minute detention they will go to our Internal Exclusion room for the duration of the day and sit a 90 minute detention
- Lateness in the morning (arriving after 08:25am) results in a lunchtime detention (15 minutes).

Ark Blake is an academy with exemplary behaviour. We do not want to see any pupil in detention. However, if our expectations are not met, we have a robust behaviour policy (please see our website) to aid us with supporting negative behaviours. Pupils and parents/carers have signed our home / school agreement and, by doing so, you have given your support for these high expectations. Schools and families working together is what will allow standards of behaviour at Ark Blake to be so impeccable.

E

End of the day

- The school day has been deliberately staggered to ensure that there is no clustering of pupils outside the site or around the busstops at the end of the day.
- Once pupils are dismissed, they must go straight home immediately out of courtesy to our neighbours and for their safety.
- Waiting for anyone else from a different class or house is prohibited.
- Pupils are not permitted to enter local shops in their uniform and must go straight home.
- Pupils are not allowed into local parks in their uniform.
- Any parent wishing to collect their child should wait in the boulevard and not on Morland Road out of respect for our community
- If parents wish to collect their child by car they must not park in front of the school as it will cause a significant road safety risk. Arrange to meet your child at a pre-determined place on one of the local streets.

Unfortunately, Morland Road only has one zebra crossing within our vicinity. We will be instructing pupils whom want to cross the road that they must use the Zebra crossing in order to cross the road safely.

Enrichment

- Enrichment will be compulsory on Tuesday from 15:30 – 16:30.
- If there is an enrichment club that falls outside of Tuesday or Thursday, you will be notified by the academy.
- Ark Blake pupils will benefit from a comprehensive programme of enrichment activities designed to stretch their thinking, broaden their horizons and teach them more about the world.
- Pupils will be able to choose the enrichment that they will attend for the term.
- Expectations at enrichment lessons remain the same as normal lessons. Behaviour, punctuality and effort must be exemplary at all times. Anytime a pupil fails to meet expectations will be dealt with in line with our behaviour policy.

Equipment

Pupils will be required to bring the following equipment with them daily:

- 1 x pencil case to include:
- 2 x black or blue pens,
- 2 x red pens,
- 2x purple pens,
- 2 x highlighter pens,
- 2 x sharpened pencils,
- 1 x rubber,
- 1 x 12-inch ruler,
- 1 x calculator,
- 1 x glue stick
- (no white eraser fluid)

F

Food

- *Breakfast:* Our breakfast is free and runs from 07:50am to 8.20am each morning in the dining hall. Breakfast is currently free. ???Pupils will sit in their house zones when consuming food in the dining hall.
- *Break time Catering:* Pupils can buy snacks in the dining hall during break time when you add credit to your child's account. Don't forget to set up alerts so you can top up when the balance is low. To help pupils with budgeting and provide certainty for parents that no unauthorised expenditure can be made, we do not offer credit facilities so no pupil is able to purchase items with insufficient funds. There is also a daily spend limit so pupils cannot spend of all their allowance at once. Remember that parents and carers can view daily expenditure in the iPayImpact system.
- *Lunch:* We ask all pupils to join with their House for a hot lunch each day. Once a week, we hold 'Family Dining' where we introduce a topic of conversation and pupils serve each other, taking responsibility for a great dining experience. We offer pupils a range of hot options during our lunch service which can be paid for in the same way as break time food by topping up on iPayImpact. You can pay on iPayImpact anytime or apply for free school meals – see FSM section of our website.
- Fizzy drinks, crisps, sweets, chewing gum and other confectionary are banned from Ark Blake Academy. Thank you for your support on this. In addition to this, at the end of the day pupils are prohibited from visiting local shops to buy sweets or junk food:they should go straight home.

- *Dietary Requirements:* The academy is committed to accommodating different dietary requirements. For example, we offer vegetarian, vegan and gluten free options. If your child has an allergy or special dietary requirement, please email our kitchen team directly with this information and they will do their best to accommodate (kitchen@arkblake.org)
- *Halal meat:* In order to support a smooth dining service, we serve Halal meat during family dining.
- *Weekly menus:* You can view the menu each week on our website at www.arkblake.org/school-day

Form Tutors

Your child's form tutor should be your first port of call for any queries regarding your child's academic progress or other school issues. Each of the form group belongs to Eagle, Hawk or Falcon house. We will share a full list of form tutors and their contact details in September.

Form	House
7W	
7B	
7L	
7A	
7K	
7E	

Free School Meals

- A Free School Meal is a statutory benefit available to school-aged children for families who qualify. Like all academies, it is very important for us that we have the maximum number of eligible parents registered for FSM because it will increase the funding we receive from the central government and local authority. We therefore encourage parents to apply if they feel there is a possibility they might qualify.
- As Ark Blake operates an access card system, it is not possible to tell which pupil is paying for lunch, and which is registered as getting lunch for free.
- Your child qualifies for Free School Meals if you or their other parent/carer are receiving:
 - income support
 - Universal Credit if you apply on or after 1 April 2018 your household earned income must be less than £7,400 a year (after tax and not including any benefits you get)
 - income-based jobseeker's allowance
 - support under part VI of the Immigration and Asylum Act 1999
 - child tax credit, and have an annual income that does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs. (If you receive working tax credit as well as child tax credit you will not be entitled to free school meals).
 - the guarantee element of state pension credit.
 - If your child is eligible for and getting free school meals on 31 March 2018, they'll remain eligible until 31 March 2022 regardless if your income changes.

How to apply for Free School Meals?

Please click on the link below to apply for free school meals.

<https://www.cloudforedu.org.uk/ofsm/arkschools>

H

Home/School Agreement

This is a very important document which all pupils and parents will have signed prior to joining Ark Blake Academy. It sets out what can be expected from all parties and will be kept on a pupil's file and referred to as necessary.

Homework

Every pupil will be given a homework timetable when they start at Ark Blake Academy. Homework will be rigorous and challenging, just like the curriculum. Homework will be linked to the taught content in each subject and will consolidate the learning in school. Homework is set weekly for English, Maths, Science, MFL, History, Geography, Art and Music. Homework is printed by the teacher on green paper, so is markedly distinct from other work, and is returned by the pupil a week after it has been set by the teacher. Homework will take approximately 30 minutes to complete per week, per subject. Personal reading is also set for homework to supplement the subject homework. Pupils will record their homework in their planner and parents should discuss this with their child and check completion.

House System

The House System helps to create a sense of identity, competition and belonging which adds an extra dimension to the social structure of the school.

The House System is vertical, mixing pupils of all ages and is not based upon curriculum or academic criteria. Each House represents a fair cross-section of the school community and all siblings joining the academy will be placed in the same house as their older brothers and/or sisters.

There are three houses at Ark Blake:



Pupils meet as a House on a regular basis in the shape of house assemblies and the Heads of Houses spend each half term working towards a 'major' house competition. House competitions will be fiercely contested at Ark Blake, our intention is that all pupils will care about them deeply.

Every achievement of every pupil adds house points to the overall house competition, with the winning house being awarded the house cup at the end of the year. Good academic work also contributes through merits and commendations collected from teachers.

- In addition to the main competitions outlined above, there will be other 'interim' competitions held throughout the year with house points attached.
- These will be organised by different departments / teachers. For example, competitions based around Science and Engineering during National Science and Engineering Week (NSEW), 'Spelling Bee', 'Ready, Steady, Cook', 'Times Tables Rockstars' and many more!

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I

Internal Exclusion

As part of an effective behaviour management system, Ark Blake, like all successful academies will run an Internal Exclusion (IE) room. The purpose of this room is to isolate pupils from their peers when they have committed a serious breach of the behaviour code, sending a clear message to them and to their classmates that the academy will not tolerate such behaviour and the choices they have made have consequences.

- Pupils in IE will be expected to complete work throughout the day, so as not to fall behind in their learning.
- IE is typically for a minimum of one full day (so if a pupil is internally excluded in, for example, P4 on a Tuesday they will remain there until P4 on the Wednesday).
- Any pupil sent to IE will also be automatically receive a 90-minute detention that day.
- In the highly unlikely event that a pupil behaves badly within IE their stay will be extended or they may even be subject to a fixed term exclusion (which IE is of course designed to avoid where possible).

iPayImpact

Ark Blake operates a cashless e-payment system – for breakfast, break, lunch, classroom activities requiring special equipment, and extra-curricular activities such as school trips. Therefore, pupils should never need to bring money into the academy or have money on their person which means that the risk of loss is greatly reduced.

With iPayImpact you know that your money has reached the school safely, you can view your account statement and payment history, check when payments need to be made and set alerts to tell you when to pay online. This ePayment system allows parents and carers to pay online by debit & credit card. Each parent has a secure online account, activated using a unique activation username and password. iPayImpact holds an electronic record of your payments to view at a later date.

A detailed iPayImpact user guide can be downloaded from the iPayImpact website (<https://www.ipayimpact.co.uk>). Please do not hesitate to contact the school office if you need assistance.

L

Lockers

Every pupil at the academy is issued with a locker so that they can take responsibility to organise themselves and store their items safely. Any mobile phone brought to school will be switched off and stored in lockers. When examinations are taking place, pupils will be able to place their items safely in their locker and take only their pencil case into the exam. The only padlocks permitted for use on our lockers are our Ark Blake Academy combination padlocks. We will issue these padlocks in September. Parents and pupils will need to sign a locker contract and pay a fully refundable locker and library deposit of £5 through iPayImpact.

M

Medical Needs

- Your child’s medical welfare is of paramount importance to all staff at Ark Blake. If your child has a medical condition this must be declared to the school through the pupil information. If your child develops a new medical condition while at school, you should contact us at info@arkblake.org
- If your child has a more serious medical condition this may require a referral to the school nurse or development of an individual healthcare plan. Individual healthcare plans are reviewed on an annual basis and will be shared with all staff working with your child at the academy.
- If your child has allergies or food intolerances, you should notify the school in the same way as above. Our school canteen caters to all allergies and intolerances; however, your child will be responsible for making an appropriate choice based on the listed allergens. At Ark Blake we are a “nut aware” school and request that pupils do not bring any nut-based products on-site.

- All medication taken on site must be signed in to the school office with a signed consent letter from the parent. If a consent letter is not provided one will be sent home,
- Pupils who require an asthma inhaler or EpiPen **must** carry these with them at all times on-site. A spare should be given to us in reception to be stored safely. The academy carries its own spare supplies of inhalers and EpiPens for use in an emergency.
- Depending on their need, your child's picture and details may be added to the "high needs medical" list. This list is a safeguarding measure to ensure full staff awareness of serious medical needs on-site. It may be displayed in staff areas of the academy and will routinely be sent out to all teachers
- Please note that toilet passes and lift passes will only be issued to pupils who can provide explicit medical evidence (Eg. Doctor or consultant letter) supporting the request.
- If you have any queries or concerns regarding the medical provision at Ark Blake, please do not hesitate to contact Ruth Sherlock, SENDCo r.sherlock@arklake.org

Medical appointments (external)

- It is always best to make medical appointments outside academy hours. If this is not possible, pupils must bring in the appointment card/letter from their GP, hospital or other medical profession in advance of the date to show to the Attendance Officer. Parent/carer can also email this information.
- If the Attendance Officer agrees with the necessity to miss school, then they will countersign the letter and the pupil will present that at reception where they will need to sign out. It must be noted this will count towards an authorised absence.
- The Attendance Officer can be contacted on 0203 443 9000 ext. 1 or via email at attendance@arkblake.org

Meetings with teachers

All appointments with teachers must be made in advance and requests for ad hoc meetings will not be granted. This is standard practice in secondary schools. To promote transparency and communication all staff names are listed on the website so parents can contact people directly to arrange meetings. If you wish to email a member of staff just use their first initial.surname@arkblake.org (so s.shokir@arkblake.org for Ms S Shokir).

Mobile Phones

- Mobile phones are not permitted to be in a pupil's possession at Ark Blake Academy.
- Should a pupil choose to bring a mobile phone to school they must have it switched off and stored in their locker before the academy day begins. At the end of the day pupils may collect their phone from their locker but must keep it switched off and out of sight until they leave the school site.
- Should a mobile phone be seen or heard within the Academy, it will be immediately confiscated by a member of staff. The phone will be placed in the Ark Blake safe for one week and a parent will be expected to collect the phone at a pre-arranged time. A 60-minute detention will be issued by the teacher. If a pupil fails to hand over the phone, the pupil will be placed in isolation until they comply, and the confiscation process begins.

- Please refrain from calling reception to ask us to pass a message to your child during the day unless it is an absolute emergency as a significant amount of staff time is absorbed in delivering messages.

MCAS (MyChildAtSchool)

A portal enabling you to view your child's academic performance in real-time via a web browser. This facility allows exclusive access to your child's Attendance, Timetable and Behaviour whenever you wish. The portal also provides general useful information about school such as the Academic Calendar and Announcements.

Please find information about MCAS via the link below:

<https://arkblake.org/school-life/mychildatschool-mcas>

O

Online safety

It is vital that parents/carers and Ark Blake work together to safeguard our pupils, to educate them on the dangers that come with being online and be aware of the repercussions that come with being involved in cyber bullying either directly or on the periphery.

Definition:

Cyberbullying is bullying through the use of communication technology such as mobile phone text messages, social media apps, e-mails or websites. This can take many forms, for example:

- Sending threatening or abusive text/instant messages or e-mails, personally or anonymously.
- Making insulting comments about someone on a website, social networking site (e.g. Facebook, Instagram and snapchat) or online (blog or YouTube).
- Making or sharing derogatory, inflammatory or embarrassing videos of someone via mobile phone or email such as ('Happy Slapping' videos or physical/verbal assaults).

Cyber bullying is a critical issue which can be harmful for the young person involved. It is important that parents and carers understand the way young people communicate with others, the potential risks and implications to online behaviour.

Signs of Cyber bullying:

- Secretive behaviour as you approach the computer, such as rapidly switching off screens, or attempts to hide online behaviour, such as empty file history.
- Appears nervous when receiving a text, instant message, or email
- Difficulty sleeping
- Unexplained weight loss and gain
- Spending much more or much less time texting, gaming or using social media
- Low self-esteem
- Avoiding formerly enjoyable from social events
- Not wanting to go to school and/or avoiding meeting friends and schoolmates
- Suddenly behaving differently at home

- Not doing as well in school

The following guidelines outline how parents/carers can talk to their child about online safety:

- Always use privacy settings
- Always respect others - be careful what you say online
- Be careful what pictures and videos you upload. Once a picture or is shared online it cannot be taken back.
- Only add people you know and trust to friends/followers list online. When talking to strangers, keep your personal information safe and location hidden.
- Save the evidence. Always keep a copy of offending emails, text messages or a screen grab of online conversations and pass to a parent, a carer or a teacher.
- Make sure you tell an adult you trust, for example, a parent, a carer, a teacher or the safeguarding lead, or call a helpline on 0800 1111 in confidence.
- Learn the functions of how to block someone
- Most social media services and other sites have a button you can click on to report bullying. Doing this can prevent a bully from targeting you and others in the future.

Advice to Parents/Carers:

Cyberbullying can be really difficult for a child to deal with therefore it is important that parents/carers keep calm and listen to their child about any concerns they may be experiencing. It is important to regularly check in with your child. If they are experiencing cyberbullying you should contact external organisations that can provide help and support such as Childline, and contact Ark Blake.

E-safety at Home:

- Discuss with your child what sites and apps they like and explore them together
- Discuss with your child what sites and apps are age-appropriate
- Be positive about what you see online but also be open about any concerns that you may have as a parent/carer
- Keep the computer in a public place in the house

Parent controls are software and tools which you can install on your phone or tablet, game consoles or laptops and your home broadband. *Parent controls help you to:*

- Plan what time of day your child can go online and how long for
- Stop them from downloading apps they are too young for
- Manage the content different members of the family can see
- Help you to block or filter the content you see when your searching online

There are always different methods to keep your child safe online. Ark Blake will ensure that all parents and carers are informed of the procedures in place in the Anti-Bullying Policy to deal with all forms of bullying including cyber-bullying.

It is essential that all parents and carers are involved in resolving the issues that stem from cyber bullying because this can help to strengthen their child's self-confidence and restore a sense of emotional safety. Important and useful information can be found on the following sites to provide support to parents, carers and children:

Cybersmile Foundation: <https://www.cybersmile.org/>

Thinkuknow: <https://www.thinkuknow.co.uk/>

NSPCC: www.nspcc.org.uk 0808 800 5002

Childnet: www.childnet.com

The Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk

Kidscape: <https://www.kidscape.org.uk/>

Childline: <https://www.childline.org.uk/>

Young Minds: <https://youngminds.org.uk/>

Operation Encompass

The school has been given the opportunity to take part in a project that will run jointly between schools and the Metropolitan Police. Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has been exposed to, or involved in, any domestic incident.

Operation Encompass will ensure that the police liaise with the academy safeguarding team. We will then use the information that has been shared, in confidence, while ensuring that the academy is able to make provision for possible difficulties experienced by children, or their families, who have been involved in, or exposed to a domestic abuse incident.

We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

P

Planners

Your child will be issued with a planner at the start of each academic year. As this is an essential educational tool the academy will provide it for free though any replacement planners will be charged at £4.50 (the cost of a replacement). We ask that parents review their child's planner each day to check homework is written in clearly. We also ask that it is signed on a weekly basis. Any messages for your child's Form Tutor should also be recorded in the planner in the "Parents Communication" section. Pupils are expected to have their planner on them daily. Planners are expected to be kept in good condition or they will need to be replaced.

Punctuality

Pupils must arrive at the academy by 8.23am each day. Any pupil arriving after that time will be issued with a lunchtime detention for the same day which they must attend.

Late Count	Sanction
1 st Late	Pupil must sit a 15 minute late detention at lunch
2 nd Late	Pupil must sit a 15 minute late detention at lunch and a 60-minute detention
3 rd Late	Pupil must sit a 15 minute late detention at lunch and an 90-minute detention

This is reset weekly

R

Remote Learning Strategy

For full details of our Remote Learning Strategy please see <https://arkblake.org/page-strips/remote-learning-strategy-0>

S

Safeguarding

Safeguarding is a critical part of keeping your child safe. The academy has a very comprehensive safeguarding policy, which outlines all the actions we will take to help all our young people. To help support your child in the academy, please be aware of the following avenues for your child to inform us of any safeguarding issues:

- PSHCE - We have a personal, social, health and citizenship education curriculum that addresses many aspects of safeguarding, including cyberbullying but more importantly how your child can develop their understanding, skills and knowledge to minimise risk in many different situations
- Pastoral system - Our pastoral care is led by Mr Cyrus, Assistant Principal and the Head of Year. Form Tutors are readily available to help and support pupils. The Form Tutor will always work on developing an excellent relationship with pupils and parents / carers to be the first port of call.
- Supporting “vulnerable” pupils - we are fully aware that there are pupils in our founder cohort that are more vulnerable and provide access and inclusion support to help them throughout their time at Ark Blake Academy.
- Involvement with external agencies - we work closely with several organisations, which includes, Early Help, social services, prevent, and the police to provide additional support.

The academy safeguarding team is led by Mr Cyrus, Assistant Principal who is supported by Deputy Designated Safeguarding leads Mr Shaw, Principal and Ms Sherlock, SENDCo.

Ultimately, your child can ask any member of staff for help regarding safeguarding.

Safeguarding - some key legal requirements. All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

School Shop

Parents can purchase items such as replacement pupil planners, ties and school bags. You can do this by visiting our online shop www.arkblake.org. Items ordered and paid for can be collected by your child from reception. Your child's form tutor will inform your child when any ordered items have been delivered.

Senior Leadership Team

Role	Area of Responsibility	Name	Email
Principal		Peter Shaw	p.shaw@arkblake.org
Vice Principal	Academic (Curriculum, Teaching and Learning)	Daniel Opoku	d.opoku@arkblake.org
Assistant Principal	Pastoral (Culture, Ethos, Behaviour and Safeguarding)	Jordan Cyrus	j.cyrus@arkblake.org
Associate Senior Leader	Academic (Curriculum, Teaching and Learning)	Bryn Davis	b.davis@arkblake.org
SENDCo	SEN/ Safeguarding	Ruth Sherlock	r.sherlock@arkblake.org
Business and Operations Manager	HR, Finance and Estate	Rosie Pye	r.pye@arkblake.org

Social Media & Internet Use

As outlined in the Ark Blake Behaviour Policy, inappropriate social media use or online activity can result in internal exclusion (I.E.), Fixed Term Exclusion (FTE), or Permanent Exclusion (PEX) depending on the severity of the incident.

Misuse of social media instances includes but is not limited to:

- Personal comments about teachers or pupils
- Misappropriation of photographs of teachers or pupils
- Impersonating staff or pupils on social media
- Posting malicious accusations about staff members
- Posting homophobic remarks
- Posting sexual remarks or images

T

Timing of the School Day

Autumn Term 2020

	Timings	Minutes
Registration with Form Tutor or Assembly	08.25 - 08.55	30
Period 1	08:55 - 09.45	50
Period 2	09:45 - 10.35	50
Break	10:35 - 11.00	25
Period 3	11:00 - 11:50	50
Period 4	11:50 - 12:40	50
Lunch	12:40 - 13:30	50
Period 5	13:30 - 14:20	50
Period 6	14:20 - 15:10	50
Registration with Form Tutor	15:10 - 15:30*	20
Detention	15:30 - 17:00	30/ 60 / 90

*(Form Groups may dismissed from 15:15 in order to socially distance)

Term Dates 2021-2022

Dates	Event
Thursday 2 nd September 2021	School INSET day
Friday 3 rd September 2021	School INSET day
Monday 6 th September 2021	Start of Autumn term for year 7 pupils
Friday 22 nd October 2021	Ark INSET day
Monday 25 th – Friday 29 th October 2021	Half Term
Monday 1 st November 2021	School INSET day
Friday 19 th November 2021	Ark INSET day
Monday 20 th December – Monday 3 rd January 2022	School Holidays
Tuesday 4 th January 2022	School INSET day
Friday 11 th February 2022	Ark INSET days
Monday 14 th – Friday 18 th February 2022	Half Term
Monday 21 st February 2022	School INSET day
Monday 11 th – Friday 22 nd April 2022	School Holidays
Monday 25 th April 2022	School INSET day
Monday 2 nd May 2022	Bank Holiday
Monday 30 th May – Friday 3 rd June 2022	Half Term
Monday 6 th June 2022	School INSET day
Friday 1 st July 2022	Ark INSET day
Friday 22 nd July 2022	Final day of Summer term

U

Uniform

Ark Blake Academy Uniform 2020/2021

Khalsa Schoolwear www.khalsaschoolwear.co.uk	Any Retailer	Expectations
Blazer (Compulsory): Black with gold/mustard trim and embroidered school badge.	Shirt: Plain white with collar. Long or short sleeved and tucked in at all times, with the top button done up. No Velcro fastening shirts.	Wristwatch: not 'smart'.
School rucksack (Compulsory): Black rucksack with school logo. Choice of Medium or Large.	Plain black shoes: No trainers or boots. Laces must be black. No logos; if logos are present they must be coloured in black so they are not visible.	Hair: Pupils' hair should be neatly groomed and professional at all times for smartness, appearance, health and safety. Have an appropriate haircut (no lines or patterns in hair or eyebrows) no extreme designs. No hair dye/unnatural colours.
Jumper (Optional): Grey knitted V-neck with gold/mustard trim and school logo. No other jumper to be worn.	Plain black tights.	Hair accessories: navy blue, charcoal grey or black only. No bows or ornate clips.
Tie (Compulsory): Ark Blake branded, 5 stripes in length minimum (provided by the academy).	Black or charcoal grey socks to be worn with the school trousers.	Jewellery: No jewellery may be worn, with the exception of a small plain silver or gold stud in each lower ear lobe.
Water bottle (Compulsory): Ark Blake branded only (provided by the academy).	Dark coloured jacket: navy blue, charcoal grey or black. No branding or pictures. All jackets must be zipped. <u>No hooded jackets that have to be removed over the head are permitted. No fur line trim on hood.</u>	Belts, if worn: Unbranded black leather/leather-look only with a small plain buckle.
Trousers: Black school trousers with pleated front.	Umbrella (optional): navy blue, charcoal grey or black.	Make- up: No make-up is to be worn this includes fake nails, eyelashes, coloured nails etc.
Skirt: Black pleated front skirt. Must be worn knee length, with black tights as listed below.	Plain hijab (optional): in school colours: navy blue, charcoal grey or black. Pins: navy blue, charcoal grey or black.	
PE Training Top (Compulsory): Ark Blake branded black top with gold yellow detail.	Tracksuit bottoms: Plain Black tracksuit bottoms (no stripes, logos or designs).	

<p>PE Polo Shirt (Compulsory): Black Ark Blake branded t-shirt with gold/yellow detail.</p>	<p>PE football socks black: Knee length.</p>	
<p>Shorts (Compulsory): Plain Black PE shorts.</p>	<p>Trainers: Must be appropriate for sports. No converse/vans or canvas style trainers.</p>	
<p>PE football socks black: Knee length.</p>	<p>Skirt: Black pleated front skirt. Must be worn knee length, with black tights as listed below.</p>	
<p>PE bag (Optional): Black PE bag with school logo.</p> <p><i>Pupils are only permitted to bring Ark Blake rucksacks and PE bags on academy site. If PE kit will not fit in academy rucksack, then a PE bag will need to be purchased.</i></p>	<p>Trousers: Black school trousers.</p>	





Footwear

Pupils must wear closed-toe, hard-soled, all black, plain shoes with a flat sole. All laces need to be black. Footwear with flashing lights are not appropriate for school. Boots are not allowed. Logos are not permitted; any logos must be coloured black. Please see examples below.

Acceptable shoes: Unacceptable shoes:

