

# Ark Soane Academy

## **Parent Handbook**

**2021-22**

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### Academy Contact Details

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## Introduction to the Parent Handbook

Dear Parents/Carers,

Welcome to Ark Soane Academy.

We are delighted that you have chosen to be part of our founding team by sending your child to Soane. We very much look forward to working closely with you over the next seven years to support your child's journey to university or their dream career.

At Ark Soane Academy we believe that, by living according to our values, our students are empowered to understand the world, make positive contributions to society and shape their futures.

We will support all our students to leave us as knowledgeable, inquisitive, motivated, confident, resilient, self-aware and kind citizens with a strong civic identity.

We will always have the highest expectations of our students. These are upheld by our excellent teaching and support staff. We will always emphasise our expectations of our students: that they work hard – by putting the maximum effort into their classwork and homework; that they are kind – always looking for opportunities to support each other and always polite; and that they aim high – always seizing opportunities to stretch and develop themselves.

This handbook is an essential guide for parents/carers to support their children through life at Ark Soane. Please keep it, refer back to it and contact me with any queries.

We are strict because we have the highest expectations of what students are able to achieve and we count on your support with that.

We strive to make Ark Soane a nationally leading school that delivers the best for your child and we welcome your support to achieve this.

I wish your child a happy and successful Ark Soane experience for the next seven years.

Yours faithfully,

A handwritten signature in grey ink that reads "M. Neuberger". The signature is written in a cursive style with a large, looped 'M' and a trailing 'er'.

Matt Neuberger  
Principal

## Term Dates

Date	Event
Wednesday 1 <sup>st</sup> September 2021	INSET
Thursday 2 <sup>nd</sup> September 2021	INSET
Friday 3 <sup>rd</sup> September 2021	INSET
Monday 6 <sup>th</sup> September 2021	INSET
Tuesday 7 <sup>th</sup> September 2021	INSET
Wednesday 8 <sup>th</sup> September 2021	Y7 Induction Day 1
Thursday 9 <sup>th</sup> September 2021	INSET
Friday 10 <sup>th</sup> September 2021	INSET
Monday 13 <sup>th</sup> September 2021	Y7 Induction Day 2
Tuesday 14 <sup>th</sup> September 2021	Y7 Induction Day 3
Wednesday 15 <sup>th</sup> September 2021	Y7 Induction Day 4
Thursday 16 <sup>th</sup> September 2021	Lessons Begin
Thursday 21 <sup>st</sup> October 2021	Last day of half term
Friday 22 <sup>nd</sup> October	ARK INSET DAY
<b>Monday 25<sup>th</sup> October – Friday 29<sup>th</sup> October 2021</b>	<b>Half term</b>
Monday 1 <sup>st</sup> November 2021	INSET
Tuesday 2 <sup>nd</sup> November 2021	First day back for students
Friday 19 <sup>th</sup> November 2021	ARK INSET DAY
Friday 17 <sup>th</sup> December 2021	Last day of Autumn term
<b>Monday 20<sup>th</sup> December 2021 to Monday 3<sup>rd</sup> January 2022</b>	<b>Christmas holidays</b>
Tuesday 4 <sup>th</sup> January 2022	INSET
Wednesday 5 <sup>th</sup> January 2022	INSET
Thursday 6 <sup>th</sup> January 2022	First day back for students
Friday 14 <sup>th</sup> January 2022	Academic Review Day
Thursday 10 <sup>th</sup> February 2022	Last day of half term for students
Friday 11 <sup>th</sup> February 2022	ARK INSET DAY
<b>Monday 14<sup>th</sup> February to Friday 18<sup>th</sup> February 2022</b>	<b>Half term</b>
Monday 21 <sup>st</sup> February 2022	First day back for students
Friday 1 <sup>st</sup> April 2022	Last day of Spring term
<b>Monday 4<sup>th</sup> April to Monday 18<sup>th</sup> April 2022</b>	<b>Easter holidays</b>
Tuesday 19 <sup>th</sup> April 2022	INSET
Wednesday 20 <sup>th</sup> April 2022	First day back for students
Monday 2 <sup>nd</sup> May 2022	<b>May Day Bank Holiday</b>
Friday 27 <sup>th</sup> May 2022	Last day of half term
<b>Monday 30<sup>th</sup> May to Friday 3<sup>rd</sup> June 2022</b>	<b>Half term</b>
Monday 6 <sup>th</sup> June 2022	First day back for students
Friday 1 <sup>st</sup> July 2022	ARK INSET
Friday 22 <sup>nd</sup> July 2022	Last day of Summer term

## Timings of the school day

	Monday-Wednesday	Thursday	Friday
Start	8:25am	8:25am (at Gunnersbury Park)	8:25am
Finish	4:00pm	4:00pm	3:00pm

## Our Beliefs and Vision

At Ark Soane Academy, we believe in the extraordinary potential of our students. We believe that by living according to our values “work hard, be kind, aim high”, our students are empowered to understand the world, make positive contributions to society and shape their futures.

Ark Soane students will receive an excellent academic education and develop the character needed to live happy, fulfilled lives as the drivers of their own destinies. We aim for all our students to leave us as knowledgeable, inquisitive, motivated, confident, resilient, self-aware and kind citizens with a strong civic identity.

## Working in Partnership

When your child enters Ark Soane, we begin a partnership. We must do everything we can to make this partnership a big success. After all, we will not have this opportunity again.

Ark Soane commits to doing all we can, including: nurturing a positive growth mindset; being professional and consistent; and having high expectations in everything we do. This includes: planning effective lessons; setting substantial homework; designing appropriate assessments and giving you and your child helpful, accurate feedback on his or her progress. We will keep our website up to date and commit to doing our best to communicate clearly and openly with you and to listen to you. Please contact us if you have any questions.

From you, we ask that you do all you can to help your child be successful at school. Particularly we ask you to please:

- Ensure your child completes all homework.
- Encourage your child to read every day – they will always have a book they are reading for pleasure from either the school library or elsewhere.
- Manage your child’s access to social media and computer games. As well as associated safeguarding and wellbeing risks, social media can be a big obstacle to your child’s levels of concentration and learning – it is a huge distraction! Success at school requires many dedicated hours of study NOT many dedicated hours on the phone.
- Support the school’s approach to behaviour by praising your child when they receive merits and other prizes and encouraging them to take responsibility and learn when they receive demerits or reflections.
- Take an interest in what your child has learned, encourage them to work hard and attend parents events.
- Ensure your child gets a good night’s sleep before school. Where possible, it is helpful to ensure they do not have electronic devices such as phones, TV or gaming devices in their bedroom.

We commit to doing our best to communicate clearly and openly with you and to listen to you. Please contact us if you have any questions.

## Ark Soane – Home School Agreement 2021-22

***‘Ensuring our students have the education and character to go on to live happy, fulfilled lives as the drivers of their own destinies.’***

This agreement clarifies and summarises how parents, carers, the Academy, and the student can work to support one another. This agreement underpins our belief that all students have extraordinary potential and that the education and development of students rests on a successful partnership between school, student and parent/carer.

Ark Soane Academy’s responsibilities Staff at APA will:	Parents and carers responsibilities I/we will:	Student responsibilities I will:
<ul style="list-style-type: none"> <li>• Have the highest expectations for students’ academic achievement and behaviour</li> <li>• Consistently teach well planned and challenging lessons - preparing students for university and career success</li> <li>• Set meaningful homework to enhance students’ progress</li> <li>• Regularly provide feedback on students’ work ensuring students know how to progress in their subject</li> <li>• Ensure that each student has the opportunities, support and guidance to drive their own destinies</li> <li>• Set ambitious targets and regularly report on each student's progress and attitude to learning</li> <li>• Insist all students contribute in full sentences and use formal, academic English when at school</li> <li>• Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility</li> <li>• Promote and reward our values: working hard, being kind, aiming high</li> <li>• Offer a broad range of enrichment activities</li> <li>• Set sanctions /reflections for students where they have not met expectations (typically on the same day) and keep parents informed</li> <li>• Keep parents informed about school matters, and respond to concerns as quickly as reasonably possible</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that my/our child attends the Academy every day and is on site by 8.25 and never book appointments or holidays in term time</li> <li>• Ensure that my/our child wears the correct uniform to and from the Academy</li> <li>• Ensure that my/our child always attends school with the required equipment and stationary</li> <li>• Encourage my/our child to work hard, consistently meet the high expectations in the behaviour code, take responsibility and fully participate in school life</li> <li>• Support my/our child to complete homework to a high standard</li> <li>• Encourage my/our child to participate fully in the extracurricular opportunities</li> <li>• Support my/our child to spend 30 minutes per day reading</li> <li>• Attend parents/carers’ events or arrange an alternative appointment if unable to attend</li> <li>• Celebrate my/our child’s successes</li> <li>• Support and uphold the behaviour and sanctions policy of the academy – understanding that it also applies outside the school premises and outside of school hours</li> <li>• Ensure my child attends after school catch-ups and intervention sessions when required</li> <li>• Sign reports every night if my/our child is on report</li> <li>• Inform the academy about any significant incidents which may affect my / our child in school</li> <li>• Make an appointment at the earliest opportunity to privately raise concerns regarding the school or issues with other students</li> <li>• Be respectful towards academy staff at all times</li> <li>• Ensure the contact details held by the school are up to date</li> </ul>	<p>Work Hard by:</p> <ul style="list-style-type: none"> <li>• Taking pride in my work</li> <li>• Giving 100% focus to what I am learning in class</li> <li>• Trying my hardest, even when I find things difficult.</li> <li>• Completing activities to the best of my ability.</li> <li>• Taking responsibility for seeing my teachers if I do not understand something.</li> <li>• Preparing for assessments.</li> <li>• Completing all homework to the best of my abilities.</li> <li>• Contributing to class discussions using full sentences</li> <li>• Pushing myself to learn more.</li> <li>• Seeking feedback on my work and improve it.</li> <li>• Knowing that mistakes are learning opportunities – and never giving up.</li> </ul> <p>Be kind by:</p> <ul style="list-style-type: none"> <li>• Taking pride in how I treat others and looking for opportunities to help others.</li> <li>• Celebrating the successes of others</li> <li>• Following instructions the first time of asking.</li> <li>• Speaking at conversational volume in small groups (up to 6) when outside and always moving between lessons in silence</li> <li>• Holding doors open for others.</li> <li>• Thanking those who help me.</li> </ul> <p>Aim High by:</p> <ul style="list-style-type: none"> <li>• Arriving at the Academy by 8.25 every day and aiming for 100% attendance.</li> <li>• Always attending the academy in correct uniform and properly equipped</li> <li>• Always handing in my mobile phone on arrival in the morning</li> <li>• Taking the opportunity to engage in additional activities</li> <li>• Taking pride in how I represent the school</li> </ul> <p>I will:</p> <ul style="list-style-type: none"> <li>• Always follow instructions from teachers – seeing them later (and never arguing) if I disagree</li> <li>• Follow the behaviour policy at all times and attend reflections/interventions when required</li> <li>• Always take pride in representing Ark Soane</li> </ul>
Name (please print)	Name (please print)	Name (please print)
Signed	Signed	Signed

## Communication

There will be a meeting for all new parents on 7<sup>th</sup> October where you will have the opportunity to find out how your child is settling in and also find out how best to help your son/daughter to learn most effectively. You will also receive a report each-half term containing information about the behaviour, effort, and achievement of your child – for further details see the assessment calendar below.

The school believes open and regular communication with parents is crucial to students' success. If you have any concerns at all and need to talk to a teacher at the academy, just call our switchboard on 020 74308876 or email [info@arksoane.org](mailto:info@arksoane.org).

We will also keep you up to date through the newsletters and regular letters & emails to parents. Please let us know if you need separate copies sent to each parent/carer. If you have any other questions or problems you are always welcome to telephone for an appointment with the Year Head or Form Tutor; sometimes a chat on the phone will settle your worries, but if not please do make an appointment rather than just turning up.

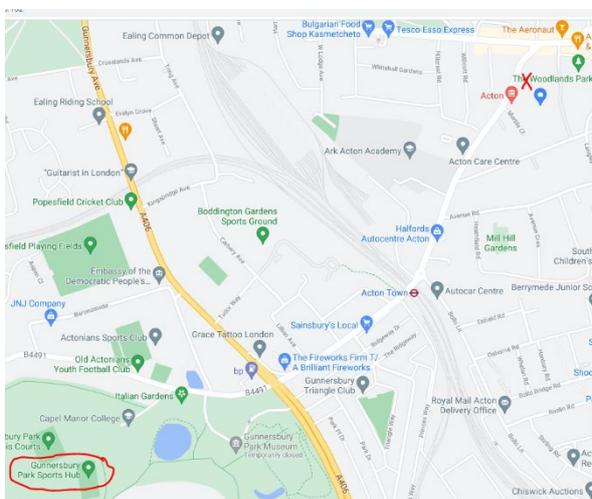
## Attendance and Punctuality

Research shows a clear and direct link between a child's attendance and performance at school. Therefore, it is of very high importance that your child attends school every day and we expect 100% attendance.

## Start of Day

8:00	School gates open <i>Please ensure that your child does not arrive before 8am as they will not be able to enter the site.</i>
8:25	Bell rings for line-up and form time School gates close Students who arrive late must enter through reception, deposit their phone and receive a late slip. <i>Students who arrive between 8.25 and 8.45 will receive a 15 minute reflection at the end of the day</i>
8.50	Period 1 starts <i>Students who arrive after 8.45 will receive a 30 minute reflection at the end of the day</i>

**On Thursday mornings registration takes place at Gunnersbury Park Sports Hub at 8.25am.** Students should arrive in their PE kit with their school uniform in their PE bags. On Games mornings, please check your child has packed all their school uniform including their school shoes.



## End of Day

School finishes at 4pm Monday to Thursday.

School finishes at 3pm on Friday.

Students are able to stay in school in a supervised activity until 5pm. Students are not allowed to remain on-site unsupervised (e.g. to play informal sports) and they must be off-site by 5pm.

Students should return home directly from school and should not congregate in local shops, parks or other establishments until they have returned home and changed out of school uniform.

## Enrichment, Clubs, and Societies

All students will have the opportunity to take part in an enrichment activity once a week as part of their timetable. This will allow them to explore an area of interest outside of the curriculum. They will then take part in showcases, events, or competitions (as appropriate to the activity) to demonstrate the skills they have developed and what they have learned, with an 'Exhibition Evening' to celebrate these successes.

Students will select their enrichment at the beginning of every term. They can swap this at the start of each subsequent term. Whilst all efforts will be made to allocate students to their first choice of enrichment, on occasion e.g. due to staffing, students may be allocated to a different enrichment choice.

A homework club will be available for students to receive support on their homework on certain days. We will publish details of our after-school music, sports and art clubs during students' induction.

## Off-Site Visits

Each term, an 'Exploration Day' will take place where all students will visit a site of interest e.g. a museum or gallery, to explore broad topics and questions outside of the day-to-day curriculum. Students will reflect on their findings from these days and learn research skills to help them explore new learning in unfamiliar settings.

## University, Careers, and Pathways

As part of our PSHE programme, students will have the opportunity to hear from speakers in a wide variety of university and career pathways. They will receive support to discover their passions through our curriculum and enrichments, as well as specific careers sessions throughout the year to help supplement students' journey into the working world.

## Instrumental lessons

All students will have the offer of learning an instrument. We will provide details of how to register for these in September.

## Student Absence

If a child is going to do well at school, it is vital that they have a good attendance record. Therefore, students should only be absent if they are too ill to come to school. Our expectation is 100% attendance for all students' attendance.

If absence is unavoidable then the parent/carer should telephone the Academy in the morning of the first day of absence and every day thereafter. Phone calls should be made before 8.25am on each day of absence.

Holidays in term-time will never be authorised.

If there are exceptional circumstances such as a death in the family, parents should write to the Principal, Mr Neuberger, requesting a period of absence, clearly stating the reasons. He will then consider the request and write in response.

### Attendance Obligations

The law makes it clear that taking a child out of school without the school's authorisation is illegal. It is a Parent's duty to ensure their child attends school regularly under the Education Act 1996. Failure to meet this responsibility could lead to an appearance at Court which could then lead to:

- a fine of up to £2,500
- community service
- referral to parenting classes
- a prison sentence

A student taken on leave without permission will be marked in the attendance register as taking unauthorised absence (truancy). The matter will then be referred to the Education Welfare Service for discussion about further action.

### Accidents and illness:

If a student has an accident or feels unwell they must tell a member of staff straight away. If they are too ill to remain in school, their parents/carers will be contacted by the Head of Year.

### Medicines and Medical conditions:

With the exception of asthma inhalers, students are not allowed to administer drugs themselves. All inhalers should be clearly labelled with the child's name and be carried by the child at all times. A second inhaler, clearly marked with the student's name, can also be left with the school office if required.

If a student needs to take a prescribed medicine at the Academy, they must sign an authorisation document with the SENDCO, giving permission for the first aid team to administer the medicine. No other medication can be held on site for students unless advised by a doctor/nurse.

Students should not carry any medicines or painkillers on their person.

If your child suffers from any type of allergy or allergic reaction then they must bring in a letter from their doctor or other medical professional outlining the nature of the condition and the necessary remedial action required.

If your child suffers from a medical condition which impacts on their day to day activities then they must bring a letter from their doctor or other medical professional outlining the nature of the condition and the necessary remedial action required.

The SENDCO may complete an Individual Health Care Plan (IHCP) with the you, your child and any linked medical professionals if they have an allergy, or a medical condition which impacts on their day to day activities. Appropriate training will be sourced when required (e.g. EpiPen training).

Medical appointments should be made outside Academy hours. If this is not possible, parents should email the school at least 24 hours in advance of the date along with a copy of the letter of appointment from their doctor or hospital.

## Uniform Policy

It is expected that all students will travel to and from the Academy every day in neat, clean uniform, giving the clear message to the public that our students take pride in belonging to the Academy.

Students arriving at school in incorrect uniform will not be able to attend lessons. Parents will be contacted to bring in the correct uniform so that students can return to lessons.

The school uniform consists of branded items which must be purchased from the school supplier [yourschooluniform.com](http://yourschooluniform.com) and plain items which may be purchased from the school supplier or elsewhere .

### Branded items

- **Blazer:** Navy with a blue trim and embroidered school logo
- **Tie:** Ark Soane branded, worn at an appropriate length down to the navel. Logo to be completely visible when worn at the correct length
- **School rucksack:** Ark Soane branded navy rucksack
- **Water bottle:** Ark Soane branded only
- **Polo shirt:** Ark Soane branded plain navy collared airtex shirt with 4 buttons
- **PE bag:** Navy PE bag with school logo

### Unbranded items

- **Trousers:** Navy school trousers
- **Skirt:** Navy pleated skirt. Must be worn knee length or below, with black or navy socks or tights
- **Shirt:** Plain white with collar. Long or short sleeved and tucked in at all times, with the top button done up
- **Jumper:** Navy knitted V neck
- **Plain black shoes:** No trainers or boots. Leather or leather-look shoes only. Laces must be black
- **Socks or tights:** Black or navy only
- **Navy or black coat:** No branding or pictures. No hooded jackets that have to be removed over the head are permitted. No hoodies. The coat may have a protective hood; if not, you should also have a navy blue or black umbrella
- **Belts, if worn:** unbranded black leather only
- **Headscarves, if worn:** navy blue or black only. No patterns. Pins must be navy blue or black
- **Hair accessories:** navy blue or black only. No bows or ornate clips
- **Tracksuit:** Navy top and navy jersey bottoms or navy tracksuit bottoms
- **Fleece:** Navy fleece
- **Shorts:** PE shorts
- **Navy football socks:** Knee length
- **Trainers:** Must be appropriate for sports. No converse trainers

### Footwear

- Students 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.

### Hairstyles

- Students' hair should be professional at all times for smartness, appearance and health and safety.
- Long hair on both girls and boys should be tied back at all times using dark or academy colour hair bands. Hairstyles should be such that students' faces are not obscured, so the teacher can judge their engagement with learning and their participation in discussions and practical activities.
- Students may not wear designs or words cut into their hair.
- Students may not dye any part of their hair either permanently or temporarily, using colours that are unnatural.

### Fingernail polish and make-up

- Students are not allowed to wear fingernail polish or false nails. Make-up is not allowed.

### Jewellery and accessories

- Students may not wear any jewellery except for one watch (no sound effects or smart watches) and if they wish, one pair of stud earrings, worn in the lower ear lobe. These should not be bigger than the lobe. Earrings must be removed for PE, and as such this should be considered when getting any new piercings. Taping over them will not be allowed.

### Body piercing or tattoos

- Body piercing is prohibited, with the exception of single, standard ear piercing, as mentioned above. No other forms of body piercing will be allowed for any student.
- Students are not allowed to have tattoos of any kind on their body.

### Naming clothing and property

- Please ensure all clothing and property is clearly marked so that lost articles may be easily traced and returned. Clothing labels are available from the uniform shop.

### Equipment

#### Required equipment:

- Pens: A number of black or blue pens & a green pen
- Pencil, eraser & sharpener
- Pencil case: Professional, with no graffiti
- Scientific Calculator: We recommend the Casio FX-83 or FX-85
- Maths equipment: A 12 inch ruler, protractor & compass
- School water bottle: Can be filled up before school or at break or lunch
- School rucksack & school PE kit bag: Navy rucksack with school logo

We will supply your child with a laptop (which should not normally be brought into school), exercise books for all their subjects, revision guides, printed resources and the use of textbooks where needed. They can also borrow subject material from our library.

## School Meals

At Ark Soane, lunch time will offer an opportunity to students to sit down together to chat with other students and adults and enjoy a tasty meal. Our dining room will offer freshly cooked hot meals which meet the nutritional standards set by the government, and are enjoyable for our students, staff and visitors. We will follow the National Government Food Standards ensuring, for example, that all children have at least one portion of fruit and one portion of vegetables every day.

Our dining room will provide all students with a snack and drink at break and a hot meal every lunchtime – where students will sit down together and serve each other. All meat served will be halal and there will always be a vegetarian option as well as a cold (e.g. sandwich/pasta pot) alternative. Menus will be shared with students in advance and they will have the option of choosing an alternative to the main meal. We will signpost any likely allergens e.g. nuts/seeds/eggs as main ingredients.

We will operate a **cashless system** for dining. Parents will set up an iPay account (we will give you details in September) and add money to the account via the website; £2.50 will be deducted each day – unless the child is absent from school or is entitled to Free School Meals.

In order to provide an offer that enables us to employ dining staff, **we ask that all students eat school lunches and do not bring outside food or drink into school except water in their Ark Soane branded water bottle.**

## Free School Meals

If your child has been in receipt of free school meals at any time since April 2018 (Year 4 onwards) their entitlement will continue when they join Ark Soane. We will obtain free school meal records from their previous school and you do not need to take any action unless contacted by us.

If your circumstances have changed and you believe your child may have become eligible for free school meals then please request an application form from [info@arksoane.org](mailto:info@arksoane.org).

## iPay

Ark Soane operates a cashless e-payment system. This will be used to pay for meals, trips and equipment purchased from the school shop. Students should never need to bring money into the academy.

We will provide you with your account details and a brief guide before the start of term.

## Academy Rewards

We place great emphasis on acknowledging and rewarding demonstrations of our school values by awarding students merits.

Students should aim to receive one merit for each lesson, so six merits a **day**. Merits are visible to parents and carers through the parent portal (MCAS).

Form tutors display their form's merits for that day in afternoon tutor time, so students know how much effort they are putting in in comparison. Below is a list of what might lead to a merit.

<b>Work hard</b>	<ul style="list-style-type: none"><li>• Giving 100% focus to what we are learning in class</li><li>• Working with excellent focus for extended periods of time</li><li>• Giving 100% effort, even when finding things difficult</li><li>• Persistence – when working on something particularly difficult</li><li>• Putting extraordinary effort into a piece of work</li><li>• Completing additional work above and beyond expectations</li><li>• Responding particularly well to teachers' feedback</li></ul>
<b>Be Kind</b>	<ul style="list-style-type: none"><li>• Acting in a way that is particularly considerate or generous</li><li>• Helping other students or members of staff</li><li>• Giving a good appreciation/showing gratitude</li><li>• Undertaking service/student leadership roles in the school</li></ul>
<b>Aim high</b>	<ul style="list-style-type: none"><li>• Representing the class, house or school in an activity</li><li>• Particularly effective oral contributions in class or poetry</li><li>• Taking opportunities to be a positive influence to peers and younger students</li><li>• Acting as a positive ambassador on the way to and from school</li><li>• Strong demonstrations of resilience or commitment</li></ul>

Students who earn 20 merits in a week will be awarded a 'golden ticket' in a school assembly. Students will also receive postcards home for particularly strong performance in their classes.

Badges will be awarded each half term for excellent attendance, working hard, aiming high and acts of kindness as well as for outstanding performance in individual subjects and contributions to the school.

## My Child At School (MCAS)

My Child At School is an app that enables you to view your child's attendance and behaviour information in real-time. The portal also provides general useful information about school such as the Academic Calendar and Announcements. The app also enables you to send and receive messages from the school. You can access my child at school by going to [www.mychildatschool.com](http://www.mychildatschool.com) or by downloading the app from Google Play Store or Apple App Store.

Your login details will be mailed to you. Please email Mugdha Malve at [info@arksoane.org](mailto:info@arksoane.org) if you would like support to use the system.

## Academy Sanctions

Ark Soane has zero tolerance of any behaviour which might cause offence or harm or disrupt the learning or safety of others. We wish to ensure that every child is safe, happy and free to learn and make progress. To ensure this, we will issue sanctions to students who do not meet the expectations referred to earlier in this handbook.

In order that students meet these expectations, our reflection system is simple, fair, swift and transparent.

Reflections can be set for 15,30 or 45 minutes. However, it is also possible to accumulate more than one reflection in a day and students may be required to remain in reflection until 5pm. Any student who misses a reflection will be required to sit a 2 hour reflection on Friday after school.

Parents will be informed through MCAS (My Child At School) if their child has a reflection. All reflections are sat on the same day.

De-merit – a formal warning added to school record and visible on MCAS	1 <sup>st</sup> incidence of minor disruption/failure to follow instructions in a lesson
15 minute after-school reflection	2 <sup>nd</sup> incidence of minor disruption/failure to follow instructions in a lesson
	Misbehaviour around school including: <ul style="list-style-type: none"> <li>• Talking at line-up/lesson transition</li> <li>• Litter</li> <li>• Being out of bounds</li> </ul>
	Missing equipment
	Lateness to school (before 8.45)
30 minute after-school reflection	Lateness to school (after 8.45)
	Lack of homework
	No PE Kit (Thursdays)
45 minute after-school reflection	3 <sup>rd</sup> incidence of minor disruption/failure to follow instructions in a lesson leading to referral from the classroom
	Deliberate defiance e.g. deliberately ignoring a member of staff's instructions, refusing to hand over a banned item, leaving a classroom without permission, refusal to wear appropriate uniform, intentionally poor body language, kissing teeth, tutting, muttering, walking away, inappropriate language/gestures at a member of staff, attempting to argue with a member of staff.
	Bullying and anti-social behaviour
	Failed reconciliation meeting with staff member
2 hour after-school reflection (Fridays only)	Missed reflection
	Extreme defiance
Fixed term exclusion/Permanent Exclusion	Serious Incidents Please see the Ark Soane Academy Behaviour Policy for more information.

## Mobile Phones

We strongly urge parents to provide their children with a 'brick phone' which does not have access to the internet. A great deal of students find it hard to use their time wisely with the distraction of the mobile phone, and a great deal of bullying occurs online. Students can also get into dangerous situations on social media.

If parents wish their child to carry a mobile phone to school, it must be switched off and handed in on arrival. Any phones found on students will be confiscated and returned to parents/carers at the end of the week.

### Safeguarding Children at Soane:

All staff and governors at Ark Soane, are committed to safeguarding the welfare of our students and to providing a safe environment with robust systems to ensure the safety and healthy development of all our students, within the academy and on related school trips and other activities. Everyone working in or for Ark Soane shares the objective of helping to keep children and young people safe by contributing to:

- ensuring that Ark Academy provides a safe environment in which children and young people can learn and develop, and
- identifying children and young people who are suffering, or at risk of suffering abuse and taking appropriate action with the aim of making sure they are kept safe both at home and in school.

For full details of our approach to safeguarding please consult our Safeguarding and Child Protection Policy available on the school website or from the office. If you have any further questions please contact the Designated Safeguarding Lead, Rob Orme.

### Social and Emotional Wellbeing

We want all children and young people to be healthy and achieve at school and in life. If you have any concerns regarding your child's social or emotional wellbeing please let us know as soon as possible so we can work with you to provide appropriate support.

### Exams and reporting

We will report to parents/ carers regularly. We will hold two parents evenings each year and will send reports home each half-term.

Term	Date	Event	Format
<b>Autumn 1</b>	7 <sup>th</sup> October 2021	Year 7 Information Evening – with tutors	Face to face
	21 <sup>st</sup> October 2021	Aut 1 Reports sent home	By e-mail
<b>Autumn 2</b>	29 <sup>th</sup> November – 3 <sup>rd</sup> December 2021	Year 7 Christmas Exams	In school
	17 <sup>th</sup> December 2021	Aut 2 Reports sent home	By e-mail
<b>Spring 1</b>	14 <sup>th</sup> January 2022	Academic Review Day	Families to meet tutors during day No face to face lessons
	10 <sup>th</sup> February 2022	Spring 1 Reports sent home	By e-mail
<b>Spring 2</b>	14 <sup>th</sup> – 18 <sup>th</sup> March 2021	Year 7 Easter Exams	In school
	1 <sup>st</sup> April 2022	Spring 2 Reports sent home	By e-mail
<b>Summer 1</b>	28 <sup>th</sup> April 2022	Year 7 Parents' Evening	Remote – School Cloud – by appointment
	27 <sup>th</sup> May 2022	Summer 1 Reports sent home	By e-mail
<b>Summer 2</b>	27 <sup>th</sup> - 30 <sup>th</sup> June 2022	End of Year Exams	In school
	20 <sup>th</sup> July 2022	EoY Reports sent home	By e-mail