



# Ark Soane Academy

**Parent Handbook**

**2023-24**

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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 community 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 all of our students have extraordinary potential. We believe that by living by our values - work hard, be kind, aim high – they will develop the knowledge and character to go on to live happy and fulfilled lives as the drivers of their own destinies.

We will support all our students to leave us as knowledgeable, inquisitive, determined, 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 us with any queries.

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.

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

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

Yours faithfully,



Matt Neuberger  
Principal

## Term Dates

<b>Start</b>	<b>End</b>
Friday 1 <sup>st</sup> September 2023	INSET - New Staff
Monday 4 <sup>th</sup> September 2023	INSET
Tuesday 5 <sup>th</sup> September 2023	INSET
Wednesday 6 <sup>th</sup> September 2023	Y7 Induction Day 1
Thursday 7 <sup>th</sup> September 2023	Y7 Induction Day 2
Friday 8 <sup>th</sup> September 2023	Y7 Induction Day 3
Monday 11 <sup>th</sup> September 2023	Lessons Begin – All year groups
Wednesday 20 <sup>th</sup> September 2023	ARK INSET DAY
Tuesday 17 <sup>th</sup> October 2023	ARK INSET DAY
Friday 20 <sup>th</sup> October 2023	Last day of half term
<b>Monday 23<sup>rd</sup> October – Friday 27<sup>th</sup> October 2023</b>	<b>Half term</b>
Monday 30 <sup>th</sup> October 2023	INSET
Tuesday 1 <sup>st</sup> November 2023	First day back for students
Monday 4 <sup>th</sup> December	INSET
Thursday 21 <sup>st</sup> December 2023	Last day of Autumn term
<b>Friday 22<sup>nd</sup> December 2023 to Friday 5<sup>th</sup> January 2024</b>	<b>Christmas holidays</b>
Monday 8 <sup>th</sup> January 2024	INSET
Tuesday 9 <sup>th</sup> January 2024	First day back for students
Friday 19 <sup>th</sup> January 2024	Academic Review Day
Thursday 1 <sup>st</sup> February 2024	ARK INSET DAY
Friday 9 <sup>th</sup> February 2024	Last day of half term
<b>Monday 12<sup>th</sup> February to Friday 16<sup>th</sup> February 2024</b>	<b>Half term</b>
Monday 19 <sup>th</sup> February 2024	First day back for students
Thursday 28 <sup>th</sup> March 2024	Last day of Spring term
<b>Friday 29<sup>th</sup> March to Friday 12<sup>th</sup> April 2024</b>	<b>Easter holidays</b>
Monday 15 <sup>th</sup> April 2024	INSET
Tuesday 16 <sup>th</sup> April 2024	First day back for students
Monday 6 <sup>th</sup> May 2024	<b>May Day Bank Holiday</b>
Friday 24 <sup>th</sup> May 2024	Last day of half term
<b>Monday 27<sup>th</sup> May to Friday 31<sup>st</sup> May 2024</b>	<b>Half term</b>
Monday 3 <sup>rd</sup> June 2024	First day back for students
Friday 5 <sup>th</sup> July 2024	ARK INSET
Monday 8 <sup>th</sup> July	INSET
Wednesday 24 <sup>th</sup> July 2024	Last day of Summer term

## Timings of the school day

	Monday-Friday
Start	8:15am
Finish	3:30pm

8:05	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>
8:15	Bell rings for line-up and form time School gates close Students who arrive late must enter through reception, deposit their phone and register with the staff member on duty. <i>Students who arrive between 8.15 and 8.30 will receive a 15 minute reflection at the end of the day</i>
8.30	Period 1 starts <i>Students who arrive after 8.30 will receive a 30 minute reflection at the end of the day</i>
3:20	School finishes. Students are able to stay in school in a supervised activity until 4.20pm. Students are not allowed to remain on-site unsupervised (e.g. to play informal sports).  Students must 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. Students who do not return home directly and remain in the local area receive a 15 minute reflection.

## 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.

Ark Soane commits to doing all we can by having high expectations in everything we do and being professional and consistent. We will plan effective lessons, set purposeful homework, design appropriate assessments and give you and your child helpful, accurate feedback on his or her progress.

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, is organised for the school day ahead and arrives to school on time.
- 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.
- 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.

## Communication

There will be a meeting for all new parents in the first half-term of Year 7 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 and effort of your child.

The school believes open communication with parents is crucial to students' success. We will keep you up to date through a regular parent bulletin. Please let us know if you need separate copies sent to each parent/carer.

If you 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). 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 phone conversation will settle your worries but, if not, please do make an appointment to meet with a member of staff as we are unable to accommodate 'walk-in' requests for meetings.

## Attendance

We aim to provide a transformational education for all our students. This means that the curriculum is extremely ambitious with students studying challenging new content every day.

Every day that a child misses from school opens up a gap in their knowledge that is difficult to close so we ask all our parents to aim for their children to attend 100% of the time – only missing learning when they are too ill to come to school.

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 8.15am on each day of absence.

Medical appointments should be made outside Academy hours. If this is not possible, parents should email the school at [info@arksoane.org](mailto:info@arksoane.org) at least 24 hours in advance of the date along with a copy of the letter of appointment from their doctor or hospital.

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. Holidays in term-time will never be authorised.

Please be aware 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. Where the academy has significant or sustained concerns regarding a child's attendance the matter may be referred to the Education Welfare Service for 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, the parent 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).

### 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 ensuring that Ark Soane 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.

## Equipment

Please ensure that your child has all the required equipment for their time at Soane. If your child struggles with organisation then please help them pack their school bag the night before.

Students are required to bring the following items to school every day:

1. A reading book (either from home or the school library)
2. A 100% book (a revision booklet given out each term)
3. A clear pencil case containing the following eight items:
  - 30cm ruler
  - Rubber
  - Black or blue pens (x2)
  - Green pen
  - Pencil (x2)
  - Protractor
  - Scientific calculator (Casio Fx-83 or Fx-85)

Students are given a pencil case containing all items (aside from calculator) when they join Ark Soane at the start of Year 7. Students must replace any items they lose. All equipment is available from the school equipment shop each morning. Ark Soane is a cash free school and so charges for stationary purchased from the shop are taken from IPay accounts.

Equipment is checked each day and students missing any item of equipment receive a 15 minute reflection after school.

Students must also have a clear plastic water bottle which can be filled up before school, at break or at lunch and must have a school rucksack & PE kit bag.

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.

## Mobile Phones

We strongly recommend to parents that their children don't have smartphones:

- Almost every incident of unkindness that we investigate in school is rooted in nastiness on social media outside of school.
- Facebook, Snapchat and WhatsApp all provide an environment in which children can unknowingly send messages which end up going to hundreds or thousands of people, can be taken out of context and cannot be unsaid once posted.
- Many students say that their smartphones provide them with an unwelcome distraction and get in the way of homework, outdoor activity and face-to-face socialising.
- All platforms have a minimum age of at least 13 (WhatsApp – 16, Snapchat – 13, Facebook – 13).
- Carrying expensive technology can make young people a target for street-crime.

We recommend that, if you do want your child to have a phone, you provide them with a non-smart "brick phone". These are sold in the school shop for £15. Whatever your choices about your child's communication device – please ensure that you are aware of how they are using it and ensure that appropriate controls are on their device.

For more information visit <https://www.internetmatters.org/parental-controls/smartphones-and-other-devices/>

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 after one week.

## Uniform

Students are expected to 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. Please ensure that all items of clothing are labelled so that lost items can be returned to your child. Any items of lost property will be handed to reception and will be disposed of at the end of each term if unclaimed.

Students arriving at school in incorrect uniform will not be able to attend lessons and will receive a 15 minute reflection after school. 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
- **PE 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.

#### Body piercing or tattoos

- Body piercing is prohibited, with the exception of single, simple stud which must be worn in both ears. 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.

Please ensure your child knows how to tie their own tie smartly before September.

## School Meals

At Ark Soane, lunch time offers an opportunity to students to sit down together to chat with other students and adults and enjoy a tasty meal. Our dining room offers freshly cooked hot meals which meet the nutritional standards set by the government, and are enjoyable for our students, staff and visitors. We 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 provides all students with a snack and drink at break and a hot meal every lunchtime – where students sit down together and serve each other. All meat served is halal and there is always a vegetarian option. Menus are shared on our website, and we will always provide alternative meals for students with allergies.

We 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 reinforce our strong community and enjoy a shared meal **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

Eligibility for Free School Meals means that you will not have to pay for your child's break time snack or lunch- saving you £12.50 per week.

Approximately 14% of families who are eligible for Free School Meals never claim them. Claiming for Free School Meals provides additional benefits including access to additional enrichment activities; heavily subsidised music lessons; free places on some school trips; and priority access to some universities.

We ask all parents who think they may be eligible for Free School Meals to complete an online check [here](#). It requires you to enter your National Insurance number and takes less than 5 minutes to complete.

If your child was eligible in primary school you must still complete the online checker to retain Free School Meals at Soane. If you encounter any difficulties please do not hesitate to contact us at [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, music lessons 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 and Sanctions

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

Merits are visible to parents and carers through the parent portal (MCAS) and their impact is greatest if you are able to celebrate your child's achievement with them. Tutors review merits with their tutees every afternoon in form time. Below is a list of what might lead to a merit.

<b>Working hard</b>	Giving 100% focus to what we are learning in class Working with excellent focus for extended periods of time Giving 100% effort, even when finding things difficult Persistence – when working on something particularly difficult Putting good effort into a piece of work Completing additional work above and beyond expectations Responding particularly well to teachers' feedback
<b>Being kind</b>	Acting in a way that is particularly considerate or generous Helping other students or members of staff Giving a good appreciation/showing gratitude Undertaking service/student leadership roles in the school
<b>Aiming high</b>	Representing the class, house or school in an activity Good oral contributions in class or poetry Taking opportunities to be a positive influence to peers and younger students Acting as a positive ambassador on the way to and from school Strong demonstrations of resilience or commitment

Students who earn 20 merits in a week will be awarded a 'golden ticket' which enters them for the termly prize draw. Students will also receive postcards home for particularly strong performance in their classes.

Badges are 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.

## Academy Sanctions

Our students show high levels of self-discipline. You can be confident that your child will be in an environment where corridors and playgrounds are safe places, teachers and students are respectful to each other and where your child's progress is rapid because the lessons are focussed, calm and teachers can teach to a very high standard. Ark Soane has zero tolerance of any behaviour which might cause offence or harm or disrupt the learning or safety of others.

To ensure this, we will issue sanctions to students who do not meet the school's expectations. Reflections – where students have an opportunity to reflect and think about how they can avoid repeating the same mistakes – are a fundamental part of our sanctions system.

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 for one hour at the end of the day without prior notification. Students are always required to complete reflections on the day that they are given to ensure they have a fresh start the following day. Any student who misses a reflection is required to sit a 1-hour reflection the following day. Any student whose behaviour is persistently below standards in a week is required to sit a 2 hour reflection on Friday after school.

We expect, and appreciate, the support of parents with sanctions. We are strict – as we know that this creates the best possible environment for learning. If you have concerns then please make an appointment at the earliest opportunity to privately raise them – as we know we provide the greatest support for children when we are united

Parents will be informed through MCAS (My Child At School) if their child has a reflection. All reflections are sat on the same day. A poor response to receiving a sanction will result in it being escalated.

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: Talking at line-up/lesson transition Litter Being out of bounds
	Missing equipment
	Lateness to school (before 8.30)
30 minute after-school reflection	Lateness to school (after 8.30)
	Lack of homework No PE Kit
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)	Persistent poor behaviour
	Extreme defiance
Internal Exclusion/Suspension/Permanent Exclusion	Serious Incidents Please see the Ark Soane Academy Behaviour Policy for more information.

### [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 and to update your contact details. 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 us at [info@arksoane.org](mailto:info@arksoane.org) if you would like support to use the system.

## Enrichment and Clubs

All students take part in an enrichment activity once a week as part of their timetable allowing them to explore an area of interest outside of the curriculum. We offer between 10-12 enrichments for each academic year, and the offer is updated termly and will be shared on the school website. Students rank their preferred enrichments at the beginning of every term. We try to ensure that students are allocated one of their preferred enrichment choices.

A homework club is available for one hour at the end of the school day in the library. We do offer a limited range of after school clubs and we will share a timetable of these with you in September. Sign-up will be online. If a club reaches full capacity, we operate waiting lists for students to join – we will contact you if a space becomes available in a desired club. Please note that regular attendance is required to maintain a space in any club, and if a student is to miss a club (e.g. for a medical appointment), this must be communicated in advance to the club lead, or via email to [info@arksoane.org](mailto:info@arksoane.org). Students will not be able to attend after-school clubs if they have a reflection on that day.

## Off-Site Visits

Each term, students take part in an 'Exploration Day' where they visit a site of interest e.g. a museum or gallery, to explore broad topics and questions outside of the day-to-day curriculum. The dates of these are available on the school calendar. The timetable is rich with other exciting cultural, academic and rewards visits, as well as visiting speakers and workshops in-school. Where visits take place during school hours and no additional charge is required, we will not normally seek additional parental consent beyond what is requested at registration.

## Instrumental lessons

All students have the offer of learning an instrument. We will provide details of how to register for these in September. Students can apply to have one-to-one, paired or group lessons. There is help towards the cost of group lessons for pupils who receive free school meals. Lesson times rotate to avoid students repeatedly missing the same classes.

## Ark Soane – Home School Agreement 2023-24

***‘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 ASA 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) 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 8.15 and never book appointments or holidays in term time</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 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>• Ensure my child attends after school catch-ups and intervention sessions when required</li> <li>• Reimburse the Academy for loss or damage to books and equipment</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>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> <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>
Name (please print)	Name (please print)	Name (please print)
Signed	Signed	Signed

