

“it takes a whole community, to bring up a child”



Ark Boulton  
Academy

“Growing together, reaching higher”

PARENT HANDBOOK

Ark

### INTRODUCTION

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It is our aim that every student leaves Ark Boulton equipped with the tools to attend further education and then university or pursue a career of their choice.

Our partnerships with parents and carers plays a crucial role in ensuring students achieve at the highest level. Regular communication with parents is incredible important to us.

This handbook is one of our key tools in helping you understand our standards and approach, so we can ensure that your child gets the most of the opportunities we provide.

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## Attendance

### Attendance, Registration and Punctuality

Students should be at the Academy on time, every day the Academy is open, unless the reason for the absence is unavoidable. Permitting absence from the Academy without a good reason is not only detrimental to the social and academic well-being of the student but it is an offence to the parent.

Every half-day absence from the Academy has to be classified by the Academy, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required and this should be in writing on paper and not in the student Key to Success so it can be filed.

Unauthorised absences are those which the Academy does not consider reasonable and for which no "leave" has been given. This includes:

- Parents keeping students away unnecessarily
- Truancy before or during the Academy day
- Absences which have never been properly explained
- Students who arrive at the Academy too late to get a mark
- Term time holidays

The Academy applies the following procedures in deciding how to deal with individual absences:

#### Pupils

- Pupils should return from absence with a written note
- Pupils should organise prior appointments, where possible, outside of Academy hours
- Pupils should ensure that Personal Tutors are informed of prior appointments which cannot be arranged outside of Academy hours e.g. doctors, dentists
- Pupils are to seek written permission from the HOY prior to leaving site
- Pupils are to report to reception prior to leaving site; no pupil will be permitted to leave site without the Principal's/Head of Years authorisation.

#### Parents

- Parents should contact the Academy on the first day of absence and say what is wrong with their child and what the duration of the absence is expected to be
- Parents should contact the Academy on every consequential day of absence
- A written explanation should follow all absences
- Parents should organise prior appointments outside of Academy hours
- Parents should request in writing any known leave of absence
- Parents should not organise family holidays during term time

- Parents should apply for leave of absence, for unavoidable occasions, in writing to the Head of Year
- Parents who are experiencing difficulties with their child on the issue of attendance should contact the Head of Year as soon as possible
- Parents should attend, when requested, to attend meetings with the Academy Attendance Officer and Head of Year

If your child is going to be absent from school, please call the absence line by 8.20 a.m. on Shugufta Nasreen on 0121 7738156 extension - 2126

## Behaviour

As a community, it is essential that we recognise that this policy must apply to the behaviour of all its members both on and outside of the Academy site: to adults (teachers, other staff, parents/carers, and visitors) as well as to Students' behaviour. Only by example can we teach and demand good standards of behaviour from those whose education is entrusted to us.

As an Academy we will ensure that the academy is a safe and supportive environment for all staff and students where all members of the Academy community are shown respect and show respect for others. We will make clear and encourage a positive approach by good example, praise and reward for good behaviour; ensure that the environment, curriculum and other factors within the Academy's control are monitored to ensure the promotion of good behaviour; ensure that where behaviour falls short of accepted standards the procedures are followed and the sanctions to be applied, fairly and consistently.

Whilst actively encouraging and rewarding good behaviour, Ark Boulton's Behaviour Policy makes clear that unsatisfactory behaviour will not be ignored or tolerated. Boundaries are made clear and sanctions are applied when Students willfully ignore the rules of conduct.

A range of sanctions exist, and care is taken to apply the sanction most appropriate to the Student concerned and the nature of the misdemeanor. These include:

- Moving a Student's position in class
- Withdrawal of other privileges
- Detention
- Informing parents by letter, phone call or inviting to a meeting
- Referral to the Director of Faculty

Referral to Head of Year

- Being placed on report
- Isolating Students by removing them from class for a time to the Learning Support Centre (only with approval of the Head of Year/ Director of Faculty/ SLT)
- Drawing up a contract
- Issuing a formal warning
- Internal exclusion
- Exclusion (see exclusion policy)

- Where detentions are given, parents/carers will be notified via a telephone call and students will be expected to complete the detention on that day as written in the Home Academy Agreement.
- The use of the Daily Report Form, although listed as a sanction, serves the dual purpose of enabling the monitoring form tutor and parent/carer to keep a check on behaviour and of giving the Student an instant feedback on satisfactory aspects of behaviour.
- It is also recognised that Target Setting is relevant to behavioural as well as academic issues, and Students are often set realistic, achievable targets in their IEPs and action plans, or in a separate 'contract' drawn up by a head of year in the light of a specific incident.
- For those Students whose attitude or behaviour is seen to be deteriorating rapidly and/or who are deemed to be at risk of permanent exclusion or of dropping out of the Academy altogether due to disaffection, a Pastoral Support Programme (PSP) or Behaviour Support Plan (BSP). This will be determined by HoY/Director of Culture and Ethos
- The LSC is managed by the Learning Support Centre Manager. Referral to the LSC is always managed via the students Head of Year in liaison with Directors of Faculty (if appropriate). Students are placed in the LSC as follows:- Re-integration into the Academy on one or more days after return from a Fixed Term Exclusion; withdrawal from a specific lesson; as part of a BSP or PSP; If a serious incident has occurred.

### **Serious Incidents include**

- Bullying
- Fighting
- Abusive or threatening behaviour
- Damage to property or theft
- Drug taking or associating with drug taking
- Alcohol use
- Actual or threat of violence and assault
- Drug dealing or associating with drug dealing
- Offensive weapons

### **Bullying**

The Academy places high importance on creating and maintaining a happy, safe learning environment for all students. It is expected that staff respond to all reports of bullying in a sensitive and swift manner. Students are reminded regularly that Ark Boulton Academy has a culture of communication and disclosure.

On all occasions of bullying every effort will be made to effect reconciliation between the students or groups affected.

All evident bullying will be dealt with by the teacher on the spot. If it is a first offence and relatively minor, the student will be reprimanded. This will be passed on to the HOY and logged on the system. IF the offence is repeated or it is more serious first offence a referral should be made to the HOY.

Ark Boulton also addresses the issue of bullying through other channels:-

- PSHCE
- Code of Conduct
- Suggestion box in library and Anti-Bullying Box outside Pastoral Office

## Communications

**The academy uses various forms of communications to ensure that you are kept informed about your child's progress and upcoming events. We regularly contact parents by making telephone (both landline and mobile), post, text message, email, Key to Success, as well as making information available on our website.**

**It is vital that we have accurate information for all our students' parent. Therefore, we ask you regularly check that your contact details are up-to date, and that you inform the academy of any changes.**

## Complaints procedure

**It is the Academy's intention that you and your child experience the highest quality of service, educational provision and communication. If you have any concerns about our quality of provision please provide follow the agreed complaints procedure.**

**Please contact reception who will put you in touch with the relevant member of staff and provide you with their contact telephone number or email address. The academy expects all staff to return calls and emails promptly. Correspondence, statements and records of complaints are considered confidential.**

**If you have any concerns about a particular subject or lesson, please contact your child's subject teacher or Director of Faculty/Lead Practitioner.**

**If you follow the above procedure, but the issue is not resolved, please raise with the Principal. If the issue is not resolved, please raise with the Governors.**

## Consolidation, Preparation and Stretch

Consolidation, Preparation and Stretch (homework) is set by teachers on regular basis and will be recorded in the student's Key to Success.

## Consultation Days

Consultation Days are when parents meet with their child's Personal Tutor to discuss their attainment and progress, and set practical targets to support their learning across the curriculum.

Students will always have a target that they should be working towards recorded in their exercise books, and targets set by their Personal Tutors are recorded in your child’s Key to Success. Parents must attend the first Consultation Day appointment with their Personal Tutor and are invited to attend subsequent meetings each year. Personal tutors should always be the first point of contact for parents.

### Daily Schedule

All students should be in school for morning line up by 8.15 a.m. We advise that students do not attend before 8.00 a.m.

Please note, students finish at 1.45 every Friday.

Mon-Thurs			
	Years 7,8 and 9	Years 10,11	
8.20am	LINE UP		8.20am
8.25am	LESSON 1 45	LESSON 1 45.00	8.25am
9.10am	LESSON 2 45	LESSON 3 45	9.10am
9.55am	LESSON 3 45	20 BREAK	9.55am
10.40am	20 BREAK	LESSON 3 45	10.15am
11.00am	LESSON 4 45	LESSON 4 45	11.00am
11.45am	LESSON 5 45	LESSON 5 45	11.45am
12.30pm	LESSON 6 45	30 LUNCH	12.30pm
1.15pm	30 LUNCH	LESSON 6 45	1.00pm
1.45pm	LESSON 7 45	LESSON 7 45	1.45pm
2.30pm	LESSON 8 45	LESSON 8 45	2.30pm
3.15pm 3.35pm	READING/TUTOR TIME/ASSEMBLY		3.15pm 3.35pm

Friday

8.20am	LINE UP		8.20am
8.25am	LESSON 1 45	LESSON 1 45.00	8.25am
9.10am	LESSON 2 45	LESSON 3 45	9.10am
9.55am	LESSON 3 45	20 BREAK	9.55am
10.40am	20 BREAK	LESSON 3 45	10.15am
11.00am	LESSON 4 45	LESSON 4 45	11.00am
11.45am	LESSON 5 45	LESSON 5 45	11.45am
12.30pm	LESSON 6 30	30 LUNCH	12.30pm
1.00pm	30 LUNCH	LESSON 6 30	1.00pm
1.30 pm	READING/TUTOR TIME/ASSEMBLY		1.30pm
1.45 pm			1.45 pm

[Expectations – also see Rules](#)

**At Ark Boulton Academy we expect all students to behave well, all the time. We place a great deal of importance on developing virtues and learning. Making informed choices. There are no excuses for poor behaviour. The academy expects the kind of standards of behaviour that would be displayed in any professional workplace. Lessons are for learning. Behaviour rules will be applied consistently and professionally by a team of staff that expects no learning time to be lost through having to deal with poor behaviour.**

Students are expected to

- Follow the rules at all times
- Work hard to make progress every day
- Be polite and responsible
- Take responsibility for their behaviour
- Respect each others race, culture and gender
- Look after the building and environment
- Attend the academy on time every day

Students must not

- Be defiant to any member of staff
- Be involved in any physical contact with another student
- Bring in anything dangerous or illegal
- Threaten, bully, fight, be violent or abusive
- Damage academy property or steal
- Bring in mobile phones, chewing gum, sweets, fizzy drinks, “Tippex”, valuable items, MP3s etc.
- Be late for lessons or take time off school, if at all possible

### **Students should:**

- Be polite to my fellow pupils, all staff and any visitor to the Academy
- Follow instructions from staff, at all times, without argument. If I feel I have been unfairly treated then I should either speak to the teacher or someone else at a convenient time;
- Be sensible around the Academy and not shout or run in the corridors: I should always keep to the left. All staff and visitors should be treated with respect and pupils should stand back for adults at doorways, holding the door open if possible;
- Take great care not to interfere with other people's property and always treat it with respect;
- Be punctual and only be absent for a genuine reason and bring a note on my return to the Academy;
- Bring my Key to Success, reading book and other essential equipment to the Academy every day;
- Dress tidily in my Academy uniform, including to and from the Academy; never wear trainers other than for PE or playing in the playground. Jewellery regulations must be followed. Outdoor coats must be removed before entry to the building;
- Not stop to visit the toilets or go to the Medical Welfare Officer without permission in lessons or between lesson changeover, unless it is an emergency;
- Respect the buildings and Academy grounds by always using litter bins, remembering that graffiti is forbidden and by only eating and drinking in the dining hall; Only water may be consumed in the playground;
- Leave the Academy by the correct exit and go directly home without lingering around the area. Have respect for the Academy's neighbours and try to be helpful and considerate in the local community;
- The following items are strictly prohibited from being on site. These items will be confiscated and the pupil's Head of Year informed. The items will not be returned to students but made available, at an agreed to time, for collection by parents/carers:

Mobile phones; Sweets, chewing gum and fizzy drinks; Chewing gum; “Tippex”; Personal stereo equipment; MP3 players.

- Classroom rules: - I must.....
- Arrive on time and line up in single file (the first person will hold the door open for the others);
- Enter in an orderly manner and remain in silence, take out all equipment needed for the lesson, Key to Success and reading book. Leave bag and coat behind chair or on the floor;
- Sit in silence and read or complete Do Now Activity until directed by the teacher;
- Listen carefully and follow instructions;
- Not disrupt the lesson in any way;
- Do my classwork and preparation/consolidation as well as I possibly can;
- Do not shout out;
- Write my preparation and consolidation in Key To Success;
- Stand when the Principal or visitors enter the class;
- When directed by the teacher at the end of the lesson, pack up and stand in silence behind chairs. Leave the room in a tidy state placing chairs up onto the desks as requested;
- Go quickly, quietly and directly to the next lesson.

### Exclusions – also see Behaviour

The Academy makes every effort to ensure that the learning environment meets the needs of all students taking into account the individual needs and circumstances. However, if it is considered that a student’s behaviour in the academy or community is unacceptable the Principal reserves the right to remove the privileges and to exclude students either internally or externally from their peers or the academy as a whole.

### Free School Meals

Do you know if you are eligible for Free School Meals? All students in the academy benefit from a hot meal every day as part of our dining service; this includes students eligible for Free School Meals. To apply, please contact our Finance department who will also send you additional information regarding paying for your child’s meal.

### Homework – see Consolidation, Preparation and Stretch

### House System – see Pastoral System

## Key to Success

All students are issued with an Academy planner at the beginning of the academic year. The Key to Success is the first point of liaison between home and the Academy. If a student loses their Key to Success, it must be replaced at a cost of £5 each. A temporary Key to Success replacement sheet will be issued daily until the Key to Success is replaced. Students must report the loss of a planner to their Head of Year who will authorise the purchase of replacements.

The Key to Success will be used by Staff to:

- Award merit marks
- Make positive comments
- Inform parents of unsatisfactory behaviour in the Parent and Teacher Comment section
- Notify parents of the time, date and duration of detentions set
- Notify parents of any changes to the Academy day

Students are expected to:

- Bring the Key to Success to the Academy every day
- Take care of the Key to Success
- Show the Key to Success, which must be signed by their parent/carer, to their Personal Tutor each week
- Ensure that parents/carers are informed of any detentions set
- Ensure that parents/carers are shown any information communicated via the planner
- Record their consolidation, preparation and stretch with a due date

The Academy requires parents/carers to

- Check that all consolidation, preparation and stretch are recorded on a weekly basis
- Monitor the completion of consolidation, preparation and stretch
- Ensure the child informs them of any detentions set
- Sign the Key to Success weekly to confirm the completion of consolidation, preparation and stretch
- Inform the Personal Tutor immediately, through the Key to Success if there is a serious concern, or problems with consolidation, preparation and stretch or other issues

## Library

The Library offers a wide range of resources including fiction books; non-fiction books; magazines and newspapers; PC computers for use during break, lunch and after school to complete Consolidation, Preparation and Stretch (Homework).

## Lunch – also see Free School Meals

All students can eat the healthy meal provided by the Academy. Please see menu, the cost is £2.20 unless you qualify for Free school meals.

Students are allowed to bring in their own packed lunch from home. This must not contain sweets or fizzy drinks. If a student brings in anything forbidden by the academy, items are confiscated and they receive a detention.

Students are only allowed to eat and drink in the eating areas (cafeteria for hot meals and school hall for packed lunches).

Students may drink water in the playground, or lessons if permission is provided by the teacher.

Meals cost £2.20 per day, unless you are eligible for Free School Meals.

At break, a snack of flapjack or fruit is available for 50p. THIS IS NOT PART OF THE FREE SCHOOL MEAL PROVISION. So if a student would like to purchase a snack, they will need money on their account.

Sample menus can be found on our website.

### Merits

All students can earn merits as well as weekly and termly awards for good behaviour, excellent effort or attainment, attendance, or reading. These merits translate into awards for individual achievements as well as awards for top attaining Houses, tutor groups and year groups. Achievements are celebrated in assemblies and communicated home via praise postcards and the school newsletter.

The Academy empowers polite, conscientious, disciplined and successful students who want to achieve. All members of the community know they are valued and can work, learn, and teach without inappropriate disruption. Students must respect one another, respect the property of others and the environment, and follow the academy rules.

### Music lessons

Instrumental music lessons are made available to students of all ages at the Academy. Our team of peripatetic teachers offer lessons for a wide range of instruments.

### Paying for Lunch

Parents need to give students money to put onto their lunch account, via the cashless catering system.

The money will sit in the students account until it is spent.

### Pastoral System

Heads of Year are responsible for pastoral care at the Academy and for having an overview of their students' education including their attainment, welfare and behaviour, along with Pastoral Leaders. Personal Tutors are responsible for tutor groups of 18, providing a high level of care for each student. Students are also grouped into 10 Houses which is used to motivate

students to achieve, through a range of House-related activities and competitions, from reading to sport.

### Personal Tutors

All students have a Personal Tutor who meets with them regularly in form group and one-to-one. Aspirational targets are discussed and agreed in conjunction with parents, forming a Student Learning Plan.

### PSHCE

Students learn how to maximise their physical, emotional and spiritual wellbeing through a programme of personal, health, social, citizenship and emotional awareness. (PHSCE). It is a parent's right to withdraw their child from sex education although we would encourage all families to support our well thought out programme.

### Progress

We expect students to progress four levels between primary school and GCSEs. This will result in every child succeeding in their GCSEs at grades A\*-C (including English and Maths), and the majority achieving the English Baccalaureate (five A\*-C grades in English, maths, science, a language and history/geography).

Reading for pleasure: how to help

- Set a good example: let your child know that you value books and make sure that they see your reading
- Don't stop reading with your child: some children love being read to, even when they become fluent readers themselves
- Make time to read: set some time aside for reading at home
- Talk about reading: share your views about books you have enjoyed
- Don't just read books: encourage your child to read in different formats – magazines, newspapers, comics, online, etc.
- Encourage them to use the local library: there are lots of free resources available that can support your child's out-of-school reading

Students should have a reading book with them at all times as part of their essential equipment.

### Reports

We regularly provide our parents with information and data to ensure they are informed of their child's progress. Parents are regularly given feedback from every subject; progress reports are compiled five times a year, posted home at the end of each half term.

Rules – also see Expectations

Safety and safeguarding

Ark Boulton has closed circuit television monitoring and a system for registering and welcoming visitors. All visitors access the building through the main entrance and are required to wear their identification badges at all times. Students can be identified by their biometric profile and their uniform. Students are supervised by qualified staff at all times on the academy site and when visiting places off-site.

### Principal/SLT Surgery

If you have any questions, comments or concerns that your child’s Personal Tutor was unable to help you with, the academy runs a drop-in surgery every Friday 9a.m. – 10.30 a.m. The Principal or a member of the Strategic Leadership Team will be available to discuss any issues regarding your child. No appointment is required.

### Special Education Needs

Ark Boulton values students’ wellbeing, their opinions and their achievement. All students are individuals and have a variety of complex needs. Students with special educational needs (SEN), those who are more able in a particular subject or variety of subjects, and the majority of students who fit into neither of these categories all receive support and challenge.

### Student Planner – see Key to Success

### Term Dates

Our term dates for the academic year ahead are listed below; please continue to check our website for updates, staff training days, Parent Consultation days and upcoming events including concerts and trips.

Autumn Term		
First day of term	Half Term	Last day of term
14 <sup>th</sup> September 2015	26 <sup>th</sup> October 2015	18 <sup>th</sup> December 2015
Spring Term		
First day of term		
6 <sup>th</sup> January 2016	15 <sup>th</sup> February 2015	24 <sup>th</sup> March 2015
Summer Term		
First day of term		
12 <sup>th</sup> April 2016	30 <sup>th</sup> May 2016	20 <sup>th</sup> July 2016

### Uniform

It is expected that all students will come to the Academy every day in neat, clean uniform, as specified in the Uniform Policy, giving the clear message that our students take pride in belonging to the Academy. The support of parents in ensuring this is expected. Every member of staff is expected to support the uniform policy, both in a class setting and around the Academy. (Remember: by not saying anything you are giving tacit approval)

The following points should be observed:

- Academy skirts should be of an appropriate length
- Shirts should always be tucked in and top buttons done up
- No jewellery to be worn, except for a single/pair of small gold or silver stud earrings and a watch
- Hair must be worn in an appropriate style. Heads must not be shaved, nor should there be any style which would undermine the ethos of the Academy i.e. markings cut into the hair or facial hair, dyed hair or any extreme fashion.
- Outdoor coats must be removed when entering the building
- Shirt and ties must be worn appropriately i.e. shirts must be tucked in and collars buttoned and ties neither too long nor too short
- No make up

If unsure about any issue regarding the uniform, please refer concerns to the HoY or a member of the Pastoral Team. Students with inappropriate uniform, hair or make-up will be placed in the Learning Support Centre or sent home to change.

Confiscated items must be placed in an envelope, dated and signed by the member of staff and handed into reception to be placed in the Academy safe.

## Essential Equipment

All students **MUST** carry the following equipment:-

Key to Success

Ruler – marked in centimetres

Eraser

Pencil

Scientific calculator

Reading book

Pencil Case

2 black pens

2 green pens

Sharpener

[Values and Success](#)

The academy will offer all students an outstanding opportunity to learn and achieve in a purpose-built environment to the highest standards of teaching, support and challenge.

## Website

On our website, [www.arkboulton.org](http://www.arkboulton.org) you will also find a range of up-to-date information you and your child will need for life at Ark Boulton, including:

- Curriculum information
- An up-to-date events calendar of term dates, Parent Consultation days and exam timetables
- Our contact information

## Wellbeing and Welfare

If you have any concerns about attendance, punctuality, or your child's welfare, please contact your child's Personal Tutor, Pastoral Leader or Head of Year in the first instance. If you are unable to get a satisfactory response by following the agreed procedures please do not hesitate to contact reception to arrange a meeting with a member of the Strategic Leadership Team.

## Who's Who?

Should you need to contact a particular member of staff, please email our Administrative team [b.redman@arkboulton.org](mailto:b.redman@arkboulton.org) and they will ensure your message is forwarded to the appropriate address.

Herminder Channa	Principal	
Daniel Richards	Vice Principal	Curriculum/Achievement
Rebecca Temple	Vice Principal	Pastoral