



ARK Franklin
Primary Academy

Many Minds One Mission



PARENT HANDBOOK



Ark Franklin Primary Academy	
Headteacher	Janine Ryan
Deputy Headteacher	Caroline Owens (maternity)
Deputy Headteacher	David Williams
Chair of Governors	Hugh de Lusignan

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1 WELCOME

Dear Parents

Welcome to Ark Franklin Primary Academy, *'a multicultural playground of fun, respect, integrity, learning and excellence.'* (parent feedback).

At Franklin, a culture of high expectations prevails, a shared belief that all pupils can achieve to a very high standard regardless of background or circumstances.

We are all committed to our ARISE values which underpin the high expectations of our whole learning community.

Achievement: we strive for excellence in everything we do.

Respect: we are polite and show tolerance towards others.

Integrity: we look to ourselves and make good choices.

Support: we help other people and work together to achieve more.

Effort: we do our best and never give up.

Visitors describe our pupils as, *'charming, delightful, confident and independent learners.'*

As parents, your support of and commitment to Ark Franklin is key to the success of your child's journey with us, hence we will do our utmost to foster a positive relationship between home and school.

We look forward to greeting you on the school gates at the beginning and end of each day.

Yours sincerely,

Janine Ryan
Headteacher

2 CONTACT DETAILS

Academy: Ark Franklin Primary Academy

Telephone: 0208 969 3846

Fax: 0208 964 5137

Email: info@arkfranklinprimary.org

Website: www.arkfranklinprimary.org

Head Office: Ark Schools, 65 Kingsway,
London WC2B 6TD



3 OUR MISSION

To provide every pupil with the opportunity to go on to university or pursue a career of their choice.

4 TEACHING AND LEARNING PLEDGE

We believe we can achieve.

5 THE ACADEMY DAY

Year Group	Time	Action
Nursery	8.50am – 3.10pm	The nursery parent room is open from 8.30am, day begins at 8.50am, with small group sessions starting promptly at 9.00am. Drop and collect your child from the classroom via the KS1 Harvist Road entrance at the beginning and end of the day; lunchtime collection at 12.00 is via the nursery gate on Harvist Rd
Reception	8.30am – 8.50am	Kempe Road gate open for start of day: take child to class
	3.10pm – 3.30pm	Kempe Road gate open for end of day: collect child from class
Key Stage One	8.30am – 8.50am	Harvist Road gate open: children make their own way to class
	3.10pm	Harvist Road gate open: collect children from classrooms
Key Stage Two	8.30am – 8.50am	Kempe Road gate open: children make their own way to class
	3.20pm	Key Stage Two children line up in the playground for collection

Parents of nursery children are welcome to accompany their child into the classroom.

Parents of children in Key Stage One and Key Stage Two are requested to take their child/ren to the correct gate before 8.50am and say farewell, a member of the leadership team will be on duty at this time

to greet children and ensure they get to class.

Lateness

The register is taken at 8.55am every morning; any child not arriving by 8.50am must enter by the office, as the gates will be closed. Persistent lateness will be taken very seriously and will be reported to the Local Authority.

Leaving the Academy

If your child has to leave the academy at any time during the day, the office must be informed and their absence recorded. Appointment cards must be provided please.

Nursery parents should collect their children from the nursery entrance via the nursery gate at 12.00, if attending in the morning, and 3.10pm via the Harvist Road gate, if attending all day.

Pupils in Years 5 and 6 are permitted to travel home independently provided written permission from a parent has been given.

All children not collected by 3.30 will be taken to the office and parents will be called.

Afternoon Lateness

If any parents know that they will be late collecting their child, they are asked to inform the office as early as possible to avoid any unnecessary concern.

Parents collecting their children after 3.45pm need to sign the 'Late Collection' book, which the member of staff on duty will have. The Headteacher will invite parents who are regularly late to collect their children to a meeting to discuss how this can be remedied.

Parents who collect their child later than 3.45pm without prior notice will incur a late collection fee, as children will have joined our after school club.

If you wish your child to be collected by someone other than yourself, you must let the office know in the morning; this person must be known to your child.

Absence

If your child is unable to attend school due to illness or other circumstances please contact the office before 8.30am. If we have not heard from you by 9.30am we will contact you directly. We are obliged to report any unauthorised or persistent absences to the local authority Education Welfare Service, who will then contact you to discuss the reasons for the absences.

If your child is likely to be absent from school due to illness for a long period of time please inform us. We will be happy to discuss any support needed to ensure they keep up to date with what is taking place in school. On your child's return following an absence, we require a short note outlining the reason for the absence for our records and a doctor's certificate if longer than five days.

Holidays/Term Time Leave

We **strongly** discourage parents from taking their children out of school for holidays during term time, as it affects the continuity and quality of your child's education.

Holidays in term-time will never be authorised.

If you need to take your child out of school for any reason, you will need to fill out a “Request for Leave during Term” form available from the office. Please understand that leave during term time is not a right and will only be granted by the Headteacher in **exceptional** circumstances. If you take your child out of school without permission, you may be in breach of section 444(1A) of the Education Act 1996 and your child may be referred to the local authority Education Welfare Service.

6 FIRST AID

Please complete the pupil medical information form in the parent pack. It is imperative that all the details are kept-up-to-date, especially your emergency contact numbers; inform the office if your details change.

Accidents, Injuries and/or Sickness

At Ark Franklin the health, safety and welfare of all our pupils are of paramount importance.

If your child is injured at school we will, where possible, treat the injury and discuss with you by phone or at the end of the day.

There may be times when we need to contact you, either for permission to treat your child or because we feel that you need to check them yourself, e.g. if they have bumped their head. In these cases we will make every effort to contact you as quickly as possible.

If your child feels unwell during school we will contact you so that you can make any necessary arrangements to collect your child.

It is not uncommon for a young child to not reach the toilet in time and we will keep spare clothing for such eventualities. These incidents will be dealt with as soon as we are made aware of them and we will endeavour to avoid any embarrassment to your child.

First Aid Provision

First Aiders are responsible for assessing injuries or ill health and use their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for immediate help; we have fully qualified first aiders on site to supervise first aid.

Head Bump Letters

Children often bump their heads without further consequences, but parents should be informed about head bumps so that they can look out for signs that the injury could be more serious. A letter is used to inform parents about any head bumps, and the signs to look out for. If any of these signs become apparent while the child is still at school, we will arrange for them to see a GP or attend an A&E department immediately.

Pupils with Medical Conditions

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The designated first aider can assist you to prepare a health care plan for such pupils and arrange any necessary training. Pupil health care plans must be available to first aiders and a copy should be

provided to any medical practitioner providing emergency medical treatment to such pupils.

Medicines

Staff are not permitted to administer non-prescribed medicines. With the exception of asthma inhalers, pupils are not allowed to administer medicines themselves. If a child does need a short-term course of doctor prescribed medicine during school time, parents must discuss this with the office and give written permission for a nominated adult to administer the medicine. All inhalers should be labelled with your child's name and a second inhaler kept in the medical room as an emergency back-up. If your child requires long-term medicines, parents are asked to discuss this with the office and complete a disclaimer form giving a nominated person permission to administer them.

Allergies

It is very important that we know about all allergies your child might have, however slight (plasters, nut allergies, wasp stings, asthma etc), so that your child receives the appropriate treatment.

7 UNIFORM

Our Uniform Policy reinforces our culture of high expectations and academic achievement.

All pupils must dress according to the Uniform Policy. This is a very important part of our ethos and culture.

- Uniform unites us as a community. We learn, practise, play and succeed together. All pupils make a commitment when they put on their Franklin uniform that they will abide by the rules of our community.
- Uniform reduces distractions: we are focused on our learning.
- Uniform makes us all equal; we come to school looking the same way; no one has to feel awkward about the clothes they have or don't have.
- Uniform gives us all an identity to be part of and proud of.
- Uniforms are professional. Pupils look smart and ready to learn.

All pupils are expected to wear a uniform every school day, Monday to Friday. Once a pupil walks onto our grounds they should be wearing the appropriate uniform clothing and shoes. Shirts should be tucked in.

NO TRAINERS ARE ALLOWED. DURING COLD WEATHER BLACK ANKLE BOOTS MAY BE WORN BUT THEY MUST BE PLAIN WITH ONLY ONE BUCKLE OR LACES.

If pupils are not dressed in the appropriate uniform parents will be contacted and asked to bring missing items in. Pupils who repeatedly do not wear their uniform in the expected manner during the school day may be required to attend detention.

Acceptable	Unacceptable
Shoes	
	

Girls	Boys
<p>Autumn/Winter/Spring Terms Ark Franklin jumper or cardigan White shirt School tie Grey skirt trousers or tunic dress Grey tights or socks</p> <p>Ark Franklin blazer for pupils in Years 5 & 6</p> <p>Summer Term Purple and white gingham dress White socks</p> <p>Nursery Tracksuit with Ark Franklin logo</p> <p>PE Kit <i>Indoor & Outdoor (Summer)</i> Polo shirt with Ark Franklin logo Black shorts</p> <p><i>Outdoor (Winter)</i> Purple sweatshirt with Ark Franklin logo and grey jogging bottoms</p> <p>For PE appropriate footwear is essential: trainers (velcro fastening for EYFS and KS1) should be worn.</p>	<p>Autumn/Winter/Spring Terms Ark Franklin jumper or cardigan White shirt School tie Grey trousers Grey socks</p> <p>Ark Franklin blazer for pupils in Years 5 & 6</p> <p>Summer Term Grey shorts Short-sleeved white shirt School tie Grey socks</p> <p>Nursery Tracksuit with Ark Franklin logo</p> <p>PE Kit <i>Indoor & Outdoor (Summer)</i> Polo shirt with Ark Franklin logo Black shorts</p> <p><i>Outdoor (Winter)</i> Purple sweatshirt with Ark Franklin logo and grey jogging bottoms.</p> <p>For PE appropriate footwear is essential: trainers (velcro fastening for EYFS and KS1) should be worn.</p>

All uniform items marked with the Ark Franklin logo are available to order from Ace Clothing, details are available from the office.

For reasons of health and safety, we ask that your child comes to school in sensible school shoes and that jewellery is limited to one wristwatch and small stud earrings, which should be removed for PE. If a child is wearing more jewellery than this they will be asked to remove it and it will be returned at the end of the school day. The school cannot accept liability for the loss of jewellery.

Hair Styles

Children's hair must be worn in an appropriate style with no extreme styling or designs: mohicans, lines, or patterns are not permitted; long hair must be tied back. Please ensure that all hair accessories are in Franklin's colours: purple and grey and are for practical, rather than adornment purposes. Hijabs should also be purple or grey in colour.

All clothes, including rucksacks and trainers, should be clearly labelled with the child's name using a permanent marker or nametapes.

The Academy cannot accept liability for any missing/lost items of clothing.

8 LUNCHES AND SNACKS

Ark Franklin is committed to healthy eating and therefore children are not permitted to bring junk food, including, crisps, chocolate sweets and fizzy drinks to school; any such contraband will be confiscated and disposed of. **For allergy reasons we are also a nut-free school.** All children are expected to have a plastic water bottle from which they will be encouraged to drink water throughout the day.

Pupils in Reception, Year 1 and Year 2 receive a free school meal as part of the Universal Infant Free School Meals scheme.

Full time nursery and Key Stage 2 pupils have the option to have a school meal or to bring a packed lunch.

School meals need to be paid for in advance. If you wish to change your child's lunch preference, we need confirmation a week in advance, in writing, and this can only be done on a half-termly basis, unless there are exceptional circumstances.

Healthy Eating

Our onsite kitchen offers every child a healthy lunch, cooked freshly at the school, every day. A vegetarian choice is always provided and we can usually cater for most special dietary needs.

Access to drinking water

Mild dehydration is one of the most common causes of daytime fatigue. Pupils can access drinking water from the canteen and water fountains during break and lunch.

Children may bring water bottles into the classroom. These must be kept at the back of the room to access at an appropriate time and at the class teacher's discretion.

Snacks at Break-time

We believe in encouraging our children to eat healthily. Therefore, anyone who wishes to bring a snack of fruit or raw vegetables may do so. The children in Reception and years 1 and 2 will be provided with a snack (a piece of fruit) as a part of their daily routine.

Free School Meals

You may be entitled to free school meals for your child. Please pick up an application form from the office or directly from the local authority, as this does not happen automatically. Once we have been notified by the local authority, your child will be eligible for a free lunch.

How to pay for school meals

School meals will need to be paid for via the office or by using our online payment service Wisepay. Payments must be made on a weekly or half termly basis. We strongly encourage all children to have school dinners however, we appreciate that some children will require a packed lunch. Children cannot swap between school dinners and packed lunch within a week.

9 THE CURRICULUM

We provide a broad and balanced curriculum which develops the individual child according to their age and ability. In addition, we are committed to providing significant opportunities for pupils to master English and mathematics skills. The academy has implemented an adapted version of the Foundation Stage and the National Curriculum, and has a curriculum map to ensure that we cover all the statutory requirements during your child's time with us.

Teachers use a wide variety of teaching methods, which are adapted according to the subject, age and ability of the individual pupil. At Ark Franklin we place great emphasis on giving children practical activities and opportunities in their learning, as we believe that it is only by direct experience that true understanding of a specific area, and its relevance to real life, can be gained.

School Trips

We believe that our pupils benefit from visiting places of interest and having representatives from various companies and other specialists visit Franklin. These experiences will link to the subjects/topics that the children are learning.

Quite often there will be local trips e.g. to the library or park. For such trips we may not ask for your written permission. For all others, parents and carers will be asked for authorisation.

In the majority of cases we will request a contribution towards the cost of the event or trip. Please discuss any concerns you have regarding this with your child's teacher. Permission slips and payments should be returned to the office or to the class teacher in a sealed envelope clearly labelled with what the payment is for.

Breakfast Club

The school operates a Breakfast Club every morning from 8.00am-8.50am. Please contact the Academy Office if you are interested in enrolling your child.

After School Club

Let Me Play run an after school club at Franklin from 3.30pm – 6.00pm employing Ark Franklin staff. Further information and enrollment is available online via <https://campscui.active.com/orgs/LetMePlay>

P.E.

All children will participate in daily physical activity in our well-equipped playgrounds and garden. Each class will have P.E. at least once a week and children will be expected to wear their PE kit to school on that day.

Homework

All children are expected to read to and with their parents every day, for our youngest children in reception and year one, this will include practising their letter sounds; spellings will also be a regular part of weekly homework. Additional homework may be set by class teachers according to identified needs.

10 BEHAVIOUR POLICY

Ark Franklin's bespoke, proactive approach to behaviour management encourages pupils to accept responsibility for their actions, show initiative and understand how they can contribute positively to our learning community.

Every opportunity is taken to praise, reward and encourage our children to make the right choice, for we are very aware that positive reinforcement is far more powerful and influential than punitive measures. We encourage the highest standards of good behaviour and discourage behaviour that undermines learning or confidence. We endeavour to work with parents at every opportunity to ensure and enable each and every child to behave in a positive manner at all times.

Pupil Code of Conduct

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

- a Arrive at Ark Franklin Primary Academy by 8.50am at the very latest.
- b Bring the equipment I need and am prepared for my learning.
- c Wear the correct uniform smartly throughout the day.
- d Enter Franklin quietly, greeting others politely.
- e Avoid all distractions.
- f Only drink water from my water bottle.
- g Be an active learner by engaging with the activities set by the teacher, and demonstrating that I am doing this by SLANTing (Sitting, Listening, Articulating/ Answering, Nodding, Tracking) at all times.
- h Show respect for my own learning and that of others.
- i Always complete my homework on time and to an excellent standard.
- j Make sure that I catch up with my learning if I have been absent or have fallen behind for other reasons.
- k Help a teammate if they are finding the learning difficult.

In the Academy and the local community, I will do whatever it takes to help create a safe environment which respects the rights of others by:

- l Listening to members of staff and following instructions politely and calmly.
- m Walking calmly, not running or shouting.
- n Going straight to my lessons and holding doors open for others when the corridors are busy.
- o Never damaging property, dropping litter or spitting.
- p Never insulting or undermining anyone.
- q Remembering I am always an ambassador for Franklin. Leaving the Academy and making my way home in an orderly, responsible way.

11 REWARDS

Praise and rewards linked to our core ARISE values will be used to motivate pupils to make the right choice: building on our culture of achievement and success.

Rewards	Sanctions
Verbal Praise	Reminder: value based.
Dojo points	Warning: value based.
Golden time	Yellow: time out in class.
Dojo reward	Double Yellow: missed break time
Headteacher's award	Red: miss part of lunchtime
Happy Lunchtime cubes	Two red in a week: parents informed and after school detention arranged
Attendance raffle and prize	Internal exclusion
	Fixed-term external exclusion
	Permanent exclusion

Table 1 – Overview of incentives and sanctions

Dojos

Children will be awarded Dojo points for good behaviour and great learning that exemplifies our five core values. The child from each phase with the most dojo points each term will accompany the Headteacher and the attendance prize winners (see below).

Headteacher's Appreciation Awards

One child from each class will be nominated for an ARISE award each week for an exemplary display of our core values. The ARISE awards are presented during the weekly Key Stage celebration assembly by the Headteacher or a senior member of staff.

Happy Lunchtime rewards

Pupils will be rewarded for demonstrating positive behaviour and attitudes at break and lunchtimes. Staff will award these children with cubes for them to collect as a class. The winning class will be announced

during Key Stage celebration assembly and will receive an extra afternoon break.

Attendance Awards

Attendance will be discussed and celebrated weekly. The class with the best weekly attendance is given the attendance cup at the weekly celebration assembly. Pupils with 100% termly attendance will have their names placed in a phase raffle. One child's name in each phase will be drawn at the end of every term and they will accompany the Headteacher to Waterstones to choose a book and then on to Fortnum and Mason's for ice cream.

Sanctions

There is a clear set of escalating sanctions for poor behaviour. If sanctions alone are ineffective, close collaboration with parents and careful evaluation of the curriculum on offer, classroom organisation and management will take place to establish and reduce contributory factors. Additional specialist help and advice from the educational psychologist and the local authority may be necessary; these arrangements will always be made with the full involvement of parents and the Headteacher.

12 PUPIL INFORMATION

Digital Images, Photographs and Video Footage

There are many occasions during the school year where photographs and/or video recordings of the children are made by staff, other parents and the press. These may be published within the academy, by Ark or in wider publications, e.g. websites and newspapers. **If you would not like your child's image to appear externally please complete the form in the parent welcome pack.**

Furthermore, children in the nursery and reception will be regularly photographed as a record of progress against the Foundation Stage Profile. Should you have any concerns regarding this, please discuss them with the class teacher.

If you do not wish for digital images, photographs and/or video footage of your child to be taken, please make your wishes known using the permission form in the parent welcome pack.

Lost Property

All items of clothing and belongings should be clearly marked with your child's name. Unnamed property will be collected and kept in the office for parents to collect. We will keep items of lost property for approximately a term, after which time, any unclaimed items will be recycled.

Emotional Health and Wellbeing

We take our children's personal development and wellbeing very seriously at Franklin and work closely with external agencies to support pupils and their families. We will ensure that vulnerable children have individual support plans, putting in place planned and structured intervention work to address any issues identified. We ensure that social and emotional skills are an integral part of the curriculum and of PSHE, recognising their potential impact on teaching and learning.

13 PARENTS IN SCHOOL

Communication Policy

We believe that links between home and school are key, as it is by working in partnership that our children's education will be more successful. To facilitate this you will be given the email address of your child's class teacher enabling you to make contact regarding any queries or concerns. If you would like to see your child's class teacher in person, then you can do so by contacting the office or the class teacher directly to arrange a mutually agreeable appointment time.

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

Annual Reports

An annual report on your child/ren will be sent out at the end of the summer term outlining the progress that they have made, together with individual targets for further improvement. There will be an opportunity for all parents to comment on the report using the feedback sheet. You may arrange a meeting with the class teacher to discuss the report.

Ark Franklin Website

Please visit our website at www.arkfranklinprimary.org for up-to-date information and details of upcoming school events.

14 CONCERNS

Safeguarding Children at Ark Franklin

Ark Franklin, its staff and governors, are committed to safeguarding the welfare of our pupils and to providing a safe environment with robust systems to ensure the safety and healthy development of all our pupils at all times. Everyone working in, or for Ark Franklin, shares the objective of helping to keep children and young people safe by:

- Ensuring that Ark Franklin 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.

We are committed to doing our best to identify any child who may be vulnerable to abuse and to working with the appropriate authorities to support and safeguard them.

We are committed to providing all our pupils with a safe learning environment, free of bullying and other forms of harassment, and to teaching pupils to act safely in and outside school and on the internet. We will always take a considered and sensitive approach in order to support all our pupils. It is **NOT** the responsibility of academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff have a duty, however, to recognise concerns and maintain an open mind. Accordingly, all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection, cases will be discussed with parents wherever possible.

If a pupil, parent, or member of staff should disclose concerns about the welfare of a child at Ark Franklin, we will first consider the following:

- any urgent medical needs of the child;
- discussing the matter with other agencies involved with the family;
- consulting with appropriate persons e.g. Designated Safeguarding Lead, Children's Social Care;
- and the child's wishes.

Then decide, in accordance with the procedures or advice of the local safeguarding children's board:

- where possible to talk to parents, **unless** to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk;
- whether to make a child protection referral to children's social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately;

OR

- not to make a referral at this stage;
- and to undertake an assessment and/or make a referral to other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. Any referrals to children's social care will be accompanied by a standard referral form.

Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated.

All Child Protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Designated Safeguarding Lead.

Supporting the child and partnership with parents

- Ark Franklin recognises that the child's welfare is paramount and that good child protection practice and outcomes rely on a positive, open and honest working partnership with parents.
- While, on occasion, we may need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child, acting with the advice of the local children's safeguarding board as appropriate.
- We will provide a secure, caring, supportive and protective relationship for the child.
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. However, no member of staff can necessarily promise confidentiality to any child who should make a disclosure of abuse. If it is felt that a child is at risk of harm or is being harmed, the Designated Senior Person has a responsibility to share this information with Social Care. In turn, the Designated Senior Person will determine which members of staff need to know personal information and what they need to know to support and protect the child.

If you, as parents, have any further questions about any of that which has been written above, you should contact the academy directly; it is important to keep the channels of communication open between home

and school. If you have any concerns about your child please come in to talk to us. In the first instance you should meet with your child's class teacher. If you feel that the situation is urgent, we would encourage you to see the Headteacher. If we have any concerns about your child, we will contact you at the earliest opportunity to arrange a mutually convenient time to discuss the situation with you. We would also be very grateful if you could keep us informed of any changes in circumstances or worries that your child might have at home, e.g. an ill grandparent, death of a pet etc. as we will then be able to support them whilst they are at school.

The Designated Senior Person responsible for Child Protection is the Headteacher, Janine Ryan. A full copy of the policy can be obtained from the Academy Office.

15 ENTRANCES AND OPENING TIMES

Reception and Key Stage 2 Entrance, Kempe Road

Gate Open:

8.30-8.50am

3.10-3.30pm



Nursery Entrance, Harvist Road

Gate Open:

12.00 -12.15pm

Use Key Stage 1 Harvist Road entrance at beginning and end of day

Key Stage 1 Entrance, Harvist Road

Gate Open:

8.30-8.50am

3.10-3.30pm