

INDUCTION BOOKLET

A Guide for Parents - Year 10

2022 - 2023





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Introduction

We welcome you and your family to Ark Victoria Academy; we are excited to have your child as one of our students, who together with our teachers and support staff will be setting the high standards and enthusiastic approach to learning for students for many years to come.

We want your child to enjoy their time here, to achieve their best in education and embed key values in their day-to-day life that will help them to achieve their potential throughout their life.

All pupils should aim to work hard and at Ark Victoria Academy, they will always find people around them who will be happy to help and support them. We are also here to support their spiritual, physical, intellectual, moral, social and cultural development.

We believe it is important to learn academically, but also through music, arts and sports. We want each pupil to achieve their best and have fun too. As in life, to get the most out of school, your child must be prepared to put a great deal in - commitment is **very** important.

Homework is an essential part of learning; although we want pupils to be involved in other activities, homework must **always** take priority because it is a vital part of helping pupils to work independently.

We hope that as we journey together, your child will grow to be an inspired learner, a confident individual, a responsible citizen and a compassionate contributor to society. We look forward to helping your child achieve their best.

Mrs Chatwin

Associate Principal, Behaviour, Culture & Ethos





Ark Education

At Ark Victoria, we believe that the fostering of human virtues forms the foundation of all goodness and hence is a foundation for all education. Our curriculum is carefully enriched to allow experiences where our pupils, teachers and parents alike learn to grow through a conscious focus on virtues.

Our approach helps to provide guidance to enable pupils to understand their choices in order to help lead better lives. Our pupils become self-reflective and flourish; they are able to build strong, meaningful relationships and understand their responsibilities to the global family and all creation.

Ark Victoria Pupil Code of Conduct

Core Values
<p>Ambitious – to have high standards of behaviour, work and equipment</p> <ul style="list-style-type: none">• Have pride in your behaviour and attendance so you have the best chance to succeed• Present your best self to achieve your potential• Give yourself the opportunity to make a difference in later life
<p>Resilient – put in 100% effort in all aspects of school life</p> <ul style="list-style-type: none">• Follow instructions first time• Fully apply yourself to every task, even when you find the task difficult. Learning is not easy; you need to be persistent• Remain 100% focused so others can learn without interruption
<p>Kind – be kind to everyone; every time</p> <ul style="list-style-type: none">• Treat everyone with respect• Be polite• Help to create a positive place to learn





Transition from Year 9 into Year 10

I am delighted to introduce myself as your son or daughter's Head of Year and Student Support Manager, beginning **September 6, 2020-2021**. Within this year I, Miss Akram will be taken over as Head of Year and aspire to continue the excellent work with your son/year daughter's group over the previous year. Mr Jones will also be joining the year group as the Student Support Manager to support the year group. This exciting role is largely focused on all Year 10 and Year 11 students' GCSE learning, development, and achievement, as well as collaborating with you and your child to ensure that they accomplish their maximum academic potential.

Please contact your child's class teacher if you have any questions or concerns about their academic development. Please contact the relevant Head of Department, Miss Akram, or Mr Jones if you believe the issue has not been handled. Please inform Mrs Chatwin and Mrs McSorley if there is a problem that affects many courses or could jeopardise your son's or daughter's progress.

This brochure has been created to assist you and your child in ensuring that they are properly prepared to begin their examination subjects in September. The foundations will be laid for academic achievement in 2022 as a result of this.

A key to academic success, and one I am passionate about, is working closely together. A strong partnership between home and school is essential for this to occur. With this in mind, I am inviting you to attend a Year 10 Parents' Information Evening on Thursday, 26 September commencing at 4pm in the Performance Hall. The rationale for the evening will cover many aspects. It will allow me to introduce myself to you with my aims for the forthcoming two years, to formalise key dates and inform you of the various opportunities that will be occurring. But also, I strongly believe this will be an important evening which will give you the most up-to-date picture of what is required for examination success and, more importantly, strategies which work! Please e-mail me at z.akram@kvictoria.org or b.jones@arkvictoria.org to confirm your attendance.





During Year 9 (ages 13-14) your child will choose which subjects to study at Key Stage 4 (Years 10 to 11). These will be the subjects they will take for GCSE exams. Some of these subjects will be core subjects (compulsory) and the rest will be ones they have chosen themselves. This choice should hopefully mean they have increased interest in the subject they go forward to study.

The school will give your child information about GCSE choices and guidance, but it is also helpful if you discuss their choices with them. It's important they choose subjects they find interesting and are competent at. Age 13-14 is very young to be choosing a career path so some balance in GCSE subjects is advisable.

With the transition to GCSE years things will get more serious.

Taking it more seriously

It is important that children realise that that right from the start of their GCSE years their work is relevant to their exams. Much of it will be assessed and almost all of it will be important when they come to revise. They need to take it seriously, work hard and understand what they are studying as they go along.

Being organised

Being organised is really going to matter during the GCSE years and a good system will be vital from the start. Clear note taking will be absolutely crucial to their revision later. A good system of storing books and written work is important. A clear space to study and the right equipment is also really helpful. As parents there is a lot we can do to help our children organise themselves and their work well.

Managing the stress

Starting GCSE's can make young people very stressed as homework can increase quickly and the work get more complex, As the work gets more intense and exams loom, feelings of stress may well increase and become problematic. That's why any stress needs to be managed from the start of these exam years not just when the exams arrive.

Regular exercise and sleep and a healthy diet are crucial to feelings of wellbeing and have a positive knock on effect on emotional health and resourcefulness. These basics are crucial to coping and need to be prioritised. A clear timetable for homework that includes breaks is also





really important to set up early so good study habits become well established right at the start of the GCSE years.

Transitioning to GCSE's is a big step. The qualifications we get at 16 are a springboard to our future paths and can determine so much. They really do matter and it is a balance to instil in our children how important they are whilst not putting undue pressure on them. It's a fine line to tread as a parent but with preparation, support and foresight we can be our children's best ally and biggest champion.

Successful GCSE Study

Why?

- The next two years of school are really important – it all matters.
- You need to make the most of your time!
- It all goes very quickly, and you need to make every minute matter.
- So, we asked some older students what they wished they knew when they started year 10. The following slides are their ideas.

What should my days look like?

- You spend a lot of your time in school – about 6 hours a day.
- You will, on average, have between 1- and 2-hours homework per night. This will increase as you progress towards Year 11.
- Therefore, each night you will need to ensure that some time is set aside to work on homework.
- You will also need to build in some time for revision – we will cover why this is in a future session (Ebbinghaus).

What about other commitments?

- You will have other things in your life – sports, hobbies, extra-curricular interests, seeing friends/family, maybe even a job soon.
- You need to make sure you have time for these, too. They're important to your wellbeing!





- Plan your time to make sure you can fit everything in – if there's a night you know you'll be at sports practice for a long time, make sure you get ahead on homework the day before, for example.

Top tips from GCSE students

- “Be organized – use a diary, a planner, your phone, whatever. But use it to make sure you can get everything done in a week that you need to.”
- “Do homework when it's set – this is important because sometimes you get big pieces and if you have loads still to do, it becomes really hard. Try to stick to doing homework as it's set on the day.”
- “Build in some time for small bits of revision early. It really makes your life easier in the long run.”

How do I make the most of in time at school?

- Keep your things organized – make sure you have the right books on the right days, make sure you keep folders organized.
- Try to focus on each task teachers set in lessons – there's a reason they're setting it, so give it your best shot, even if you're having an off day.
- Be active in lessons – make notes of things teachers say that you think are important, ask for help if you're stuck, email staff if you're worried about seeing them face to face or 'live' in class. They're there to help!





The Path Ahead

How does KS4 works?



EACH GCSE COURSE IS 2 YEARS IN LENGTH.



YOU WILL BEGIN THE COURSE ON YOUR FIRST LESSON.



ALL EXAMS ARE TAKEN AT THE END OF YEAR 11 - THEY BEGIN IN MAY AND IN JUNE.



SOME SUBJECTS WILL HAVE PRACTICAL ELEMENTS, BUT MOST ARE EXAM ONLY.



THE EXAMS ARE RIGOROUS AND REQUIRE YOU TO LEARN A LOT OF CONTENT

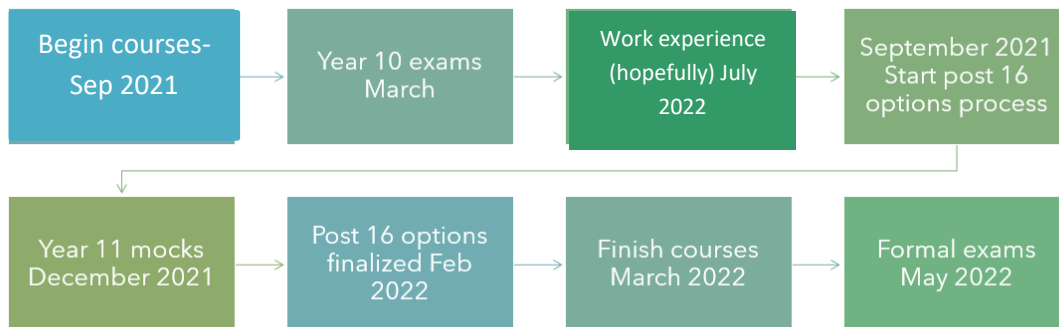


EVERY LESSON COUNTS → TEACHERS MAY NOT COVER THAT TOPIC AGAIN!



GOOD ATTENDANCE IS VITAL

Overview of KS4





General expectations



Complete all classwork to the best of your ability



If you are struggling, go and see your teacher sooner rather than later



Complete all homework to the best of your ability



Ongoing revision/self quizzing



Good attendance



Organisation



Checking firefly regularly

A day in the life A year 10 student



Before school

- Have a good breakfast
- Ensure my bag has everything in I need for the day
- Get to school on time!



In school

- Attend lessons
- Work hard in all lessons
- Make time to see my friends during social time
- Use break/lunch to see teachers if I need to



After school

- Check firefly and do any work that has been set - 1hr
- If nothing on firefly, go over the day's learning
- Re visit previous learning → see next slide

Additionally, please would you ensure that your son/daughter is well equipped to start Year 10 in September. This includes a well-equipped pencil case (pens, pencil, eraser, sharpener, ruler, highlighters), mathematical equipment to include a scientific calculator, glue stick, scissors, a good-sized memory stick and anything else you feel they will need to progress with their examination courses.

As always, if you require any further information, please do not hesitate to contact me at school by either phone or e-mail as above. I wish you an enjoyable summer holiday, and I look forward to working with you and your son/daughter when we come back in September for the new and important academic year.





Uniform matters

At Ark Victoria we expect all pupils to wear the school uniform and always to look clean and smart.

Our school uniform provider is Clive Mark Schoolwear, 2282 Coventry Road, Birmingham B26 3JR. Telephone 0121 722 2286. They provide all of our branded uniform items.

Please make sure that every item of clothing and equipment is clearly labelled with your child's name.

Before your child starts in September

- Check the uniform requirements including rules regarding make-up and jewellery.
- Contact the school if you are entitled to financial help with buying the uniform.
- Name **everything**, even shoes and socks. You can use a permanent marker pen to save time sewing labels.
- Have spares of the essential items at home if possible, it prevents panic if things get mislaid and are not ready for a new day.

When your child starts

- Encourage your child to hang up their uniform when they get home after school.
- Decide on who will be responsible for washing/ironing/ putting the uniform away.





- If your child needs help in being organised, you might write a checklist to help them.
- Encourage your child to lay everything out the night before each school day.
- Make sure your child knows when they have P.E so they can pack their P.E kit the night before the lesson.
- P.E kit should be brought to school in a separate bag (clearly marked with their name) and taken home each week so that kit can be washed.

Boots/outdoor coats may be worn to school in bad weather but must be changed upon arrival to school.

For P.E:

- Navy shorts/track suit bottoms
- Ark Victoria PE Top
- Black trainers
- Black socks

You will need a separate P.E. bag for your kit. Please make sure you have your name in it.

Jewellery

Pupils are allowed to wear one item of religious significance e.g. Sikh bangle (Kara).

We **do not** allow pupils to wear the following items:

- Rings
- Ear/nose studs/earrings
- Wrist bands/non-religious bracelets/Smart Watches





Uniform Guide





Equipment

Your child will need to bring to school every day:

- School bag
- Pencil case
- 2 pencils
- 2 black handwriting pens
- 2 green biro pens
- 1 30cm ruler
- 1 rubber
- 1 highlighter
- 1 glue stick
- Maths equipment (scientific calculator, protractor, compass, set square)
- Reading book

There are also several other items which your child may find very useful: -

- Protractor
- Compass
- Pack of felt-tip pens
- Dictionary
- Scientific calculator

PLEASE DO NOT GIVE YOUR CHILD TIPPEX or ELECTRONIC DICTIONARIES TO BRING INTO SCHOOL





The challenge of social media boredom and school

Social media platforms such as Snapchat, Facebook, Twitter and Instagram have had widespread impact on the way in which we communicate and express our thoughts and opinions. Social media clearly has many benefits for us both as individuals and as communities, many schools including ARK Victoria are exploring how we might best harness this power to engage even more closely with parents and students. Unfortunately, we have started to hear from parents that their children are experiencing an increasing number of situations where social media has been the vehicle for inappropriate behaviour by students. We live in a society where we are proud of our right to freedom of speech and would not wish to suggest that this should be curtailed in any way. There are occasions however, when things said in the virtual world are at best unhelpful and, at worst, may constitute harassment, bullying or intimidation which could ultimately lead to Police involvement.

Social media and pupil bullying

There have been a growing number of situations where we have had to deal with students using social media to be unkind to others. What starts as something seemingly harmless takes no account of how those on the receiving end might feel nor does it recognise how quickly things can get out of control and become extremely unpleasant. If you have concerns that your child might be on the receiving end of hurtful social media posts, or playing a part themselves, please talk to us. Some recent examples of ill-considered use of social media such as 'fat shaming' and hoax calling have caused school staff to spend a disproportionate amount of time trying to manage issues and situations remotely, issues that have caused distress and upset to families during a time of unrest and uncertainty.

Two common questions:

1. If the site I post comments on is 'private' then why should I worry what I say, as only my 'friends' can read it?

Once a comment has been posted there is nothing to stop other users forwarding or sharing it. What started as an initial 'sounding off' can quickly spread much more widely and cause a lot of unintended hurt.

1. How could the Police get involved?





If postings are considered to be threatening or discriminatory then the Police may become involved and have the authority to seize mobile devices and contact service providers.

Final thoughts

At Ark Victoria we pride ourselves on our approach and passion to ensure all children are accepted and feel safe in our school community. Our motto 'Aspirational, Resilience & Kindness' help us to build character and social development. We strive to demonstrate, and to encourage others to demonstrate, these values - including helpfulness, kindness, compassion, peacefulness, tact, wisdom - in all areas of everyday life. As such, when considering online activity and the use of social media, a broadly accurate guide is that if it falls outside of behaviour and interaction as described and encouraged by these virtues, it is unwise to proceed.

We have no wish to stifle debate or students expressing their views but want to encourage and promote positive role models in both the digital world as well as the real world. Whilst our students may be the more knowledgeable in using modern communication technologies, it is the partnership of schools and parents that can help them to use it wisely, safely and responsibly.





School rules – forbidden items

To ensure everyone's safety in school, certain items are not permitted and if found, will be confiscated:

- Jewellery (We accept one item of religious significance e.g. a Sikh bangle. We do not allow necklaces, bracelets or earrings).
- Large/expensive wrist watches Apple Watches/smart watches or brightly coloured wrist watches.
- Tippex
- Chewing gum (this causes huge damage to furniture and fittings and carries a risk of choking).
- Glass bottles.
- Permanent marker pens.
- Torch or laser pens.
- Aerosol cans including aerosol deodorant.
- Mobile Phones, I-pods, MP3s and stereos will be confiscated if seen (the school is not responsible for the loss of such items and is not insured against such loss).
- Large amounts of unnecessary money.
- Expensive items including designer clothing/footwear.
- Cigarettes, matches and lighters or vapes.
- Any item which is potentially harmful to any member of the School community.

Pupils should not bring electronic dictionaries into school. These are often expensive devices and we want our students to learn how to use books such as a dictionary and thesaurus.

The school will not take responsibility for any of the listed items should they be brought into school. If they are lost or stolen, valuable teaching and learning time will not be sacrificed to recover them.





Mobile phones

We appreciate that parents may want their child to have mobile phones as a means of communication in an emergency.

If your child brings a phone to school, it must not be seen or heard, otherwise, it will be confiscated by the class teacher, SSM or HOY and will be locked away for collection at the end of the school day by a parent.

Mobile phones used in the school or going off in lessons will be confiscated. All items confiscated must be collected by a parent/carer; they will not be returned to pupils.

E-Safety

All pupils are taught how to keep themselves safe when using the internet/social media networks.

A separate booklet “**Keeping Children Safe on the Internet**” will be available for parents.

Pupils are not permitted to take photographs or videos of other pupils during school hours or out of school if in school uniform unless permitted to do so by a member of staff for educational purposes.





School Day

Your child will be given a timetable to tell him/her what subjects they will have each day and the classrooms the lessons are held in. They can use this to make sure they are in the right place at the right time and that they have the correct books and equipment each day.

Schedule of Year 10 day:

Start time

Year Group	Timing	Site Entrance	Line up Zone
Y10	8:20	Boulevard	Cov. Reception
Dismissals			
Year Group	Timing	Site Exit	
Y10	15:25	Boulevard	
Friday Dismissals			
Y10	13:20	Boulevard	
Break Time			
Year Group	Timing	Area	
Y10	10:20 – 10:35		
Lunch Time			
Year Group	Timing		
Y10	12:25 – 13:00		

Monday – Thursday Year 10

Period Times	Bromcom Periods	Y10
8:20	Reg	
08:30 - 09:25	1	1
09:25 - 10:20	2	2
	Breaks:	10:20 - 10:35
10:35 - 11:30	3	3
11:30 - 12:25	4	4
12:25 - 13:40	5	LU: 12:25 – 13:00





		PD: 13:00 - 13:35
13:35 - 14:30	6	5
14:30 - 15:25	7	6

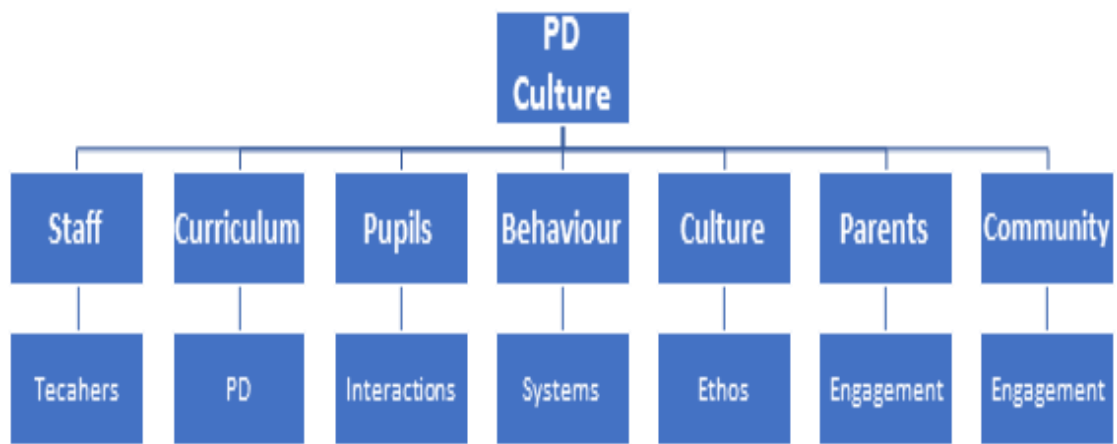
**Friday –
Year 10**

Friday Period Times	Bromcom Periods	Y10
8:20	Reg	
08:30 - 09:25	1	1
09:25 - 10:20	2	2
	Breaks:	10:20 - 10:35
10:35 - 11:30	3	3
11:30 - 12:25	4	4
12:25 - 13:20	5	5

Personal Development program

What is Personal Development?

The Personal Development curriculum will run alongside the academic curriculum, to ensure that our students not only have the academic profile to be able to attend a university or preferred career, but also, the vast array of knowledge and skills that are essential to succeed in adult life and the society that they will find themselves in. Martin Luther King famously said that *“intelligence plus character - that is the true goal of education”* and his short statement encapsulates everything that we want to achieve in the personal development of our students. We want students to be able to leave Ark Victoria with qualifications that open every door, but we also want them to be healthy physically and emotionally; we want students to have the character and confidence to feel citizens of the world that they find themselves in.





Approaching lessons

We expect pupils to arrive during their designated window at the start of the school day. If you bring them to school, you will need to make sure they arrive by no earlier or later than their designated window time. If you are late in getting to school, this will be reflected in your child's reports which are sent to any college, university or employer your child might apply to in the future. A poor record of punctuality could seriously affect their future chances of finding a place to continue their education or gain employment.

If your child is late for registration, they should sign in at Reception when they arrive and a note will be written in their Planner.

If your child is late for a lesson, they should apologise to the teacher and show their Planner to the member of staff.

How can your child best learn?

The culture at Ark Victoria is one of being curious about learning, asking questions, discovery, reflection and enjoyment of academic study. It is important that your child arrives to lessons with the right attitude.

We expect pupils to listen, follow instructions and to focus on their work. Your child should behave well in lessons and not do anything to disrupt the learning of other pupils in their class. Our Relationships for Learning Policy works on a stage system as shown on the next page. If your child receives a stage notice for behaviour it is recorded on our central system and parents will receive a text.





Stages	Example of incidents	Consequences
Warning (only one of these)	<ul style="list-style-type: none"> • Lateness • Forgotten equipment • Talking over the teacher • Disturbing others • Calling out 	(Verbal warning)
Stage 1 (C1)	<ul style="list-style-type: none"> • Second failure to meet expectations • Not following the seating plan • Dropping litter • Incorrect Uniform • Digital Violation 	15-minute detention
Stage 2 (C2)	<ul style="list-style-type: none"> • No homework • Ignoring staff instructions • Refusal to follow requests • Incessant chatter • Chewing gum • Dropping litter • Repeated issues with uniform • 2nd Digital Violation • No PE Kit • 2nd Uniform warning 	30-minute detention
Stage 3 (C3)	<ul style="list-style-type: none"> • Failure to attend detention • Persistent attitude/behaviour • Constant lack of work/homework • Truancing lesson 3rd Digital Violation 	60-minute detention
Stage 4 (C4)	<ul style="list-style-type: none"> • Abusive language (Peers/staff) • Racist language • Homophobic language • Physical aggression (Peers/staff) • Severe Digital Violation • Severe disruption to learning • Persistent truancy • Severe disruption • Vandalism 	Central SLT detention 90 minutes Monitoring report Internal isolation Parent meetings Suspensions

Detentions

A detention at break/lunchtime may be given if pupils do any of the following:

- Misbehave in school
- Disrupt the learning of others
- Do not complete tasks in lessons
- Fail to complete/hand in homework

If your child is given a detention, they must make sure that they turn up on time.

If your child is given a 1-hour detention we will give you at least 24 hours' notice.





Behaviour Thresholds

We use behaviour thresholds at Ark Victoria to ensure that we support and deal with behaviours in partnership with students, parents and teachers. Thresholds enable us to work collectively to intervene and support students to improve their behaviour. The form teacher (FT) heads of year (HoY) and the senior leadership team (SLT) will monitor and support behaviour intervention across the school.

Behaviour Reports & Sanctions

(10 Negative logs)
Form Teacher call home – Form Teacher Report

(15 Negative logs)
Head of Year meeting with parents – Head of Year Report

(20 Negative Logs)
Senior Leader meeting with parents – Behaviour Contract

(25 Negative Logs)
Principal meeting - 1 Day in reflection – Senior leadership report





Homework

Homework is an essential part of learning and of school life. It will be more enjoyable if your child is organised and uses it to discover new information and come up with his/her own creative ideas.

Your child will be expected to do 30 minutes for each piece of homework each night. This might mean that you have to think about social activities you have planned for the family.

Before your child starts in September

- Agree a routine for homework with your child. It can become a constant 'nag' if you do not start this from the very beginning. Good habits need to be set out from the very start.
- Allow your child to have a short break when they return home from school. This will give them time to change out of their uniform, have a snack and get together all the things they will need to complete the tasks.
- Agree with your child that TV, other activities, phone calls to friends etc. will only be possible if all homework tasks are completed.

When your child starts in September

- For the first few weeks we recommend that you invest time in sitting down with your child to help them with their homework tasks. This will help them to establish a routine.
- Stick to your agreed routine whenever possible. It will not help them if you start to relax the rules you have agreed.
- Try to make sure that homework is done on the night it is set, even if it is not due in for several days. This will prevent a build-up of tasks.
- Spend time with your child in the first few weeks or until they have established a sensible routine.
- Check your child's Planner each day to see what homework has been set and when it has to be handed in. Check they have everything they need to complete the tasks.
- It is hard to work unsupervised. Help your child to structure their time and use it wisely.
- Provide a clock or timer and agree the tasks that should be completed in each period of time.
- Try to be available to do progress checks but **do not** do the homework with them or for them. This will not help them learn to work independently.





- Make sure your child always writes the date and title and always clearly labels the work as homework.
- Think of small ways to reward your child for completing tasks.
- Don't let your child struggle for more than 30 minutes for each piece of homework. You can write a note in their book to confirm they spent 30 minutes on the task but were unable to complete it.
- If your child gets stuck with a piece of homework, offer support but **do not** do it for them.
- If the problem is the level of work, it is important that you let the teacher know this. If the work is always too easy/too hard, please let the school know.
- Check that your child has handed in their homework.
- Take an interest in the marks and comments your child receives and celebrate their successes; give a clear message about why homework is an important part of school life.
- Remember to sign your child's Planner each day.

Pupils will have excuses for why they haven't got any homework:

- *We didn't get any*
- *I don't need to do any, we did it in class*
- *We had a supply teacher*
- *It doesn't have to be in until next week*
- *I left it at school*
- *My teacher has got my book*
- *My friend has borrowed my book*
- *I did it on a computer and it wouldn't print it/save it or I forgot what file I saved it in*
- *I need to get books from the library – I will do it tomorrow*
- *I forgot to write it in my Planner*
- *I have lost my Planner*
- *I did it all at lunchtime (get them to check it at home – could it be improved?)*

If your child consistently tells you that no homework has been set, please contact the school.





Illness

If your child is feeling unwell, he/she should tell a member of staff and when given permission, go to the Medical Room. A staff member should always know where they are.

We will contact you if your child is too ill to remain in school.

Medical Conditions/Medication

We will need to know if your child suffers from any long-standing medical conditions/disorders or requires medication during the school day to help them to manage their illness. As part of our induction process you will be asked to complete a medical form and to provide details of who we should contact in the event of an emergency. Please make sure that we receive this form **BEFORE** your child starts school.

The table below outlines what we will need if your child suffers from any of the following:

Allergies	A spare epi-pen to be kept in school, clearly marked with their name. An envelope clearly marked with their name containing a few tablets of any antihistamines used by your child to alleviate symptoms.
Asthma	A spare inhaler to be kept in school, clearly marked with their name.
Coughs/Colds	If your child is prescribed medication by a doctor which needs to be taken during the school day, please send in a letter giving permission for us to supervise your child and ask them to hand in their medicines to a senior member of staff for secure storage.
Eczema	Creams/lotions to be sent to school with a letter of permission for us to administer/supervise use of if required during the school day.
Hay fever	If medication is required during the school day, please provide us with an envelope clearly marked with your child's name containing a few antihistamine tablets used by your child to alleviate symptoms.
Headache/migraine	If these are frequent and medication is required during the school day, please provide us with an envelope clearly marked with your child's name containing a few tablets of any medication regularly used by them to alleviate symptoms.
Vomiting/diarrhoea	Pupils should remain at home for 48 hours after their last episode. Any pupil who returns to school before this time will be sent home.





If your child suffers from any other conditions which require medication during the school day, please inform us immediately.

To ensure the safety of our pupils, we cannot administer any medication without your prior permission, and we must be clearly informed of the correct dosage and frequency.

If your child needs to wear glasses, please make sure that he/she brings them to school every day.

Appointments

If your child has to go out of school for appointments (e.g., dental, GP) you **should always** ring the school or send a note in with your child for their form tutor **the day before**, requesting absence.

You must collect your child and they must sign out of school (at Reception) when he/she leaves the premises.

Home/School partnership

In seeking to achieve our aims, we rely on the support and co-operation of parents/carers and recognise the enormous value of a positive home/school partnership in ensuring that each student receives the high-quality education they deserve. At the start of the year, every child and parent will sign a code of conduct agreeing to abide by the school rules both inside and outside of the classroom.

School Fund

Our School Fund helps to pay for things which the education budget does not meet, but which help to make school life more pleasant for the children, such as improving the external environment and providing and subsidising extra-curricular activities and our enrichment programme. Contributions are £30.00 per child per year and payments can be made by cheque made payable to 'Ark Victoria School' or via ParentPay. If paying by cheque, please write your child's name and form group on the back of the cheque.





ParentPay

The school uses an on-line payment system. The system makes it easier for parents to make payments for school activities and also helps to reduce the administrative tasks of managing these payments in school.

We use ParentPay, a leading on-line money payment provider and the system offers parents the freedom of making payments whenever and wherever they wish, 24 hours a day, 7 days a week – safe in the knowledge that the technology used has the highest internet security available. Parents have their own account, enabling them to make payments direct to school and removing the need for students to bring cash or cheques into school.

Parents can use ParentPay to pay for music lessons, tuck shop, school meals, school trips and School Fund.

We appreciate the widespread support from parents in making use of ParentPay and hope this system will reduce the amount of cash being bought into school. The school will send you an activation letter containing details on how you can set up your ParentPay account during the summer holidays.

Login details will be given out to students on their induction day.

Cashless Catering System

Ark Victoria operates a cashless catering system for meals, snacks and drinks.

The system incorporates the latest biometric technology and eliminates the need for students to carry cash or account cards or remember security numbers. Students are recognised at the Dining Hall tills by means of a scan of their finger.

Your child is the only person who will be able access the money you pay into his/her account. Other schools who have adopted this system also report a reduction in queuing time which means your child will have more time to enjoy his/her lunch.





Contacting School

The staff at Ark Victoria value the support of parents. By working together, we can make sure that your child is able to reach their full potential whilst they are with us.

You know your child best and if you have any concerns or questions about your child's health or well-being we would like you to contact us.

We will expect you to contact us if your child:

- Is ill and unable to attend school.
- Has an appointment to see a doctor, dentist or other service during school hours.
- Will be absent for school for any other reason.
- Appears to be unhappy at school for some reason.
- Has problems completing homework.
- Finds the level of work too difficult/too easy.
- Has lost items of clothing or other personal belonging.
- Appears unhappy or worried about school.

Important contacts: The number for the School Office is: **0121 393 4459**

Chair of Governors	Mr A Gould
Principal	Ms E McSorley
Deputy Head/ Personal Development	Mr A Brown
Deputy Head/ Quality of Education	Mrs L Lee
Assistant Head /SENDCo	Mrs L Ayling DDSL
Designated Safeguarding Lead	Mrs V. Chatwin
Associate Principal/ Behaviour Culture & Ethos	Mrs V Chatwin
Attendance Officers	KHU, RPI and SAH
SENDCo	Miss L. Ayling
Head of Year 10	Miss Z Akram
Student Support Manager	Mr B Jones
First Aid	Ms S Khan/ Mr B Jones
Site Manager	Mr K Beale
Librarian	Ms D Green
Office Staff	Mrs D Rimmer
Form Tutors	
10 Zephaniah	Miss R. Sadique
10 Tolkien	Mr A. Hussain
10 Watt	Mrs S. Coughlan
10 Cadbury	Mr S. Hussain
10 Yousafzai	M. Amison

Term dates





Autumn Term 1	Monday 7th September 2022 – Thursday 30th October 2022 Half term – Friday 21st October to Friday 28th October 2022 Friday 21st October 2022 - Inset Day
Autumn Term 2	Monday 31st November 2022 – Friday 16th December 2022 Christmas – Monday 19th December 2022 to Monday 2nd January 2023 Friday 2nd December - Inset Day
Spring Term 1	Thursday 5th January 2023 – Friday 17th February 2023 Half term – Monday 20th February 2023 to Friday 24th February 2023 Wednesday 1st February 2023 - Inset day
Spring Term 2	Monday 27th February 2023 – Friday 31st March 2023 Easter – Monday 15th April to Friday 14th April 2023 Monday 14th March 2023 - Ark Inset Day
Summer Term 1	Monday 17th April 2023 – Friday 26th May 2023 Half term – Monday 29th May to Friday 2nd June 2023
Summer Term 2	Monday 5th June 2023 – Friday 21st July 2023 Summer break starts Friday 22nd July 2023 Thursday 6th July 2023 - Ark Inset Day

A Sample Check list





Tasks To Do:	Mon	Tues	Weds	Thurs	Fri
Before School					
Breakfast					
Bathroom					
Dressing					
Packed lunch					
Check timetable/books/equipment/ kit					
Leave house e.g. 7.55					
Catch bus					
After School					
Change, hang up uniform					
Snack/drink (15 minutes)					
Empty schoolbag					
Check Planner for homework/notes					
Give notes/messages to parents					
Do homework: 1. 2. 3.					
Ask parents to check homework and sign planner					
Pack bag for next day					
Social time					
Get to bed at a reasonable time e.g. 8.30 p.m.					

