



ARK CASTLEDOWN PRIMARY  
ACADEMY  
PARENTS HANDBOOK  
Believe and Achieve

Ark



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## 1 WELCOME FROM OUR REGIONAL DIRECTOR

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Welcome to Ark Castledown Primary Academy, a community primary school serving the children of Hastings. We are a 2-form entry academy, meaning that we have 60 pupils in each year group, from Nursery to Year 6. Our staff makes a tremendous effort to get to know each and every pupil individually, in order to provide the very best care they can for them.

Our vision for our pupils is clear: we are working so that every child who attends Ark Castledown will be academically and socially equipped for success at secondary school - and beyond that - to go on to university or the career of their choice.

At Ark Castledown Primary Academy we have high expectations for all our pupils. We are dedicated to doing whatever it takes to ensure that all of our pupils succeed. Our curriculum places an emphasis and clear focus on English and mathematics. Skills learnt in these subjects provide the foundations for all learning, but rest assured that there are also many other opportunities for students to explore and develop their other skills and talents. Our curriculum includes a broad range of enrichment activities such as humanities, music, PE, the arts and more.

We became an Ark academy in 2017, which means that we are now part of a strong network of schools across the country. We will have particularly close links with other Ark schools here in Hastings: Ark Blacklands Primary Academy, Ark Little Ridge Primary Academy, Ark Helenswood Academy and Ark William Parker Academy. There will be many opportunities for us to collaborate and learn from each other.

I also believe that our school will benefit from close links with the wider local community. As Regional Director, I work very closely with the Principals of Hastings Academy Trust, TKATT, DCAT and local authority maintained schools. Additionally, I am a member of county working groups and panels, including the highly successful Hastings Primary Placement Panel, all of whom are working to ensure our pupils are part of an inclusive and nourishing learning environment here in Hastings.

This handbook is designed to prepare you, as parents and carers for the school year, and to answer most of the questions you might have about what to expect from the school, as well as what our expectations are of you and of our students.

We know that your child's education is important to you and we would like to invite you to come into school to help out in your child's class. If you are interested in volunteering or visiting, please contact your class teacher. Whilst we will do everything we can to ensure your child enjoys his time at Castledown, if you have any worries or concerns, please contact your class teacher in the first instance. In the vast majority of cases, speaking to the class teacher will resolve any issues, but in case you feel you need to speak to a member of the senior team, please make an appointment with Charlotte Phillip, the interim Head of School.

I offer you a very warm welcome.

Lorraine Clarke  
Regional Director

## 2 CONTACT DETAILS

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### [Ark Castledown Primary Academy](#)

Priory Road  
Hastings  
East Sussex  
TN34 3QT



Telephone: 01424 444046

Email: [office@arkcastledownprimary.org](mailto:office@arkcastledownprimary.org)

Website: [www.arkcastledownprimary.org](http://www.arkcastledownprimary.org)

Regional Director: Lorraine Clarke

Head of School: Charlotte Phillip

Designated Persons for Child Protection:

Frances Nicholls (SENCo)

Joanne Davis (Pastoral Manager)

Simon Hawthorne (Regional Lead for Inclusion)

Charlotte Phillip (Head of School)

Chair of Governors: Micky Sandall

*(please send any correspondence to Ark Castledown Primary Academy)*

### 3 STAFF

<b>Senior Leadership Team</b>	
<b>Lorraine Clarke</b>	Regional Director/Executive Principal
<b>Charlotte Phillip</b>	Head of School
<b>Victoria Harrington</b>	Assistant Headteacher
<b>Leslie Bowles</b>	Business Manager

<b>Middle Leadership Team</b>	
Frances Nicholls	SENCo
Joanne Davis	Pastoral Manager
Jane Thewliss	EYFS Lead
Sophie Nation	Phonics Lead

<b>Office Team</b>	
Ruth Newham	School Secretary
Nina Johns	School Receptionist

Class Teachers	
Jane Thewlis	EYFS Class teacher / Lead
Lisa Wheatley	EYFS Class teacher
Rebecca Bevan	EYFS Class teacher
Tara Bradley	EYFS Class teacher
Sophie Nation	Year 1 Class teacher
Ros Edworthy	Year 1 Class teacher
Cherie Saunders	Year 2 Class teacher
Francesca Mould	Year 2 Class teacher
Laura Godden	Year 3 Class teacher
Catriona Malone	Year 3 Class teacher
Susannah Ayers	Year 4 Class teacher
Debbie Noakes	Year 4 Class teacher
Claire Nice	Year 4 Class teacher
Simon Jupp	Year 5 Class teacher
Ellie Sloan	Year 5 Class teacher
Sam Henham	Year 6 Class teacher
Milton Miltiadou	Year 6 Class teacher

<b>Inclusion Team</b>	
Kym Browning	Engagement & Learning Mentor
Shelley Wilkinson	Engagement & Learning Mentor
Liam Mann	Engagement & Learning Mentor
Claire DuRandt	Attendance Officer
Elaine Cruttenden	Speech & Language Teaching Assistant
Carol O'Prey	Phonics (RWI) Teaching Assistant

<b>Breakfast/After-School Club</b>	
Tracey Huggett	Supervisor After-School Club
Teresa McClure	Breakfast Club Assistant
Sally Franklin	Breakfast Club - Lead

<b>Individual Needs Assistants</b>
Teresa McClure

Teaching Assistants	
Michelle Bance	EYFS (Nursery) Teaching Assistant
Jade Gibbons	EYFS (Nursery) Teaching Assistant
Charlotte Hardcastle	EYFS (YR)
Ema Sellens	EYFS (YR)
Sara Gurr	Year 1
Claire Blower	Year 1
Sally Gander	Year 2
Anne Jones	Year 2
Miranda Lansdell	Year 3
Sally Franklin	Year 3
Jane Wickens	Year 4
Nancy Strivens	Year 4
Raine Jefferies	Year 5
Hazel Okines	Year 5
Zena Wilson	Year 6
Kate Ward	Year 6



<b>Midday Supervisors</b>	
Lisa Harmer	Mid – Day Supervisor
Teresa McClure	Mid – Day Supervisor
Paul McClure	Mid – Day Supervisor

<b>Site Supervision Staff</b>	
Paul McClure	Site Manager
Georgina Carman	Cleaner
Charlotte Hardcastle	Cleaner
Dorinda Payne	Cleaner
Nancy Strivens	Cleaner

## 4 THE ACADEMY MISSION

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Our mission is for every student at an ARK Academy to do well enough by age 18 to have real options: to go to university or to follow the career path of their choice.

The principles of the ARK model are captured in **six** pillars as follows:



**1. High Expectations:** We hold the highest expectations for all members of our community. We believe that every pupil at our school will, by the age of 18, go on to university or pursue the career of their choice.

**2. Exemplary Behaviour:** All members of our school community contribute to creating a respectful and orderly environment that is ideal for learning. Our schools have strong values that are shared by all adults and children. We all strive to be in the right place at the right time doing the right thing.

**3. Excellent Teaching:** Our teachers pursue excellence for every child and instil a love of learning in our pupils. They have excellent subject knowledge and understanding of the curriculum. They skilfully plan opportunities for every child to be challenged and to reach their full potential.

**4. Depth for Breadth:** We prioritise depth for breadth. All pupils secure firm foundations in English and mathematics and this underpins excellence in other subject areas. Regular assessments and interventions are structured to ensure that pupils are supported to keep up, not catch up. Our schools offer a broad and balanced curriculum from Early Years through Key Stages 1 and 2.

**5. Always Learning:** Excellent teaching is underpinned by high quality professional development and training, which is part of daily life at the academy. We are committed to identifying talent and nurturing individuals to create a community of exceptional teachers, highly skilled support staff, thoughtful managers and strategic leaders.

**6. Knowing Every Child:** We strive to ensure that we know every child in our schools. By understanding their needs, their motivations and their aspirations.

We also recognise that children do best when families and schools work together. We keep parents well informed about children's targets, and we involve families in all aspects of school life.

## 5 ARK CASTLEDOWN PRIMARY ACADEMY

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At Ark Castledown, we have “Habits of Success” and we use these to guide the culture and ethos of our academy. They are a central part of the life of at Ark Castledown Primary Academy and they should be evident in every aspect of academy life.

Our motto is:

### **Believe and Achieve**

#### 5.1 Our values

Our culture and ethos is guided by our Academy Values. They are a central part of life at the academy and should be evident in every aspect of academy life.

**Relationships** - We value relationships that are nurturing and are based on mutual trust and high levels of respect.

**Independence** - We value independence because it empowers us to take responsibility for our actions and achieving our full potential.

**Resilience** – We value resilience as the ability to see challenges as valuable learning opportunities.

**Integrity** - We value integrity as the quality of having a strong moral purpose and being honest with our words and actions.

**Enthusiasm** – We value approaching everything that we do with enthusiasm and joy.

**Opportunity** – We value equal opportunities and treat everybody fairly at all times.

The Academy and everyone in it promote and reflect our values which lead to high achievement for every student.

# Term dates 2018-19



Ark Castledown  
Primary Academy

2018

## September

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- School days
- School holidays
- Bank holidays
- Network hub days
- Academy inset days

2019

## January

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## March

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2019

## May

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



## 7 THE ACADEMY DAY

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### Academy Times

Time	Action
8.30 am	Academy gates open
8.45 am	Pupils enter classrooms
8.55am	Academy doors close and registration begins
9.00am	Lessons begin
10.45am	Morning break – KS1 and Y6
11.05am	Morning break – KS2
11.45 -12.30	Lunch - EYFS
12.00 – 12.45 pm	KS1 and Y6
12.20 – 1.05 pm	KS2
3.00pm	End of academy day – EYFS/KS1
3.05pm	End of academy day – KS2

### Arrival at the Academy

Children who attend the school's breakfast club are welcome to arrive from 7.45 am. They must be accompanied by an adult and signed in.

All other pupils are welcome to arrive from 8.30am when the academy gates will be opened. Pupils must be accompanied by an adult until 8.45am. At 8.45am pupils should go straight into their class where teachers and teaching assistants will be in classrooms to greet their students.

### Lateness

Punctuality is very important. Children who arrive late to classes are at a disadvantage as they often miss out on vital learning.

The register is taken at 8.55am every morning and closes at 9.00am. The school doors will be closed from 9.00am. Any child not in by this time must enter by the front entrance and will be marked as late. If your child is likely to be late to school, please telephone the school office to let us know before 8.30am. Once your child arrives, please go directly to the school office so that we can mark your child as present.

Persistent lateness will be taken very seriously and where we have a concern the school will contact you to see how we can best support you with punctuality. In severe cases, persistent lateness will be reported to the local authority.

## **Leaving the Academy**

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

At the end of the day parents/carers are asked to collect their children from the playground. Any children remaining on the premises will be taken to the school office where they can be collected via the main entrance.

## **Afternoon Lateness**

Parents/carers who collect their child later than 3.30pm without prior notice may incur an After-School Club session fee.

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

If you wish your child to be collected by someone other than yourself, you must let the teacher/adult in charge know in the morning. This person must be known by your child and the academy (class teacher).

## **Absence from the Academy**

In order for children to succeed in school, it is vital that they have a good attendance record. Therefore, students should only be absent if they are too ill to come to school, or in exceptional circumstances. If an absence is unavoidable then a family **adult** should telephone the Academy on the first day of the absence and every day thereafter. Phone calls should be made by an adult family member **before 8.30am on each day of absence**. If we have not heard from you by 9.30am, we will contact you directly. When a student returns they must bring a written note of explanation.

Every pupil is set a target of 97% attendance.

The academy is under a legal obligation to report any unauthorised or persistent absences to ESBAS (The Local Authority Education Support, Behaviour and Attendance Service), who will then contact the family 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 contact us. We will be happy to discuss any support needed to ensure your child can keep up to date with what is taking place in school. On your child's return to the academy following an absence, we require a short note outlining the reason for the absence for our records and a doctor's certificate if the absence has been longer than five days.

## Holidays/Term Time Leave

We **strongly** discourage parents/carers from taking their children out of school for holidays during term time, as it really does affect 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 other reason, you will need to fill out a "Request for Leave during Term" form available from the Academy Office and can be downloaded from the website. Please understand that leave during term time is not a right and can only be granted by the Head of School in **exceptional** circumstances. Please **DO NOT** make any arrangements for travel unless authorisation has been given by the Head of School. 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 ESBAS.

## Clubs

### Breakfast Club

Ark Castledown runs a breakfast club from 7.45am – 8.45am during term-time (apart from INSET days). Children are offered a range of activities and are given a breakfast consisting of cereal, toast or crumpet and milk or juice. The club is run by trained members of staff who supervise the children at all times.

Places at the club should be booked in advance (although we will do all that we can to try and accommodate you at short notice in an emergency situation). Booking forms can be obtained from the office. Each session costs £2.00.

### After – Academy Club

Ark Castledown also runs an after school club from 3.00pm – 6.00pm during term-time (apart from INSET days). Children are provided with a range of activities and offered a snack with milk or juice. The club is run by trained members of staff who supervise the children at all times.

Places at the club should be booked in advance (although we will do all that we can to try and accommodate you at short notice in an emergency situation). Booking forms can be obtained from the office. Each full sessions (3.00pm-6.00pm) costs £7.00, half sessions (3.00pm-4.30pm) are £3.50.

## After Academy Enrichment Opportunities

A wide range of after-academy clubs are held throughout the week. Some are run by academy staff and some are run by external providers. Clubs will be advertised throughout the year and permission slips from parents are required for each pupil attending. Some clubs are very popular and numbers have to be restricted for health and safety reasons. Registers are taken at the start of each club and if a child fails to turn up on two consecutive occasions without a reasonable explanation, their place may be offered to another pupil on the waiting list.

Parents are asked to collect children from the academy at a time determined by the club leader. Failure to do so may mean your child's place in the club could be forfeited. If you wish your child to leave independently at the end of the club, you must put this in writing and agree it with the club leader.

The academy's behaviour policy applies to all after-academy clubs and acceptance of any pupil into a club is at the discretion of the Academy taking into account their behaviour record.

## 8 MEDICAL SUPPORT, MEDICINE AND FIRST AID

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### **Medical Support, Medicine and First Aid**

At Ark Castledown Primary Academy, the health, safety and welfare of all our pupils is always our top priority.

Before your child starts at Ark Castledown, you will be given a pupil information form and a medical form to complete as part of the admissions procedure. It is very important that we are made aware in advance of any medical conditions or allergies your child has, however slight (plasters, nut allergies, wasp stings, asthma etc.), so that we can have appropriate arrangements in place for them should they become ill. **Parents and carers have a duty to provide these details and to inform the school office immediately of any changes, especially in emergency contact numbers.** All information is treated confidentially and will only be shared with authorised agencies where necessary.

### **Accidents, Injuries and/or Sickness**

If your child is injured at school, a member of staff qualified in First Aid will assess your child's need and apply basic first aid. For minor injuries, an accident information note will be issued and passed on to parents at the end of the day, together with a verbal explanation by a member of staff. If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately. For serious incidents/medical emergencies, an ambulance will be called immediately.

### **Head Bump Letters**

Children often bump their heads without further consequences but parents will 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, the parent will be immediately contacted. All first aid incidents are recorded in an Accident Book.

### **Sickness**

If your child feels unwell during school, we will contact you so that you can make any necessary arrangements to collect him/her. A child who vomits or has diarrhoea in school must be collected as soon as possible and should not return to school until 48 hours after the last episode of either sickness and diarrhoea.

### **Medicines**

Should your child need to take prescribed medication on a permanent or temporary basis, we are able to administer it, providing that you complete a Medicine Consent Form and deliver the medication in its original container with label - as dispensed by the pharmacy. In some circumstances we may agree to administer non-prescription medication. Please discuss this with



the academy and we will try to accommodate any special circumstances, if we can.

All asthma inhalers and epi-pens must be clearly labelled with your child's name and will be kept in the school office and/or the classroom

## 9 ACADEMY UNIFORM

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### Academy Uniform

At Ark Castledown Primary Academy, we have a uniform policy, which reinforces our culture of high expectations and academic achievement. We encourage age-appropriate dress and we make sure pupils understand that there is suitable attire for different settings: school; places of worship; work; holidays and weekends. The uniform policy is effective throughout the school year.

#### **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 Ark Castledown uniform that they will abide by the rules of the academy community.
- Uniform reduces distractions. We are focused on our learning, the basics being reading, writing, mathematics and citizenship.
- Uniform makes us all equal. The children 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 and proud of.
- Uniforms are professional. Pupils look smart, neat and ready to learn.

All pupils are expected to wear a uniform every school day, Monday to Friday. Once a pupil walks into the academy grounds, he/she should be wearing the appropriate uniform clothing and shoes. Shirts should be tucked in. When a pupil is in school, these expectations will always apply unless he/she has to change clothing for a specific activity such as PE or games. This change of clothing should also be appropriate attire. Upon return to normal classroom teaching, they must again be wearing their full uniform. Shoes must be worn at all times, except in specified classes. **NO TRAINERS OR BOOTS are allowed.**

If pupils are not dressed in the appropriate uniform, their parents will be contacted and asked to bring a uniform in. In certain cases, we may agree to loan an item of clothing to a pupil, but this will be at the discretion of the head of school. Pupils who repeatedly do not wear their uniform in the expected manner during the school day may receive sanctions. Parents of pupils who repeatedly violate the uniform policy will receive a letter indicating consistent disregard of uniform policy with specific consequences.

We ask parents/carers to support all decisions by academy staff regarding whether or not clothing is appropriate or inappropriate for school.

We are very grateful to parents/carers for supporting the wearing of the following items:

<b>Autumn &amp; Spring (Terms 1 – 4)</b>	
<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"> <li>✓ Fine knit blue V-neck jumper with Castledown logo *</li> <li>✓ Long or short sleeved white shirt with buttoned collar</li> <li>✓ Academy Tie*</li> <li>✓ Black skirt, pinafore or black tailored trousers</li> <li>✓ Black tights or black/white socks with skirt</li> <li>✓ Black socks with trousers</li> <li>✓ Closed-toed, hard-soled, all black plain shoes with a flat sole</li> <li>✓ Y5 &amp; Y6 grey Blazer with blue stripe &amp; Castledown logo*</li> </ul> <p>NO TRAINERS OR BOOTS</p>	<ul style="list-style-type: none"> <li>✓ Fine knit blue V-neck jumper with Castledown logo*</li> <li>✓ Long or short sleeved white shirt with buttoned collar</li> <li>✓ Academy Tie*</li> <li>✓ Black tailored trousers</li> <li>✓ Black socks</li> <li>✓ Closed-toed, hard-soled, all black plain shoes with a flat sole</li> <li>✓ Y5 &amp; Y6 grey Blazer with blue stripe &amp; Castledown logo*</li> </ul> <p>NO TRAINERS OR BOOTS</p>
<b>Summer (Terms 5 &amp; 6)</b>	
<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"> <li>✓ Uniform as above</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>✓ Blue &amp; white summer dress with Castledown logo *</li> <li>✓ Short-sleeved white shirt with buttoned collar</li> <li>✓ Tailored black shorts</li> <li>✓ All black closed-toed sandals</li> </ul> <p>NO TRAINERS OR BOOTS</p>	<p>Uniform as above</p> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>✓ Short-sleeved white shirt with buttoned collar</li> <li>✓ Tailored black shorts</li> </ul> <p>NO TRAINERS OR BOOTS</p>
<b>PE Kit</b>	
<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"> <li>✓ Blue polo shirt with Castledown logo*</li> <li>✓ Black shorts</li> <li>✓ Black tracksuit with Castledown logo (optional)</li> <li>✓ Black trainers or black plimsolls</li> </ul>	<ul style="list-style-type: none"> <li>✓ Blue polo shirt with Castledown logo*</li> <li>✓ Black shorts</li> <li>✓ Black tracksuit with Castledown logo (optional)</li> <li>✓ Black trainers or black plimsolls</li> </ul>

\*These items are available to purchase via Super Stitch 86 (<http://www.superstitch86.co.uk>)

Many of the items above are readily available from the high street – if parents and carers find any item difficult to obtain, please contact the school office. We have deliberately kept our uniform requirements as simple, to avoid unnecessary expense for our families.

## **Outdoor clothing**

On cold, cool and inclement weather, pupils should bring a coat to school each day. Children should bring a hat to wear outside each day in the warmer weather. Black branded tracksuits are optional and can be bought from Super Stitch 86 for outdoor PE.

## **Hats, Headscarves or Headwear**

Pupils are not allowed to wear hats, headscarves, or any other head covering inside the school building unless it is due to religious or cultural values. Any head covering worn for religious or cultural values or hair accessories that are worn, such as slides, ribbons, bobbles etc. should be simple and in school colours.

## **Bags and belongings**

A blue rucksack with the Ark Castledown Primary Academy logo can be purchased for carrying books, homework, letters and other materials to and from school. Existing book bags can continue to be used but we ask that overly large rucksacks are not brought into school due to limited storage space available. A PE bag with the Ark Castledown Primary Academy logo can be purchased for carrying PE kit to and from school but existing bags can also be used.

## **Footwear**

Pupils must wear closed-toed, hard-soled, all black plain shoes with a flat sole. Footwear with flashing lights is not appropriate for school. Boots and trainers are not allowed. Girls may wear all black closed-toed sandals in the summer. Open-toed sandals or sling backs should not be worn, even in the Summer Term.

## **Hairstyles / Make-up**

Pupils' hair should be neatly groomed and professional at all times. Long hair (on or below the shoulders) should be tied back neatly in school colours (boys & girls). This is not only for reasons of smartness and appearance but also for health and safety.

Pupils may not wear excessive hair gel, designs or words cut into their hair or permanent or temporary coloured hair. Pupils are not allowed to wear fingernail polish or false nails. Make-up is not allowed.

## **Jewellery/Accessories**

Pupils may not wear any jewellery except for one watch and one pair of stud earrings (worn in the lower earlobe). All studs and watches must be removed for PE. However, we strongly advise pupils not to wear watches or earrings on PE days as the school will not take any responsibility for any watches or earrings that are lost. Please bear this in mind when considering having your child's ears pierced.

## **Naming Clothing and Property**

Please ensure all clothing and property is clearly marked so that lost articles may be easily traced and returned. The school cannot accept responsibility for loss or damage of pupils' property and valuables.

## **Lost Property**

We try not to keep a central collection of lost property. Instead, we endeavour to return all misplaced, named property to a child's peg. In order to help us with this, please ensure all items are clearly named. All unclaimed lost property is disposed of or donated to PTA's second-hand uniform store.

If your child fails to wear the correct uniform including full PE kit they will be liable to lose their privileges.

All clothes, including rucksack and trainers, should be clearly labelled with the child's name, especially PE kit and plimsolls.

**Ark Castledown cannot accept liability for any missing/lost items of clothing.**

## **10 ACADEMY FOOD**

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### **School Lunch**

Ark Castledown Primary Academy is committed to healthy eating and we ask that parents/carers do not give their children junk food, crisps, chocolate, sweets or fizzy drinks to bring to school. All children are expected to have a plastic water bottle, which are available to purchase from the academy office for £2.20 (correct at time of printing). Children will be encouraged to drink water throughout the day and water is made available at tables during lunch time.

A school meal will cost £2.10 per day (correct at time of printing) and needs to be booked and paid for in advance via your Parent Pay account.

### **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 it can usually cater to special dietary needs if these are notified to the academy. To maintain a healthy lifestyle, pupils may not eat chocolate, sweets, fizzy drinks or other 'fast food' in school.

## **The following foods and drinks are not permitted into the academy:**

- Chewing gum
- Fizzy drinks of any description
- Lucozade or other 'energy drinks'
- Any other food or drink product that the head of school deems unsuitable

## **Access to drinking water**

Mild dehydration is one of the most common causes of daytime fatigue. The pupils can access free, clean drinking water in school. Ark Castledown Primary Academy water bottles are available to purchase at the office for £2.20 (correct at time of printing.) Only these water bottles may be brought into school. For hygiene reasons, they should be taken home at the end of each day for cleaning and returned to school with fresh water. There will be opportunities during the school day for pupils to replenish their water bottles as required. **Please note that only water may be given to children to drink during the school day.** Parents can provide a healthy alternative to water within packed lunches, such as fruit juice.

## **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 class 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 school office or directly from the East Sussex County Council Website. Once we have been notified, your child will be eligible to a free lunch to the value of £2.10.

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

You should contact the Academy office to apply. Once this has been agreed we will be informed. This does not happen automatically so please make sure that this has been agreed with the

Academy.

### **How to pay for school meals**

At Ark Castledown Primary Academy we use a cashless catering system. An account for each pupil will be created with ParentPay. The preferred method for adding credit to your child's account is by you using a credit or debit card online at [www.parentpay.com](http://www.parentpay.com).

If a pupil is eligible for a free school meal because your household income is less than £16,190, you should contact the Academy to apply. Once this has been agreed they will let us know. This does not happen automatically - so please make sure that this has been agreed with the Academy.

**Please make sure that the account stays in credit. This will mean checking it on a weekly basis. Keeping the account in credit avoids any embarrassment. When in debt, we will contact you to tell you that you owe money and ask that you credit the account as soon as possible.**

## 11 THE CURRICULUM

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### **The School 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 we use a curriculum map to ensure that we cover all of our statutory requirements during your child's time with us. We strongly emphasise core skills in English and mathematics, as we think these are the keys to unlocking further learning.

Teachers use a wide variety of teaching methods, which are adapted according to the subject, age and ability of the individual pupil. At Ark Castledown Primary Academy, 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.

Parent workshops will help you support your child with their basic English and mathematics skills.

### **Educational Visits**

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

Quite often there will be local trips e.g. to the library or park. Each year, we will seek parental permission for local trips and events, and we may require further permission for other special

events, such as residential trips.

In the majority of cases we will request a voluntary contribution towards the cost of the event or trip. Please note that if insufficient contributions are collected to cover costs, the event or trip may need to be cancelled. Please discuss any concerns you have regarding this with your child's teacher. Payments for educational visits can be made online using your ParentPay account.

## P.E.

All children will participate in daily physical activity. Each class will have a formal P.E. lesson twice a week. Parents/carers are asked to ensure their children have a full P.E. kit in the Academy for the school week.

To ensure safety, pupils may not wear any jewellery for P.E. All studs and watches must be removed by the child for PE. Academy staff cannot be responsible for the removal of earrings and tape will not be provided to cover them as this does not eradicate the risk. We strongly advise pupils not to wear watches or earrings on PE days as the school will not take any responsibility for watches or earrings that are lost.

## Home Learning

We know the important role that parents play in supporting their child's learning. One of the key indicators of a pupil's success at primary school is the level to which parents and carers engage in what their child is learning.

A breakdown of how homework is structured is provided below. This has been designed to encourage a gradual progression of skills and expectation so by the time children reach Year 6 they have established a clear routine in preparation for high school. Most of the homework is provided for completion over the course of a week or term so it can be made to fit around family lifestyles and commitments

Year Group	Homework	Recommended Time
Reception	Daily Reading	10 minutes (Preferably daily but a minimum of five times a week)
Year 1	Daily Reading	10 minutes (Preferably daily but a minimum of five times a week)
	Word of the Week	5 minutes daily
	Maths task	20 minutes weekly
Year 2	Daily reading	15 minutes (Preferably daily but a minimum of five times a week)
	Spelling activities	5 minutes daily
	Maths task	20 minutes weekly
	Enrichment Task	Optional to choose to complete one of these tasks
Year 3	Daily reading	20 minutes (Preferably daily but a minimum of five times a week)
	Spelling activities	5 minutes daily
	Maths task	20 minutes weekly

	Enrichment Task	Optional to choose to complete one or two of these tasks
Year 4	Daily reading	20 minutes (Preferably daily but a minimum of five times a week)
	Spelling activities	5 minutes daily
	Maths task	20-25 minutes weekly
	Enrichment Task	Optional to choose to complete one or two of these tasks
Year 5	Daily reading	25 minutes (Preferably daily but a minimum of five times a week)
	Spelling activities	5 minutes daily
	Maths task	25-30 minutes weekly
	Enrichment Task	2-3 hours minimum across the term
Year 6	Daily reading	30 minutes (Preferably daily but a minimum of five times a week)
	Spelling activities	5 minutes daily
	Maths task	30 – 40 minutes weekly
	Enrichment Task	3 - 4 hours minimum across the term

## 12 CODE OF CONDUCT

Every opportunity will be taken to praise, reward and encourage our children for a whole range of achievements and actions. Positive reinforcement is more powerful and has more influence than punishment. We encourage the highest standards of good behaviour and discourage behaviour that undermines learning or confidence.

We endeavour to work with parents and carers at every opportunity to ensure and enable each and every child to behave in a positive manner at all times.

**Our full policies relating to bullying, child protection, health & safety and behaviour can be found on the academy website:**

[www.arkcastledownprimary.org](http://www.arkcastledownprimary.org)

### Expectations

We believe children need to know why we expect them to behave a certain way. Our “Habits of Success” will be explored with children as part of their yearly induction to new classes. We will also remind them of these habits through assemblies across the year.

The academy also introduces the simple guiding EXPECTATIONS of:

- Be ready
- Be respectful
- Be safe

These principles are reinforced by all staff across the academy and they form a common language for staff and pupils. The deeper meaning of each statement is explored through PSHE and assemblies.



## Overview of the card system

Professional judgement will be used when determining sanctions. Wherever possible, learning time missed as a result of sanctioning must be minimised.

**Gold Card:** For instances of exemplary behaviour

**Green Card:** For children who are meeting our expectations of good behaviour

**Yellow Card:** This serves as a visual warning for children that they need to change an aspect of their behaviour in order to return to a green card. No sanction.

**Orange Card:** Used when a child continues to demonstrate unwanted or inappropriate behaviour following a warning. A sanction of 5 minute loss of break will be applied and this will be recorded on ScholarPack.

**Red Card:** Used for one of two reasons: continuing to exhibit unwanted behaviour or a one-off incident considered to be a significant breach of the behaviour policy. Red cards will be recorded on ScholarPack and parents informed by 4pm that same day. Children who receive a red card may be moved to a partner class for the remainder of the session and will incur a 15 minute detention during lunchtime with a member of the school's senior leadership team.

Teachers will use the yellow / orange/red card system to indicate the severity of incidents to a pupil. Children will be encouraged to 'turn their behaviour around and return to green' If this happens then the yellow or orange card can be changed to green. This encourages resolution behaviour and promotes positive learnt behaviour. Children who excel will be awarded the gold card.

The principle behind this system is:

- That all pupils have the opportunity to make positive choices about their behaviour and influence outcomes
- That teachers integrate a system within daily teaching in order to promote positive behaviour and effective behaviour management skills
- Pupils who consistently meet our high expectations for behaviour are noticed and rewarded

Where anti-social, disruptive or aggressive behaviour is frequent, sanctions alone are ineffective. In such cases careful evaluation of the curriculum on offer, classroom organisation and management and whole academy procedures should take place to eliminate these as contributory factors. Additional specialist help and advice from the Educational Psychologist may be necessary. This possibility should be discussed with the Inclusion Team or Principal.

## 13 INCENTIVES AND SANCTIONS

### Incentives and Sanctions Overview

Praise and rewards will be used to motivate pupils much more frequently than negative consequences (See table 1). This builds a culture of achievement and success. Incentives will be used to constantly reinforce our Habits of Success.

Incentives	Sanctions
Verbal Praise	Reminder – Academy value based
Good to be Green	Warning – Academy value based
Bronze, Silver, Gold Stars	Yellow Card – time out in class
Star of the Week Certificate	Orange Card – missed break time, logged on system
Golden Tie	Red Card – miss part of lunchtime – parent informed
Raffle Tickets and prizes	Internal Exclusion
Class Pebble Rewards	Fixed Term Exclusion
Class Attendance Trophy	Permanent Exclusion

### Good to be Green

Every child will start the day with a green card displayed against their name. They will be rewarded if they remain on a green card for the whole week by receiving a Good to be Green sticker.

### Bronze, Silver, Gold Stars

Pupils who manage to go the whole term remaining on Green card will receive a 100% Good To Be Green badge. There are three to collect.

### Star of the Week Certificate & Golden Tie

Each week every teacher will decide on a pupil to receive the ‘Star of the Week’ award. This can be awarded for any aspect of school life, but is for those pupils who have shown genuine commitment to the Academy Principles and Ethos. The winner will be announced each Friday, and from the following Monday the winning pupil will get to wear the ‘Golden Tie,’ so that every member of the Academy community knows that they are the recipient of this prestigious award.

### Raffle Tickets and prizes

Pupils may also receive raffle tickets from any member of the Academy Staff for showing positive attitudes, demonstrating positive behaviour or being a good member of the Academy community. These will be entered into the weekly class draw where the winning child receives a small prize.

## **Class Pebble Rewards**

In addition to individual prizes, we encourage children to recognise they are part of a wider community in their class. When an entire class demonstrates excellent attitudes to learning or exemplary behaviour they may be awarded a class “pebble in the jar”. When the jar is filled, the class earn a treat to enjoy together.

## **Attendance and punctuality**

Whole Class trophies are awarded weekly for the class with the best attendance and punctuality. If a class achieves 100% attendance in any week they will be awarded a certificate from the Attendance Office. Particular praise will be given to children with 100% termly attendance and punctuality.

## **Sanctions**

There is a clear set of escalating sanctions for poor behaviour which teachers will share with pupils and display in classrooms.

Where anti-social, disruptive or aggressive behaviour is frequent, sanctions alone are ineffective. In such cases, close collaboration with parents/carers and careful evaluation of the curriculum on offer, classroom organisation and management, and whole Academy procedures will take place to establish and reduce contributory factors. Additional specialist help and advice from external agencies may be necessary. These arrangements will always be made with the full involvement of families and the SENCO.

# 14 PUPIL INFORMATION

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## **Digital Images, Photographs and Video Footage**

There are often occasions during the school year where photographs and/or video recordings of the children are made by staff, other parents/carers and the press. These may be published within the academy, on our website, or by Ark in wider publications, e.g. external websites and newspapers. **If you would not like your child’s image to appear externally, please let the school office know.**

Furthermore, children in the Foundation Stage 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 via the permission form in the pupil registration pack.**

## **Emotional Health and Wellbeing**

We will work closely with external agencies to support pupils and their families. At Ark Castledown Primary Academy, we will ensure that vulnerable children and young people have individual support plans and we will put in place planned and structured intervention work addressing the issues identified. We are aware that social and emotional skills are an integral part of the curriculum and of PSHE due to their potential impact on teaching and learning.

We believe that links between home and the Academy are vital; as it is by working together that our children's education will inevitably be more successful. Our academy welcomes all parents/carers to come in and help within the Academy or to discuss any issues that you have with a member of staff. We ask parents to try and resolve any issues or concerns they have with their class teacher in the first instance. Should a parent wish to speak to a member of the senior leadership team, we can arrange an appointment.

### **Parent/Carer Consultations**

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.



However, parents/carers are always welcome to have informal meetings with their child's teacher, at a mutually convenient time, or to arrange a more formal meeting if needed.

### **Annual Reports**

Annual reports on individual children will be sent out at the end of the summer term and will outline the progress that your child has made, together with individual targets for further improvement. There will be an opportunity for all parents/carers to comment on the report at the parent/carers consultations. Dates for these will be published in the school newsletter

### **Ark Castledown Primary Academy Website**

Please visit our website at [www.arkcastledownprimary.org](http://www.arkcastledownprimary.org) for up-to-date information and details of upcoming school events.

You can also follow us on twitter  @ArkCastledown and on  Facebook where we regularly share news stories and events from across the academy or on our website [www.arkcastledown.org](http://www.arkcastledown.org)

## 16 CONCERNS

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### **Safeguarding Children at Ark Castledown Primary Academy**

The academy, 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, within the academy and on related academy trips and other activities.

There are sometimes occasions when a member of staff deems it necessary to refer an incident to children's services. Usually the parent or carer of the child concerned will be informed of this decision. However, the academy is not legally obliged to inform parents and carers of this decision.

**The Designated Senior Person responsible for child protection is Frances Nicholls.**

**A full copy of our safeguarding policy can be obtained from the Academy Office.**

## 17 WELCOME TO ARK CASTLEDOWN PRIMARY ACADEMY

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By supporting and respecting each other, the staff at Ark Castledown Primary Academy and parents can work together to ensure the best education for all our children.



**BELIEVE AND ACHIEVE**