



# Ark Elvin Academy

21 December 2016

Dear Parent/Carer,

It has been busy end to the Autumn term and I wanted to take this opportunity to share with you some key changes we have planned for the new term. Each of these changes support us in improving provisions for your child and helping them make the most of their learning time with us.

## **Start of term**

Our first day back for pupils is Friday 6<sup>th</sup> January for a full day in school. Staff will be returning on 3<sup>rd</sup> January for three training days to support our school improvement and prepare for the changes in spring term.

## **Supporting student progress: Autumn assessments and parent review meetings**

All pupils completed a full assessment in every subject at the end of the autumn term and we are using the outcomes of these assessments to review your child's progress, ensure their needs are met and that work set is challenging them appropriately. As a result there will be some pupils who move classes for the start of the spring term. We will be issuing all pupils with new timetables on the first day back.

You will have the opportunity to discuss how your child is progressing at school at our upcoming parent review meetings. For years 7-10 these are taking place over three days in the second week of term when school will finish early at 2pm on Tuesday 10<sup>th</sup>, Wednesday 11<sup>th</sup> and Thursday 12<sup>th</sup> January 2017 to make time for every parent to meet with their child's form tutor and discuss their progress between 2 - 6pm. You will have received a time allocation for these meetings but please contact your child's form tutor if you need to arrange a different time. The year 11, 12 and 13 parents evening will take place on Thursday 19<sup>th</sup> January from 4.30pm when you will have the chance to meet with each of your child's teachers.

## **Supporting behaviour**

One of our most important tasks in the new year is to improve behaviour so all pupils can learn effectively in every lesson. This will necessitate the training of staff to ensure high expectations, consistency and fairness and also to ensure that every student understands what is expected of them. If a student then makes a mistake or their behaviour does not support the learning of others we will issue an immediate sanction as this gives pupils an opportunity to fix the mistake and support everyone in creating a calm, orderly and purposeful learning environment. Our after school detentions or 'corrections' support this. They take place for 30



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minutes from 3.30pm. Text messages will go home to parents informing them that their child is in a correction between 3.00 and 3.30pm. Pupils will be reminded of their correction at the end of their last lesson and it is their responsibility to make their way to the correction room. If they do not attend the correction they will sit a double detention the following day.

We have also reviewed the use of our internal exclusions room. This space offers an alternative to a fixed term exclusion. We are refurbishing the room and reviewing the work pupils complete during their time so that it supports a positive reintegration back into lessons. The new 'Seclusion Room' is a meaningful sanction that pupils will not want to repeat but also gives them space and support to fix the behaviour that got them in there in the first place. The seclusion room day runs till 4.00pm. You will be notified if your child has been placed in seclusion room and be invited into school for a parent meeting to discuss next steps.

We believe that great behaviour is achieved not just through sanctions but through rewarding where pupils get it right. We are supporting teachers to call home with good news about your child's progress and are using the merits for pupils to work towards rewards trips at the end of the school year.

## **Lunchtime**

We have reviewed the current lunch time provision. Our new school chef is serving nutritious, tasty and good value meals and we are keen for more pupils to enjoy their school dining experience. It is really important that you have applied for Free School Meals if you are eligible for them – please see information at the bottom of this letter. We are also introducing changes to make the lunch time queue run more smoothly. Years 10 and 11 only will now be allowed to bring packed lunches into school and eat them in the School Hall. In this space the school baguettes will also be served to KS4. This will free up the dining hall space for years 7-9 and significantly reduce the queuing time for the younger years.

Key Stage 4 packed lunches must be healthy and NOT include fizzy drinks, sweets or jumbo packs of crisps. Such items will be confiscated if brought into school. These packed lunches can only be eaten at lunch time in the school hall.

**Please do apply for your free school meals even if your child is in KS4 and bringing in their own packed lunches – our school will receive extra funding for every free school meal application.**

## **Goodbyes**

The following staff will be leaving the academy at the end of this term. We thank them all for their contribution to our school and wish them the very best.



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- Ms Villikko-Sefton, English language teacher
- Ms John, English teacher
- Mr Lagos, Music teacher
- Ms Tagoe, Science teacher
- Ms Wolfrey, Geography teacher
- Mr Miah, Exams officer

I am looking forward to working with the staff in 2017 as we do everything we can to improve Ark Elvin and begin to provide a very good standard of education for your children. We will not be slowing down for long over the holiday period as work will continue on renovating our student toilets. We have to make the most of our building while the new school is built but some basic refurbishments are needed and I am sure all pupils will appreciate these improved facilities.

I hope you and your families have a good rest over the holidays and enjoy the festivities. I look forward to meeting more of you in the new term.

Best wishes,

**Rebecca Curtis**  
**Interim Principal**



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## Is your child eligible for Free School Meals?

### How do I find out?

If you are a parent or carer, and receive any of the benefits below, then your child is eligible for Free School Meals:-

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are Not also entitled to Working Tax Credit and have an annual gross household income of no more than £16190)
- The Guaranteed Element of State pension Credit
- Income related Employment and Support Allowance
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit

### What to do next?

**If your application for Free School Meals is successful, Ark Elvin Academy will also receive extra funding from the Government to use in support of teaching and learning (Pupil Premium). This will be used by the school to enhance teaching and learning opportunities for your child.**

If you would like to apply for Free School Meals you can:

- Ask at Reception for an application form
- Apply online at [www.link2ict.org/FSM](http://www.link2ict.org/FSM)