



Welcome

Welcome to the autumn term. It has been a pleasure to meet all of the existing pupils and families as well as meet the new members of our school community.

I am delighted to be writing to you as the new Principal of Ark Swift Primary Academy. I feel extremely honoured and privileged to have been chosen to continue and build upon the success the school has already achieved. Having been an Ark Principal for seven years, I understand what is needed to take the school forward. You can be assured that as Principal, I will strive to create the best education for your child/children whilst they are members of our school family.

We have a very busy term ahead of us and I will endeavour to keep you up to date with what's been happening as well as forthcoming events via the fortnightly newsletter. Do remember to keep in touch with us and let us know if you have questions about any aspect of life at Swift.

I look forward to working with you and your children this year. With parents, staff and children working together in partnership I am sure that 2018-19 will be a most successful year for Swift.

With best wishes for the year ahead,



Daniel Upfield
Executive Principal

Staffing

An updated staff list will be available on our website by the end of this week that will include names as well as roles and responsibilities. During our INSET week it became quickly apparent what a wonderful team of professionals I have joined.

I am pleased to share with you an extended **Headship Team** for this year which brings some much needed capacity to the school and should enable us to *get better faster*.

Executive Principal	Daniel Upfield
Interim Vice Principal	Adam Vincent (covering Claire Piers' maternity leave)
Assistant Principal	Ali Leach (Inclusion and Safeguarding Lead)
Assistant Principal	Victoria Haynes* (Teaching & Learning, EYFS & KS1 Phase Leader)
	<i>* Previously Miss Burton. Congratulations on getting married during the summer!</i>

Additionally, the following staff make-up the **Senior Leadership Team**:

Phase Leader (Years 3 & 5)	Debbie Herron
Phase Leader (Years 4 & 6)	Rosie Pullinger
School Business Manager	Janice Cocks

Term dates

Term dates for 2018-19 can be found on our school website: <http://arkswift.org/welcome/academic-term-dates-2018-2019>

Please note holiday dates and INSET days when the school is closed for staff training.

PE days

Children are required to wear their PE kit to school on the following days:

Monday	Year R Bath and Year 1 Bristol
Tuesday	Year 3 Exeter and Year 5 York
Wednesday	Year 4 Oxford, Year 4 Warwick and Year 6 Durham
Thursday	Year 2 Manchester and Year 5 Cambridge
Friday	Year 6 Loughborough

In addition to PE lessons, Year 3 will be swimming on Friday mornings (starts Friday 28th September).

School uniform

Parents and carers are reminded that children must be in the correct full uniform. Please see the uniform policy on our website for full information including ties. Please also note children must wear black school shoes. Black or white trainers only are to be worn for PE.

Late collection at the end of the school day

Please be on time to collect your child at the end of the school day. Gates open at **3.25pm** and collection needs to be complete by 3:30pm. Late collections will now be from the school hall. Please enter via the main reception gate and make your way to the hall door. Late collections will be tracked and monitored.

Celebration Assembly

Celebration Assembly will take place on Fridays: KS2 at 9.05am and Reception and KS1 at 2.50pm.

Each week we will present certificates to children in all year groups as well as awards for attendance and invitations to Principal's afternoon tea.

If your child is going to be presented a certificate you will be informed via text message on Thursday evening so that you will be able to attend. We look forward to parents joining us for this important community event.

Forthcoming dates

The school website will begin to be populated with forthcoming dates for the term ahead. However, I wanted to make you aware of some events that will be taking place very soon.

Breakfast Briefings

This term we are holding 'breakfast briefings' for each year group. The briefings will provide parents with an overview of the curriculum for the year, set expectations, discuss how behaviour will be managed and answer any questions you may have. I hope you will find these informative as well as providing a good opportunity for you to meet the Swift team. Breakfast briefings will start at 8.40am – please come into school with your child and join them for their morning work. The briefing will then start at 9.00am prompt and should be finished by 9.30am.

Monday 10th September	Year 6
Tuesday 11th September	Year 5 & Reception
Wednesday 12th September	Year 4
Thursday 13th September	Year 2
Friday 14th September	Year 1
Monday 17th September	Year 3

Secondary Transition Meeting

Sam Lord, Hammersmith and Fulham's transition consultant will be coming to lead a session for **Year 6 parents on Friday 14th September at 9.00am**. The session goes through the whole process of what the different type of secondary school options are available to you, how to understand each individual school's admissions criteria, what banding tests means to you and your child, specialist (Aptitude) places, what foundation places will mean to you and your child, the process of how to apply on line, what your six choices will mean to you and your child, timelines, open days of visits to secondary schools you wish to visit and any other Q/A you may have around secondary school transition for you and your child. Please make every effort to attend this important meeting. Please wait in the main reception area just before 9.00am and you will be escorted to the session.

Behaviour

The Swift Way

We have high expectations for all and expect everyone involved with the school to behave in keeping with the '**Swift Way**' in order to ensure that all children have the best school experience they can.

This term we have made some important revisions to our behaviour policy to ensure consistency and kindness in our management of behaviour. We have simplified our whole school code to three simple rules.

In and around the school, we expect children to keep to this simple code:

- Ready
- Respectful
- Safe



We have set ourselves the ambitious target of positively transforming behaviour in the next 30 days. The whole school team is committed to this and we will invest significant time and effort. Ready, respectful and safe will be referred to in all our dealings with behaviour and it would be great to have parents on board with this too.

Behaviour cntd...

It is essential that parents and carers take responsibility for the behaviour of their child both inside and outside the school. We will seek to develop positive relationships with families so that we can work in partnership to maintain the high standards of behaviour expected in school.

Please take time to read the full behaviour management policy that can be found on our website:

<http://arkswift.org/policies/behaviour>

We have also provided you with a hard copy included with the newsletter.

I hope you will be supportive of the changes and the positive approach. Expectations of behaviour are incredibly high but gone are the negative detentions and yellow/red cards. There are some exciting initiatives coming up such as the introduction of school houses. Watch this space for further details in the coming weeks...

Attendance and punctuality: the key to success and well-being

Attendance, achievement and social, emotional well-being are inextricably linked; therefore attendance is a key priority here at Ark Swift.

This letter outlines our absence procedures and what we are doing to ensure our pupils attend school – on time – every day. The school gates open at 8.40am each morning and close at 8.55am. Children are registered at 9.00am; any child arriving in school after this will be recorded as late. A child arriving after 9.25am will be recorded as an unauthorised absence for the morning sessions.

Sickness and late procedures

If your child is ill:

- Please call the school on the first day of absence by 9.30am and inform us of the reason. If you do not call us and we are unable to contact you, we will carry out a home visit.
- Keep us informed daily of how they are getting on.
- Where possible, let the school know of any appointments (medical/dental) in advance and try to arrange these out of school hours and during the school holidays. Letters will need to be provided so we can authorise these absences.
- An appointment card or prescription will be required for any absence if your child's attendance is a concern.

If after 3 days we are still unable to contact you, we will notify Hammersmith and Fulham ACE Services and report your child as 'missing in education'; we will also post a 20 day letter to you, as required by law.

If your child is late (i.e. after the gates close at 8.55am):

- They must access the school site via the office and provide a reason for their lateness. The Assistant Principal monitors punctuality and attendance on a weekly basis. If there is a cause for concern, we will follow the procedure below.

Continuous absences and/or lateness

If your child's absence falls below 96%, an alert will be triggered on our system and our monitoring procedure will begin

Attendance and punctuality: the key to success and well-being contd...

1. A letter will be sent out to inform you that we are concerned about attendance and/or punctuality.
2. If the pattern continues, you will be invited to a meeting with the Pastoral Support Manager to discuss this and set steps for improvement.
3. If there are no improvements and further absence/lateness, you will be invited to a meeting with the Assistant Principal.
4. Persistent absence and/or lateness will trigger a referral to the Education Welfare Service or Early Help. They will work closely with you to identify the barriers to getting your child to school.
5. If the absence still persists the school and Education Welfare Service will have no choice but to progress with penalty notice proceedings.

Term Time Travel

We are unable to authorise any requests for holidays during term time.

We recognise that there may be 'exceptional circumstances' meriting absence during term time, such requests will be considered on a case-by-case basis by the Principal following the completion of an Absence Request Form, which may be obtained from the school office.

What we are doing to encourage our pupils to attend, on time, every day

- Breakfast Club from 8.00am
- Celebration of class with the highest attendance in our weekly assembly and newsletter
- 100% attendance raffle in weekly assembly with prizes for children

We are open to suggestions from parents, pupils and staff as to what else we can do to promote attendance here at Swift.

Thank you for your ongoing support.

Yours Sincerely,

Ali Leach
Assistant Principal