Welcome

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

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.

The school benefited from an extensive redecoration during the summer holiday. Classrooms and corridors now look bright and fresh. Plans for Ed City continue in the background and I hope to be able to provide you with a more detailed update soon as to the proposed schedule of works.

An updated staff list will soon be available on our website. Please visit: http://arkswift.org/welcome/staff

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 2019-20 will be a most successful year for Swift.

With best wishes for the year ahead,

Daniel Upfield
Principal

Term dates

Term dates for 2019-20 are attached with the newsletter and can be found on our school website: http://arkswift.org/welcome/academic-term-dates-2019-2020

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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Year R Bath; Year 6 Durham &amp; Loughborough</th>
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<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>Year 1 Bristol &amp; Year 2 Manchester</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Year 3 Exeter &amp; Year 4 Sheffield</td>
</tr>
<tr>
<td>Thursday</td>
<td>Year 5 Warwick, Year 5 Worcester &amp; Year 6 Durham</td>
</tr>
<tr>
<td>Friday</td>
<td>Year 6 Loughborough</td>
</tr>
</tbody>
</table>

In addition to PE lessons, Year 3 will be swimming on Friday mornings (starts Friday 20th September). A separate letter has been sent home to Year 3 parents about this.
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.

Parent Briefings
This term we are holding ‘parent 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 17th September</td>
<td>Year 6*</td>
</tr>
<tr>
<td>Wednesday 18th September</td>
<td>Year 5</td>
</tr>
<tr>
<td>Thursday 19th September</td>
<td>Year 4</td>
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<tr>
<td>Friday 20th September</td>
<td>Year 2</td>
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<tr>
<td>Tuesday 24th September</td>
<td>Year 1</td>
</tr>
<tr>
<td>Wednesday 25th September</td>
<td>Year 3</td>
</tr>
<tr>
<td>Wednesday 2nd October</td>
<td>Nursery &amp; Reception</td>
</tr>
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*Secondary Transition Meeting
Sam Lord, Hammersmith and Fulham’s transition consultant will be coming to lead a session for **Year 6 parents on Tuesday 17th 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 in the hall. **The Year 6 Parent Briefing will follow the secondary transition meeting and will include important information about SATs and the Year 6 residential next June.**

If your child is in Year 6, they will also bring home today:
- Hammersmith and Fulham applying for secondary school ‘hints and tips’ booklet – **This contains all the information you will need on how to apply**
- Visiting and test dates for Kensington and Chelsea Schools
- Open day programme for Ealing secondary schools

If you require any help with secondary applications, please don’t hesitate to speak to a member of the leadership team or your child’s Year 6 teacher. In addition, Miss Burton and Miss Katie are happy to sit with parents and guide them through the online application process.

Secondary applications must be made by **31st October 2019**.

The e-admissions website is located here: [https://www.eadmissions.org.uk/eAdmissions/app](https://www.eadmissions.org.uk/eAdmissions/app)

Phonics Workshops
If you have a child in Early Years or Year 1, Miss Venzal is running phonics workshops on **Thursday 19th (Reception & Nursery) and Friday 20th (Year 1) September**. Please come along to one of the sessions to find out more about how we teach reading at Ark Swift. Wait in the main reception area just before 9.00am.
Water Bottles

All children will shortly be receiving a new Ark Swift water bottle free of charge. We encourage children to stay hydrated during the busy school day – please ensure your child brings their water bottle to school daily. Please note that water bottles need washing at home.

Lost bottles will be charged at £1 for a replacement and can be purchased from the school office.

Meet the Leadership Team

On Wednesday 9th October we will be holding an informal coffee morning in the lower hall from 9am. Please come along to meet with the Leadership Team. This will be a great opportunity to have a chat, ask any questions you may have as well as discuss ideas and suggestions.

Our Senior Leadership Team this year is:

Daniel Upfield Principal
Claire Kilyan Vice-Principal
Formerly Claire Piers - Congratulations on getting married during the summer!
Ali Leach Assistant Principal – SENDCo

Additionally, the following staff make-up the Extended Leadership Team:

Phase Leader (EYFS – Nursery & Reception) Rocio Venzal
Phase Leader (KS1 – Years 1-2) Ali Leach
Rocio and Ali are covering Victoria Haynes’ maternity leave
Phase Leader (KS2 – Years 3-6) Rosie Pullinger
School Business Manager Janice Cocks

Clubs

The club offer for the autumn term will be sent home early next week with clubs starting the week beginning Monday 23rd September. We will not be using a first past the post system to eliminate the scramble to get club letters returned.

We still have a few spaces in our free breakfast club which runs from 8am. If you’d like your child to attend, please speak to the school office.

House Captains

Congratulations to the newly elected Year 6 house captains:

<table>
<thead>
<tr>
<th>Owls</th>
<th>Hawks</th>
<th>Eagles</th>
<th>Falcons</th>
<th>Kestrels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benjamin</td>
<td>Alia</td>
<td>Yasin</td>
<td>Darcie</td>
<td>Isra</td>
</tr>
</tbody>
</table>
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 section of the newsletter 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:

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

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.

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**Pupil Council**

Congratulations to our newly elected Pupil Council:

Year 1 Bristol    Emilia  
Year 2 Manchester Freddie  
Year 3 Exeter    Hamno  
Year 4 Sheffield Bess  
Year 5 Warwick    Princess  
Year 5 Worcester  Kirl  
Year 6 Durham     Cedrix and Marcelo  
Year 6 Loughborough Yasin & Taifa

Year 6 have two children selected as they will be representing the views of Nursery and Reception.

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**Discovery Boxes**

As part of the new curriculum we are developing, children in Years 1, 3 and 4 will soon be bringing home ‘Discovery Boxes’ to support topic learning at home. We hope you will enjoy the activities, resources and suggestions and look forward to feedback from yourselves and the children.
School Uniform

Parents and carers are reminded that children must 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. **Trainers can only be worn for PE.**
Term dates 2019-20

September

October

November

December

2019

2020

January

February

March

April

May

June

July

August

School days
School holidays
Bank holidays
School inset days
Ark inset days