



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:

Monday	Year R Bath; Year 6 Durham & Loughborough
Tuesday	Year 1 Bristol & Year 2 Manchester
Wednesday	Year 3 Exeter & Year 4 Sheffield
Thursday	Year 5 Warwick, Year 5 Worcester & Year 6 Durham
Friday	Year 6 Loughborough

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.

Tuesday 17th September	Year 6*
Wednesday 18th September	Year 5
Thursday 19th September	Year 4
Friday 20th September	Year 2
Tuesday 24th September	Year 1
Wednesday 25th September	Year 3
Wednesday 2nd October	Nursery & Reception

*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>

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.

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 contd...

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.

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.

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.**



