



August 2020

Dear Parent/Carer,

I hope you and your family continue to stay safe and well.

On the 2<sup>nd</sup> July 2020, the government released guidance explaining that schools would return in September as the prevalence of coronavirus has decreased. We know that the very lengthy time away from school is detrimental to our children's mental and physical wellbeing and so with the stringent protective measures successfully in place since March 2020, we are very much looking forward to welcoming back all of our staff and students. It is important that all students return to us in September. We do not want any students falling further behind as a result of this pandemic. As such, the government have made it clear that normal Attendance to school expectations and protocols will resume. This means:

- It is a parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- It is a schools' responsibility to record attendance and follow up absence
- Schools have availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

In line with public health advice, we acknowledge there may be need for a minority of students and their families to shield or self-isolate if they present with symptoms, test positive for coronavirus or a close contact has coronavirus. With regards to students' punctuality, please be mindful that as students adapt to planning their journey into school each morning, they may need to leave their homes somewhat earlier to ensure they arrive to school on time.

If you have any concerns or worries surrounding your child's return back to school, please email [info@arkalexandra.org](mailto:info@arkalexandra.org).

Many visitors to our school since our opening in September 2019 have remarked on the business-like appearance of our students both around the school and outside. We want our students to be known as the smartest dressed and most polite and respectful students in the community. The professional dress of our students facilitates greater levels of confidence and self-empowerment preparing our students for university and professional careers. It is with this ethic that we ask all parents and carers to appreciate the need for us to enforce uniform and behaviour rules for students.

Any student arriving to school without the correct school uniform or equipment, will not be permitted to enter main school circulation. ALL students should have full school uniform and black shoes although we recognise there may be delivery issue related to the school blazer.

If these school rules are broken by students, they will be directed to our Internal Exclusion (IE) room where they will remain until their uniform is corrected. Parents must then either attend school to provide the missing items or parental permission is granted for the student to travel home to correct their uniform. Whilst in IE students will complete silent study in the core subjects English, Mathematics and Science.



**Please note that the current government guidance suggests that uniform does not need to be cleaned more often than normal.** Full guidance can be found [here](#). For a full list of uniform and equipment expectations please see overleaf.

Parents are reminded that we operate a strict **mobile phone policy at Ark Alexandra, meaning phones are not expected to be seen or heard and this applies at all times unless explicitly told otherwise.** This policy allows us to minimise any online bullying, distribution of indecent images, exploitation, theft and distractions to the learning environment. The policy refers to ALL mobile or electronic communication devices. I can confirm that we do not operate a mobile phone drop off/collection service for students. Randomised searches are undertaken and if a student is found to have a banned item on their person this will be confiscated and disposed of as per our policy.

## **Prohibited Items.**

- Mobile phones switched on, seen or heard by a member of staff without authorisation
- Sweets and fizzy drinks (any other high sugar foods or drinks)
- Chewing gum
- Tippex
- Headphones
- Personal stereo equipment
- iPad/iPad
- Chocolate/cakes/Crisps (small packet) that are not part of a packed lunch
- Any toy or item deemed by the school to cause unnecessary distraction
- Any item or implement that can be used to damage or vandalise school property
- Any Item the school considers harmful or detrimental to school discipline
- Offensive weapons: any conventional weapon or makeshift weapon brought or forged or in possession to cause harm
- Anything dangerous including Cigarettes, E-cigarettes, Vaping devices, Lighters, drugs, alcohol
- Laser pens
- Tasers

Please visit the school's website to see our school uniform and Behaviour Policy at <https://arkalexandra.org/our-policies>.



## **Coronavirus Red Lines**

The following behaviours may lead to the student receiving an immediate Fixed Term Exclusion. Any student that needs to have a Fixed Term Exclusion during the pandemic, will not return to main circulation until a risk assessment and we can be assured that the student will adhere to all our expectations. The following behaviours may result in a Fixed Term Exclusion:

1. Deliberate or malicious coughs/sneezes at any point
2. Humorous, inappropriate comments or statements related to the coronavirus
3. Purposeful physical contact with any other person
4. Repeated failure to follow instructions within an appropriate timeframe resulting in the student needing to be removed from lesson;
5. Deliberate or malicious undermining of protective measures including infringing on the allocated staff zone. Current Red Lines are still applicable:
  - No swearing at staff
  - No shouting or aggressive behaviour
  - No answering back or challenging staff
  - No making contact with staff

As a family, please discuss the importance of following all our rules and expectations so that we can keep each other safe. It is important that you also explain the serious implications should your child present these behaviours.

At Ark Alexandra we encourage healthy lifestyles for everyone and therefore do not allow food and drinks with a high sugar content to be consumed on the premises. Please refer to the rewards and consequences policy for further details.

Our Golden Ticket reward scheme will be launched in September with the students. A summer reward trip will be available to a select number of students so competition to achieve the maximum Golden Tickets is high. Students who display excellent attendance, punctuality, behaviour, academic effort (including excellent presentation of work) and wider school contributions, will be rewarded. Students must remember that they will be at a disadvantage if they receive a significant number of negative Behaviour points, as these will be subtracted from their Achievement total. Students will be rewarded throughout the year with Golden Ticket draws in assemblies with a range of prizes. Students appreciate that their efforts and hard work are being recognised and this elevates their own self-esteem.

In preparation for this new half term, there are some important reminders that are set out on the attached information sheet – please spend some time going over this with your child this week.



## Start of term logistics

Year group	Date of Inductions	Start and finish time
Year 7	7 <sup>th</sup> , 8 <sup>th</sup> and 9 <sup>th</sup> September	7 <sup>th</sup> and 8 <sup>th</sup> Sept: 8.45am - 1.00pm 9 <sup>th</sup> Sept: 8.30am - 3.15pm
Year 8	Weds 9 <sup>th</sup> September	10.00am - 3.15pm
Year 9	Tues 8 <sup>th</sup> September	8.45am - 1.00pm
Year 10	Weds 9 <sup>th</sup> September	10.00am - 3.15pm
Year 11	Weds 9 <sup>th</sup> September	1.00pm - 3.15pm
Year 12	Tues 8 <sup>th</sup> September	1.30pm - 3.15pm
Year 13	Tues 8 <sup>th</sup> September	10.00am - 12.35pm

## The normal school day will resume from Thursday 10<sup>th</sup> September 2020:

- Students arrive between 8.15 and 8.30am. Lessons start at 8.45am.
- Students will be dismissed at 3.15pm apart from year 11 who, on a Monday and Tuesday will depart at 4.05pm.

The school day will resume to normal school hours after the stated induction day.

Getting the basics right is very important to us at Ark Alexandra because this sets students up to be successful. As always, I would like to thank you for your ongoing support.

Yours faithfully,

Mr J Scafe  
Network Associate Principal



## List of required uniform:

1. Students will be wearing full school uniform and appropriate school shoes
2. Students will have correct fitting shirts which allow the top button to fasten at all times and allow the shirt to be appropriately tucked into their skirts or trousers
3. Students will not have bleached hair or extensions in their hair which is an unnatural hair colour for the student
4. Students will not return to school with lines or grooves cut into their hair or eyebrows
5. Students will not be wearing make-up of any kind
6. Students will not wear hoodies
7. All overcoats must be either black or blue
8. Students' skirts will be knee length

Please see a table from the school's Uniform Policy below:

Uniform Policy			
<b>Aims:</b>	For students to attend school each day in full uniform, carrying the correct equipment and being prepared for learning.		
<b>Targets / outcomes:</b>	Students have no distractions to their learning. They are safe and well prepared for school and every lesson.		
<b>Definition:</b>	This document is a set of explicit expectations, based on our core values: leading by example, working together, respecting individuals, dedication to learning and achieving, openness, commitment to all, fairness.		
<b>Date approved</b>	01 September 2020	<b>Date for renewal</b>	1 Year
<b>Responsible for policy</b>	Network Associate Principal - Jerome Scafe		
Introduction			
<p>Students demonstrate that they are ready and equipped to learn by wearing the correct uniform and carrying the correct equipment at all times. This policy demonstrates our ambition to prepare our students for life, through following a suitable dress code appropriate to the environment and being responsible for ensuring that they have the correct equipment to enable them to be well prepared and successful.</p> <p>Ark Alexandra has a traditional uniform, which will be strictly enforced. Wearing the correct uniform in the correct manner is one of the ways that our students will show they take pride in themselves and in their school.</p> <p>We believe that uniform is one of distinguishing symbols by which the local community recognises and makes judgements about students. We want those judgements to be entirely positive.</p>			



We also believe that uniform contributes to creating a disciplined and well - ordered learning environment in school.

We will ensure that the school uniform is affordable and that it provides good value for parents.

We acknowledge that we have an obligation to protect the rights of individuals to display their religious beliefs. The uniform will therefore include options for a Shalwar-Kameez, and pupils will be allowed to wear religious items such as a hijab (plain and in the school colours) or kara.

Any pupil wearing incorrect uniform will be sent home to correct their uniform, in a circumstance where this isn't possible or feasible they will be placed in the Internal Exclusion/Re-set until their uniform is corrected.

Uniform and equipment are checked every morning and students do not enter lessons until they are correctly dressed and carrying the correct equipment for the day.

## Ark Alexandra Uniform

Students in Year 7 must wear the full Ark Alexandra uniform. Students in Years 8-11 must wear either the new Ark Alexandra uniform, or their full Helenswood or William Parker uniforms. Uniforms cannot be mixed. Legacy uniforms are no longer available to purchase. All uniform should be labelled with students' names.

Ark Alexandra uniform (supplier: Superstich86)

- Ark Alexandra blazer
- Ark Alexandra school jumper (optional)
- White collared shirt
- Ark Alexandra tie (worn to touch the top of the trousers or skirt)
- Navy blue school trousers (no jeans, leggings, or trousers of this style)
- Navy blue school skirt (pleated, unrolled and no more than 2 inches above the knee)
- Ark Alexandra PE T-shirt (collared or round neck)

Uniform for all students

- Black school shoes, flat and with proper soles (no trainers or trainer style shoes)
- Socks or tights are plain black, navy blue or white (no patterns or leggings)
- School bag that is large enough to carry A4 size books
- Navy blue tracksuit bottoms or shorts for PE (no leggings)
- Trainers for PE
- Dark coloured coat (only worn outside of the school buildings)
- Religious headwear should be navy or black
- Hair is natural colour and without any shaved patterns or lines
- All long hair is tied back with a navy or black band
- Jewellery should not be worn, with the exception of a maximum of 2 small stud earrings worn in ears and a wrist watch (no facial piercings)



- Make-up should not be worn
- No artificial nails or nail varnish
- Plain black belts

## Legacy Helenswood uniform (Years 8 – 11 only)

- Helenswood blazer (worn at all times)
- Helenswood school jumper (optional)
- White blouse
- Navy blue drop pleated skirt or trousers (no jeans, leggings, or trousers of this style) (unrolled and no more than 2 inches above the knee)
- White PE-Shirt with logo

## Legacy William Parker uniform (Years 8 – 11 only)

- William Parker blazer (worn at all times)
- William Parker school jumper (optional)
- White collared shirt
- William Parker tie
- Black trousers (no jeans, leggings, or trousers of this style)
- William Parker PE top

## Uniform not permitted

The following are not permitted at Ark Alexandra

- No jewellery should be worn with the exception of 2 small studded earrings
- Watches are permitted – Smart watches are not permitted in exams & must not be a distraction outside of examinations
- No Make-up
- No nose/tongue piercings
- No dyed or bleached hair
- No hair extensions of unnatural hair colour for that student or lines or grooves in the hair.
- No mix & matching of uniform (Tracksuits with blazers/shirts etc)
- No Trainers to be worn with school uniform
- Skirts of inappropriate length (Skirts must be knee length)
- Designer belts, with large buckles.
- No sweatshirts or “hoodies” worn under or over the blazer



## Consequences of Improper Uniform

*This is not an exhaustive list. Please also refer to the rewards and consequences policy.*

In exceptional circumstances, the pupil will be provided with the correct uniform, for example, shoes or a tie.

If a student has had multiple requests to unroll the skirt, the student will lose the right to wear a skirt. Parents will be called and they will be expected to return into school wearing trousers that depending on the year group will be black or blue.

If the school does not have a replacement or the pupil refuses to wear the uniform offered, they will be either sent home to collect the missing uniform item before being expected to return properly attired or placed in Internal Exclusion/Re-set for the whole day. Parents will be contacted.

If a student needs to wear incorrect uniform for a particular medical reason this must be accompanied with a letter from parents. Absence of this letter will result in the student being placed in Internal Exclusion. It is important to cite, even in cases where there is a note from parents/carers, the academy will make a final judgement on whether the reason for lack of appropriate uniform is acceptable.

If a pupil's hair is dyed, bleached or coloured in any way they will be placed in Internal Exclusion/Re-set until the dye grows out, washed out or treated out.

Accessories for hair such as bandanas, tights and scarves are not to be worn in any circumstance. Only conventional hair bands (black or blue) may be worn.

If a student has lines or grooves shaved into their hair or eyebrows they will be sent home in order to correct the hairstyle with parents being contacted beforehand. They will be able to return as soon as the hair/eyebrows adhere to the school uniform policy. If for any reason they cannot go home to correct the lines/grooves, they will be placed in Internal Exclusion or they may be placed in a detention after school until the lines have grown out.

Make-up refers to any facial enhancement product, nail varnish or fake nails. Students will be instructed to remove this immediately or will be placed in the Internal Exclusion if it cannot be removed at school.

## Equipment

Equipment for all students

- Reading book
- Pencil case
- Black pens
- Green pens
- Pencils





- Ruler
- Eraser
- Scientific calculator

## Equipment

An important way of setting our students up to succeed each day is to ensure they have all the equipment they need for each and every lesson they go to. **Please can you ensure that as parents/carers you are sending your child to school with the following essential parts of their equipment:**

1. A reading book –this should be changed as and when it is completed
2. A clear, transparent pencil case containing – black/blue/green/red pens, pencils, pencil sharpener, rubber, ruler, white board pen, highlighter pens, scientific calculator, protractor
3. A school planner – the school will provide this. However, the planner will cost £5 to replace if the student loses or damages it.