

'Growing, learning and succeeding together'

INDUCTION BOOKLET

A Guide for Parents

Year 9

2022-2023



● ● ●
Ambitious



● ● ●
Resilient



● ● ●
Kind

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Ark Victoria Education

We are delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. We are working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.

It is our responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress.

We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives. Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

Our mission

We aspire to be an excellent school, ensuring that every pupil leaves our academy confident, secure, with the necessary skills, knowledge, and cultural capital to make informed choices about their future career; able to lead happy, healthy, fulfilled lives, contributing positively to society.

Our Vision

To be the number one school of choice in our community, improving the life chances of all those within our community.



Ela McSorley | Principal | Ark Victoria Academy

Introduction

We welcome you and your family to Ark Victoria Academy; we are excited to have your child as one of our students, who together with our teachers and support staff will be setting the high standards and enthusiastic approach to learning for students for many years to come.

We want your child to enjoy their time here, to achieve their best in education and embed key values in their day-to-day life that will help them to achieve their potential throughout their life.

All pupils should aim to work hard and at Ark Victoria Academy, they will always find people around them who will be happy to help and support them. We are also here to support their spiritual, physical, intellectual, moral, social and cultural development.

We believe it is important to learn academically, but also through music, arts and sports. We want each pupil to achieve their best and have fun too. As in life, to get the most out of school, your child must be prepared to put a great deal in - commitment is **very** important.

Homework is an essential part of learning; although we want pupils to be involved in other activities, homework must **always** take priority because it is a vital part of helping pupils to work independently.

We hope that as we journey together, your child will grow to be an inspired learner, a confident individual, a responsible citizen and a compassionate contributor to society. We look forward to helping your child achieve their best.



Mrs Chatwin

Assistant Head Teacher

Designated Safeguarding, Behaviour & Attendance Lead at Ark Victoria Academy
Co-Chair of Birmingham Central Sharing Panel

Ark Victoria Pupil Code of Conduct

Core Values

Ambitious – to have high standards of behaviour, work and equipment

- Have pride in your behaviour and attendance so you have the best chance to succeed
- Present your best self to achieve your potential
- Give yourself the opportunity to make a difference in later life

Resilient – put in 100% effort in all aspects of school life

- Follow instructions first time
 - Fully apply yourself to every task, even when you find the task difficult.
- Learning is not easy; you need to be persistent
- Remain 100% focused so others can learn without interruption

Kind – be kind to everyone; every time

- Treat everyone with respect
- Be polite
- Help to create a positive place to learn



Transition from Year 8 to Year 9

Year 9 is an exciting and important transitional year for all students as they embark on the third phase of their journey through secondary school. It is the year when they finish their Key Stage Three journey and get ready for Key Stage Four. It is the expectation that by the end of the year, all students in year 9 will have developed the necessary skills to become strong, resilient and independent learners – ready for the challenges of the year ahead.

All students in Year 9 are seen as young adults, capable of making the right informed decisions about their behaviour and learning. We believe that every student has a part to play in building a strong foundation, we believe that every student has the right to learn, we believe in creating a strong working partnership between home and the school for the student to thrive.

Making the right curriculum choices in Year 9 is an important part of the transitional journey. It is important to choose subjects that will interest and motivate the student. With the support of the Senior Leadership Team, Curriculum Leaders, and the respective Pastoral support team, students will be supported in making several curriculum decisions that will affect the rest of their educational career.

As the Year 9 Head of Year, I am responsible for leading and supporting all students in the year group. It is the expectation that all students are respectful of both staff and their peers. We believe that through establishing and stabilising strong foundations, students are given every opportunity to work together for the common good of all.

Mr Martin
Head of Year 9



Year 9 Guided Options,

At Ark Victoria Academy, we are committed to providing a broad, balanced and high-quality education for all to ensure that every pupil can go to university or into a career of their choice. Pupils begin their GCSEs in year 10 and have the opportunity to start personalising the subjects they study in Year 9.

Information for Students

Selecting which subjects to study in year 10 and 11 is a very important decision. You will be studying some subjects in greater depth and therefore need to consider carefully your choices. Decisions made now can affect your choice of sixth form or college course and your future employment prospects. Which subjects you choose to study must be your decision, but you have many people in school who can help such as your form tutor, your teachers and Head of Year.

How to choose a Course

Do:

- Choose courses where you are making outstanding progress.
- Choose courses that you are interested in further developing (future careers).
- Research the subject examination board website.
- Read the information offered in this booklet carefully.
- Watch the online subject videos on our website.
- Discuss it with your parents.
- Ask your teachers.

Do Not:

- Choose a course because your friends have chosen that course.
- Choose a course because of the teacher.
- Make a decision without reading about the course.
- Make a decision without thinking about your future after leaving school

UNIFORM

At Ark Victoria we expect **all** pupils to wear the correct school uniform and always to look clean and smart. We also expect your child to have their name in all of their uniform, school/P.E. bags etc. It helps us to return these to your child if they misplace any of them.

This is what we expect your child to wear:

- AVA blazer
- AVA jumper
- AVA tie
- White shirt (short/long sleeves)
- Navy pleated skirt, knee-length (girls)
- Navy trousers (boys/girls)
- Navy socks (boys/girls)
- Black or Navy tights (girls)
- Black shoes (no trainers, canvas shoes or shoes with bows/decorations/logos.
- Navy Hijab, putka or turban.

Boots/outdoor coats may be worn to school in bad weather but must be changed on arrival to school.

For P.E:

- AVA sweatshirts or navy blue
- Navy shorts/track suit bottoms
- Black trainers
- Black socks

Your child will need a separate P.E. bag for their kit. Please make sure it has their name in it.

JEWELLERY

We **do not** allow pupils to wear the following items:

- Rings
- nose studs
- Wrist bands/non-religious bracelets
- Necklaces

| Uniform expectations | |
|---|---|
| Correct Uniform | Incorrect Uniform |
|  |  <p style="color: red; text-align: center;">No canvas shoes, trainers or boots</p> <p style="color: green; text-align: center;">✓ Smart, black polishable shoes</p> |
|  |  <p style="color: red; text-align: center;">No make-up</p> |
|  |  <p style="color: red; text-align: center;">No jewellery or smart watches</p> <p style="color: green; text-align: center;">Articles of faith including kirpans (worn under clothing)</p> |
|  |  <p style="color: red; text-align: center;">No coats, hats, scarves or hoodies to be worn inside the school building</p> |



Equipment

Your child will need to bring to school every day:

- School bag
- Pencil case
- 2 pencils
- 2 black handwriting pens
- 2 green biro pens
- 1 30cm ruler
- 1 rubber
- 1 highlighter
- 1 glue stick
- Maths equipment (scientific calculator, protractor, compass, set square)
- Reading book

There are also several other items which your child may find very useful: -

- Protractor
- Compass
- Pack of felt-tip pens
- Dictionary
- Scientific calculator

PLEASE DO NOT GIVE YOUR CHILD TIPPEX or ELECTRONIC DICTIONARIES TO BRING INTO SCHOOL

HOMEWORK

Homework is an essential part of learning and of school life. It will be more enjoyable for your child if they are organised and use it to discover new information and come up with their own creative ideas.

Your child will be given a Homework Timetable in their planner. This will tell them when they will be given homework for each subject. In their Planner, they will record the homework tasks and when they should be handed in. Sometimes a teacher will not set homework – your child should write “None set” in your planner.

In Year 9, your child should spend 30 minutes on homework for each subject.

What if your child does not understand the homework task or can't complete it in time?

This happens sometimes. If it does, they must see the subject teacher and ask for help or ask for extra time.

EXPECTATIONS FOR LEARNING

- Always arrive on time for school
- Always arrive on time for lessons
- Always be respectful to staff and other pupils.
- Your child is expected to have the correct books and equipment for each lesson. Make sure they check their bag each night.
- Do not disrupt lessons – silly behaviour stops your child and other pupils from being able to learn.
- Pupils take their bag, books and equipment into each lesson. They do not leave things in other places around school.
- At the beginning of each lesson – pupils line up **quietly** outside the classroom. They do not enter the classroom until a teacher tells them to go in. They do not sit down until they are asked to sit down.
- During the lesson pupils must put their hand up if they want to ask or answer a question. They should never shout out unless a teacher has said they can respond.
- At the end of a lesson – collect their things together and wait for the teacher to dismiss the class.
- The teachers will have a seating plan. Your child must sit where they are told to sit. They must ask the teacher if they think that they may need to move to a different seat.

Everyone at Ark Victoria is responsible for keeping us all safe and for taking care of the school and the outside grounds so we ask pupils:

Things you do

- Put rubbish in the bin.
- Report accidental damage.
- Hand in lost property.
- Get to school and lesson on time.
- keep your hands and feet to yourself.
- Be respectful to staff and peers.
- Raise your hand if you want to ask a question in lesson.
- Go straight home from school at the end of the day.

Things you don't do

- Eat in the school Building.
- Drop litter.
- Run inside the building.
- Graffiti on desks, chairs books or planner.
- Bring chewing gum.
- Fizzy drinks and sweets.
- Go to the toilet in lesson (unless medical)



DETENTIONS

A detention may be given if your child does any of the following:

- Misbehave in school
- Disrupt the learning of others
- Do not complete tasks
- Fail to complete/give in homework

If they are given a detention, they must make sure that they turn up on time.

If they are given a detention, parents will receive a text message, notifying them of detentions and the duration.

E-SAFETY

We want your child to be safe when accessing the internet. Rules for using the internet and social media will be explained to them. There are restrictions on which sites they can use, we monitor this closely.

Your child will be given a username and password so they can log-on to the school computers. Your child should not share these with anyone or allow anyone to use their log-in details.

ILLNESS/INJURY

If your child is feeling unwell during a lesson, they should tell their teacher who will email the school health officer to be looked after. Your child should not refer themselves during lesson changeovers.

If they are unwell or hurt during break or lunch time, they should look for a teacher for assistance.

LIBRARY

Every week your child will have one of their English lessons in the library. All pupils Years 7-11 participate in the Accelerated Reader Program. Your child will be expected to choose a reading book from the library and read for at least 20 minutes every day. They should always have their reading book with them.

MOBILE PHONES

We allow pupils to bring mobile phones to school, but **we do not encourage it**.

If your child decides to bring in their phone, the school will not accept responsibility if their phone is lost or damaged.

Their phone must remain turned off when on school site.

If your child decides to use their phone in school, they will receive a sanction and their phone will be confiscated.

Your child should **not** take photographs of other pupils wearing school uniform and they should **never** post photographs of others on social media sites.

MONEY and VALUABLE ITEMS

Pupils should avoid bringing large sums of money or valuables into school. This includes designer footwear and clothing.

MUSICAL INSTRUMENT TUITION

Ark Victoria Academy offers your child the opportunity to play an instrument of their choice. Lessons are usually provided, for an additional cost, by a visiting teacher from the Birmingham Music Service.

If your child has extra music tuition, they will be out of a lesson for about 20 minutes and they will be expected to find out and catch up the work they have missed – especially any homework that has been set.

The timetable for music tuition sessions will be put on the notice board near the music rooms

SUPPORTING ORGANISATION

Here are some useful tips:

1. Any letters/notes from school will be given to your child. If a reply is needed, you should sign it and your child must bring it back the next day.
2. Check your child's planner daily to ensure they have written down homework and things to remember
3. Provide a separate folder in your child's bag for keeping single worksheets together
4. Get your child to sort through their school bag every night, and make sure they have everything they need for the next day. Take out any books that they will not need.
5. Ensure your child's PE kit is brought home so that it can be washed ready for the next PE lesson
6. Pin a copy of their timetable somewhere at home (e.g. the kitchen notice board, the fridge or their bedroom wall) so you know what they will need each day.
7. Have the telephone numbers of a couple of their friends in their form/set so they can phone them if they are unsure what the homework is or what equipment they need for the next day.

Use the Weekly Checklist on the next page – it will help your child be **super** organised.

WEEKLY CHECKLIST

| TASK | TUES | WEDS | THURS | FRI |
|--|------|------|-------|-----|
| Lunch/snack/bottle of water | | | | |
| Bus Pass | | | | |
| Homework to hand in tomorrow | | | | |
| Books for lessons tomorrow | | | | |
| Planner | | | | |
| Reading Book | | | | |
| Reply slip(s) | | | | |
| | | | | |
| Give any school notes/letters to parents | | | | |
| Check planner for homework tasks | | | | |
| Complete homework | | | | |
| | | | | |

REMEMBER A PARENT MUST SIGN THEIR PLANNER AT THE END OF EACH WEEK

PERSONAL PLANNER

Your child will be given a Personal Planner on their first day at Ark Victoria. This is a very important item. They must always bring it to school.

They will be asked to copy their timetable into their planner, and they will use it to record homework, messages to/from parents, reminders about equipment they need etc.

Parents and their form tutor will sign the planner every week to keep it up to date.

If your child loses their planner, they must tell their form teacher as soon as possible.

Although it is their planner, they must not use it inappropriately. They should not write anything in it that they do not want an adult to read.

PRACTICAL LESSONS

It is important for your child to listen to instructions and always work **SAFELY**. It might be appropriate to wear protective items such as goggles or overalls. If they are handling chemicals or using a Bunsen burner, they are expected to act **RESPONSIBLY**, always thinking of their own safety and the safety of others. They should **NEVER** run in a laboratory or act in a way that could do harm.

WORKING IN LESSONS

Your child must pay attention in lessons and always follow the teacher's instructions.

They should focus on their work at all times.

Your child should not use lesson time for social conversations with friends or behave in a way that stops other pupils from learning.

Sometimes a teacher may ask them to work with other people because two heads (or more) are often better than one at coming up with ideas and solutions to tasks.

To get the most out of working in pairs/groups they should:

- participate sensibly
- co-operate with others and listen to them
- contribute their ideas but do not take over
- think about how others in the group can be fully involved and included in the process

Your child will gain less from group work if they:

- sit back and let others do all the work
- deliberately exclude people from your group
- always pair up with people that they know; working with new people can expand their views and awareness

SCHOOL RULES – Forbidden Items

To ensure everyone's safety in school, certain items are not permitted, and if found, will be confiscated:

- Tippex
- Chewing gum (this causes huge damage to our school environment and furniture e.g. tables, carpets, and carries a risk of choking)

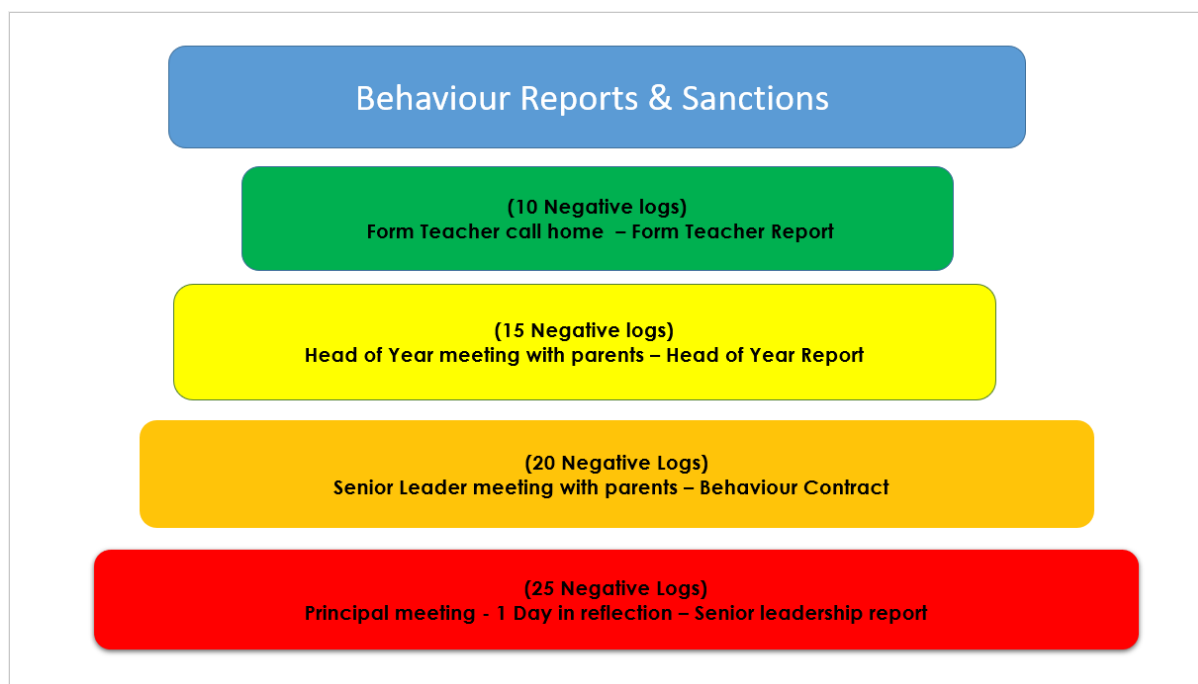
- Fizzy/high energy drinks
- Permanent marker pens
- Aerosol cans including aerosol deodorant
- Mobile Phones, I-pods, MP3s and stereos will be confiscated if seen (the school is not responsible for the loss of such items and is not insured against such loss)
- Large amounts of unnecessary money
- Expensive items
- Cigarettes, electric cigarettes, matches and lighters
- Torch/laser pens
- Any item which is potentially harmful to any member of the school community

Your child should not bring electronic dictionaries into school. These are often expensive devices, and we want our students to learn how to use books such as a dictionary and thesaurus.

COMMUNICATION AND ORAL WORK

- Your child will find that lots of lessons are based on discussion and giving their opinions, and as they develop their language skills they will become more confident.
- Even if your child is shy, they should work hard on their oral contributions as they are an important part of school life.
- They should never be afraid to give an answer that may be wrong; staff prefer pupils taking initiatives even if they do make a mistake. Their friends should respect them for trying.
- Your child should always put their hand up when they want to contribute. It is not respectful to shout out or talk at the same time as other people.

Behaviour Thresholds



We use behaviour thresholds at Ark Victoria to ensure that we support and deal with behaviours in partnership with students, parents and teachers. Thresholds enable us to work collectively to intervene and support students to improve their behaviour. The form teacher (FT) heads of year (HoY) and the senior leadership team (SLT) will monitor and support behaviour intervention across the school.

| Stages | Example of incidents | Consequences |
|--|--|-----------------------------------|
| <p>Warning</p> <p>(only one of these)</p> | <ul style="list-style-type: none"> • Lateness • Forgotten equipment • Talking over the teacher • Disturbing others • Calling out | <p>(Verbal warning)</p> |
| <p>Stage 1</p> <p>(C1)</p> | <ul style="list-style-type: none"> • Second failure to meet expectations • Not following the seating plan • Dropping litter • Incorrect Uniform • Digital Violation | <p>15-minute detention</p> |

| | | |
|--------------------------------|--|---|
| <p>Stage 2 (C2)</p> | <ul style="list-style-type: none"> • No homework • Ignoring staff instructions • Refusal to follow requests • Incessant chatter • Chewing gum • Dropping litter • Repeated issues with uniform • 2nd Digital Violation • No PE Kit • 2nd Uniform warning | <p>30-minute detention</p> |
| <p>Stage 3 (C3)</p> | <ul style="list-style-type: none"> • Failure to attend detention • Persistent attitude/behaviour • Constant lack of work/homework • Truanting lesson 3rd Digital Violation | <p>60-minute detention</p> |
| <p>Stage 4 (C4)</p> | <ul style="list-style-type: none"> • Abusive language (Peers/staff) • Racist language • Homophobic language • Physical aggression (Peers/staff) • Severe Digital Violation • Severe disruption to learning • Persistent truancy • Severe disruption • Vandalism | <p>Central SLT detention 90 minutes</p> <p>Monitoring report</p> <p>Internal isolation</p> <p>Parent meetings</p> <p>Suspensions</p> |

HOW DO I SUPPORT IF.....?

- **My child has not done their homework, or they have left it at home**

Call/email the class teacher. Explain what has happened and ask if they will give extra time to complete or hand-in.

They may get a detention if they forget their homework too often.

- **My child does not understand the classwork/homework**

Support your child at every opportunity with homework. Advise your child to ask the teacher to explain what they need to do – either in the lesson, at break, lunch time or after school. They should not be embarrassed and not be tempted to forget about it.

- **My child keeps getting lost around school**

Remember they have a map in their Planner, you can challenge them to learn where the different parts of the school are. Advise that they can ask a teacher or another student or they can go to their form tutor or Head of Year and ask for help.

- **My child is going to be late for school.**

Call the school in advance explaining why your child will be late. Tell them to go to reception and sign in once they have arrived. They will not be marked as late and sanctioned if there is a legitimate reason. Ensure your child leaves for school with plenty of time to arrive on-time.

- **My child has got a doctor or dentist appointment in school time**

Bring in their appointment card/letter or a note to confirm this and what time you need to leave.

Your child should tell their subject teacher at the start of the lesson if they need to leave before it has finished.

Collect your child from Reception and remember to sign them out.

- **I am worried my child is being bullied**

Call the school as soon as possible. If you believe that your child is being bullied, your child can speak to their form tutor, a subject teacher they trust, their Head of Year, or Mrs Chatwin. Once investigated you will receive a return call from a member of your child's pastoral team.

- **I need to speak to my child**

Call the school and a message can be given to your child so that their learning is not interrupted. In emergencies, your child will be brought to Reception to speak directly.

My child has left their planner at home

If you can drop it at school, please take it to Reception at the first instance. If you are unable to then a daily planner will be given to your child, and they must copy up any information into their planner when they get home.

My child has been absent and missed work

Call/email subject teachers who will be happy to provide work either in hard copy or online for your child to catch-up on any missed work.

My child has fallen ill during a lesson

You will receive a call from school informing you of your child's illness. Upon assessment your child may need to be collected. Please arrange for your child to be collected as soon as possible.

- **My child has forgotten their bus pass, packed lunch, dinner money**

Call the school and inform them of the situation. School can borrow funds to support the situation.

- **My child has lost their blazer, planner, PE kit etc....**

Advise your child to trace their steps throughout their day and look for their belongings. The school has a lost property and items may have been handed in.

- **My child has issues with uniform**

Provide a note/message in planner for your child to explain why they are not wearing the correct uniform and try to sort things out as soon as possible.



The challenge of social media boredom and school

Social media platforms such as Snapchat, Facebook, Twitter and Instagram have had widespread impact on the way in which we communicate and express our thoughts and opinions. Social media clearly has many benefits for us both as individuals and as communities, many schools including ARK Victoria are exploring how we might best harness this power to engage even more closely with parents and students. Unfortunately, we have started to hear from parents that their children are experiencing an increasing number of situations where social media has been the vehicle for inappropriate behaviour by students. We live in a society where we are proud of our right to freedom of speech and would not wish to suggest that this should be curtailed in any way. There are occasions however, when things said in the virtual world are at best unhelpful and, at worst, may constitute harassment, bullying or intimidation which could ultimately lead to Police involvement.

Social media and pupil bullying

There have been a growing number of situations where we have had to deal with students using social media to be unkind to others. What starts as something seemingly harmless takes no account of how those on the receiving end might feel nor does it recognise how quickly things can get out of control and become extremely unpleasant. If you have concerns that your child might be on the receiving end of hurtful social media posts, or playing a part themselves, please talk to us. Some recent examples of ill-considered use of social media such as ‘fat shaming’ and hoax calling have caused school staff to spend a disproportionate amount of time trying to manage issues and situations remotely, issues that have caused distress and upset to families during a time of unrest and uncertainty.

Two common questions:

If the site I post comments on is ‘private’ then why should I worry what I say, as only my ‘friends’ can read it?

Once a comment has been posted there is nothing to stop other users forwarding or sharing it. What started as an initial ‘sounding off’ can quickly spread much more widely and cause a lot of unintended hurt.

How could the Police get involved?

If postings are considered to be threatening or discriminatory then the Police may become involved and have the authority to seize mobile devices and contact service providers.

Final thoughts

At Ark Victoria we pride ourselves on our approach and passion to ensure all children are accepted and feel safe in our school community. Our motto 'Aspirational, Resilience & Kindness' help us to build character and social development. We strive to demonstrate, and to encourage others to demonstrate, these values - including helpfulness, kindness, compassion, peacefulness, tact, wisdom - in all areas of everyday life. As such, when considering online activity and the use of social media, a broadly accurate guide is that if it falls outside of behaviour and interaction as described and encouraged by these virtues, it is unwise to proceed.

We have no wish to stifle debate or students expressing their views but want to encourage and promote positive role models in both the digital world as well as the real world. Whilst our students may be the more knowledgeable in using modern communication technologies, it is the partnership of schools and parents that can help them to use it wisely, safely and responsibly.

