Welcome to Ark Kings Academy and thank you for taking the time to apply to join our ‘family’.

It is important that you and your child read all the information held within this pack carefully.

At Ark Kings Academy, our goal is simple: we want every child to be well prepared academically and socially for university or the career of their choice.

Ark Kings is a small school but a big family. We are committed to serving our local community: we meet the needs of each individual student and have the highest expectations of every one of them. We are in the business of transforming the life chances of every student who comes to this school and we’re succeeding: in 2015 we were named the most improved academy in the country.

It is an exciting time to join Ark Kings Academy.

2015 - We were the country’s most improved academy and Birmingham’s most improved school
2016 - OFSTED confirmed that we are a ‘Good’ School
2017 - We moved into our brand new building which has state of the art facilities
   - We became Ark’s first all-through academy in Birmingham, offering an excellent well rounded provision from Reception right through to year 11
2018 - Ark Kings is over subscribed in both Reception and year 7

I am very excited about the future of Ark Kings and I’d love to show you around. Please get in touch to arrange a visit and find out more about our school.

Roger Punton
Principal

“We have high expectations for all our students and believe each and every one of them can achieve their full potential”
Ark Kings Academy is part of the Ark network. Ark is an international education charity which runs a network of 35 high-achieving, non-selective schools in Birmingham, Hastings, London and Portsmouth. Our schools give children and young people from all backgrounds an exceptional education and real choices about their future.

Each Ark school has its own distinctive character but they all share the same goal: to make sure every child can go to university or pursue the career of their choice.
To achieve our mission, our schools follow the same set of underlying principles. We call these the Six Pillars:

1. **Excellent teaching** - A teacher affects a pupil's achievement more than any other factor. We work side-by-side with teaching staff, supporting them with training and development so that they can deliver excellent teaching. To make sure that no pupil is left behind, we've developed data management tools which help teachers to monitor progress - this shows when pupils, or indeed teaching staff, need extra support.

2. **High expectations** - We believe that every child can achieve great things. So we set exceptionally high expectations for all our pupils, and we do whatever it takes to meet them. Our aspirations are no lower for our most vulnerable pupils.

3. **Exemplary behaviour** - Our schools are characterised by a respectful and orderly environment, where teachers can focus on teaching and pupils can focus on learning. We teach, recognise and reinforce good behaviour, and we don’t tolerate poor behaviour. We don't accept any excuses, and we don't make any either.

4. **Knowing every child** - We organise our schools so that every child knows, and is known well by, every adult in the school. We also recognise that children do best when families and schools work together. We keep parents well informed about children's targets, and we involve families in all aspects of school life.

5. **Depth before breadth** - When children build firm foundations in English and maths, they find it easier to do well in other subjects too. That's why we prioritise depth in these subjects, giving our pupils the best chance of success.

6. **More time for learning** - To make sure children have enough time both for core subjects and for extra-curricular activities, many of our schools run a longer school day. Others are open at weekends and during school holidays, offering masterclasses and revision sessions. Many Ark schools offer residential stays, day trips and summer schools. In every
My School.
Your School.
Our School.
MISSION STATEMENT

At Ark Kings Academy, every student will make excellent progress, develop outstanding character and be successful in life, education and employment.
Our school values, ‘**Aspire. Expect. Achieve. Together**’ capture the essence of our school:

To **Aspire** is to have big dreams, and to be brave and determined enough to make them become a reality. When we aspire, we see a vision of the future that helps us to define our goals, so that our time at school has purpose. Aspirations are the bedrock of achievement.

To **Expect** is to have high expectations of yourself, both in your work and your relationships with others. We should expect to be challenged in school, on our work and on our viewpoints and choices, and endeavour to meet up to those expectations in everything that we do, with resilience and integrity. Expectations ensure that our aspirations become reality.

To **Achieve** is to meet your full potential. It means to complete all work with excellence, producing the highest quality output in order to demonstrate what you can do and identify your next steps for further progress. Achievement is gained by being a leader, and helping your community to become better and achieve shared goals. Achievements help to secure our future.

To be **Together** means thinking beyond yourself to the needs and emotions of those around you, both in your local community and across the world. It means to act with empathy, accepting and celebrating our differences and providing service to others that contributes to making society a better place for everyone. Togetherness allows us to change the world.
Empathy is understanding and caring when someone is hurt or upset, even if you don’t know them. It is wanting to help, even if all you can do is listen and say kind words. When we act with empathy we forgive mistakes, and try to understand the other person’s point of view, even when it’s difficult. It is being a friend when someone needs a friend. It helps us to work Together.

Service is giving to others gladly, making a difference in their lives. It is contributing to your local and global community to improve life for everyone. It is considering the needs of others as having equal importance with your own. It is being helpful without waiting to be asked and doing every job with excellence. When you act with a spirit of service you can change the world. It helps us to work Together.

Excellence is doing your best, giving careful attention to every task and every relationship. Excellence is effort guided by a noble purpose. It is a desire to reach your full potential. Excellence is the key to success. It helps us to Achieve.

Vision is being able to look into the future with hope, to develop clear goals and aspirations that will guide your decisions and direct your energy. Vision motivates us to act with passion and purpose. Vision is the first step to securing your future. It helps us to Aspire.

Empathy is understanding and caring when someone is hurt or upset, even if you don’t know them. It is wanting to help, even if all you can do is listen and say kind words. When we act with empathy we forgive mistakes, and try to understand the other person’s point of view, even when it’s difficult. It is being a friend when someone needs a friend. It helps us to work Together.
Leadership is being a positive role model and showing others the right way to do things. It is having the confidence to stand apart from the crowd and do the right thing, leading the way for others to follow. Leadership is recognising the strengths in others and encouraging them to grow and develop. We are seen as leaders when we have earned the trust and respect of others. *It helps us to Achieve.*

**Bravery** is facing up to your fears. It is doing the right thing even when it is hard or scary. When you are brave, you don’t give up. You try new things, you admit mistakes. Bravery is the strength in your heart. *It helps us to Aspire.*

**Endeavour** is focusing your energy and efforts on a task and sticking with it until it is finished. Endeavour is using your will power to do something when it isn’t easy. You endeavour to meet your goals even when it is hard or you are being tested. With endeavour, we make our dreams come true. *It helps us to Expect.*

**Leadership** is being a positive role model and showing others the right way to do things. It is having the confidence to stand apart from the crowd and do the right thing, leading the way for others to follow. Leadership is recognising the strengths in others and encouraging them to grow and develop. We are seen as leaders when we have earned the trust and respect of others. *It helps us to Achieve.*

**Integrity** is being honest and just in your words and your actions. Don’t tell lies, even to defend yourself. Don’t listen to gossip or prejudice; see the truth for yourself. Don’t try to be more than you are to impress others. Be yourself, your true self. *It helps us to Expect.*
Our Code of Excellence

1. We follow staff instructions the first time, every time.
2. We take pride in our work.
3. We wear our uniform with pride at all times.
4. We walk around the academy calmly, quietly and on the left.
5. We are always equipped.
6. We line-up promptly and in silence.
7. We enter and leave every lesson in silence.
8. We use STAR position to show that we are listening and focused on learning.
9. We look after our school environment.
10. We act as an ambassador at all times.

We roll staff instructions the first time, every time.

We know that students who wish to succeed do not answer back and trust that teachers’ instructions are to help them be successful. We know it is important that students learn self-discipline. If an adult tells a student to do something, we expect it done straight away. We expect students to trust staff and never question an adult’s decision anywhere in the academy. If students fail to demonstrate this learning habit they may then ‘cross the line’ resulting in isolation or exclusion. If a student feels unfairly treated they must still follow the instruction first time, every time. Later, in their own time, students may approach the adult to discuss the situation. Students are expected to ask politely and respectfully. If a student feels uncomfortable approaching the member of staff then they should speak to their Form Tutor, Student Support Manager or Head of Year in the first instance.

We wear our uniform with pride at all times

Students who wish to succeed wear perfect uniform. It is important that our students take pride in themselves and in our school. Students who dress like they are on the road to success, find themselves on the road to success. It is also important that all members of our academy are treated fairly. If students breach any one part of our strict uniform code then they will either be given some temporary uniform to wear or they will be isolated until their uniform is perfect. We will do this to ensure that all our students take pride in their appearance and to make sure that our students are treated fairly. It is unfair if some students keep to our dress code and some don’t. This pride must also apply on the way to and from school.

We take pride in our work

Students who wish to succeed always take pride in their work because students who take pride in the work produce quality work. We do this by ensuring we:
- Write the title and short date, underlined in red
- Use a blue or black pen for all written work
- Use a pencil for diagrams and drawings
- Use full sentences
- We cross errors out with a single line
- We use rulers to draw lines
- We use clear, neat handwriting
- We never scribble or graffiti

We walk around the academy calmly, quietly and on the left

Students who wish to succeed always move from one place to the next calmly, quietly and on the left.

This helps to create a calm and welcoming environment.
We line-up promptly and in silence
We know that line-up is very important because it helps us to get ready for the lesson ahead, prepares us to be successful and helps us to maximise our time for learning within the classroom. In addition, line-up is a great opportunity for us to gather in our year groups for the celebration of our individual and collective achievements.

Once line-up is signalled, students will...
- move to their form/class group line in silence
- stand straight, facing forward
- be absolutely silent and listen carefully
- do the right thing - no need to be asked.

We are always equipped
Students who wish to succeed always bring the right equipment to the academy each day because they understand that this will develop their organisational skills for success in future life and ensure that no time for learning is lost due to a lack of equipment.
Students are expected to bring the following:
- Pencil case
- 2 black or blue pens
- 2 red pens
- At least one highlighter
- Pencil
- Ruler
- Rubber
- Reading book
- Student Planner
- PE uniform (on the days they have PE)
- Academy schoolbag
- A sensible and suitable jacket (if needed)

We use STAR to show that we are listening and focused on learning
Students who wish to succeed are always on-task in every lesson. Sometimes, it will be hard work for students to remain on task but we will remind them that they learn best when they are concentrating. It also means that other students can learn without disruption and allows the teacher to teach what they have planned.

**STAR**
- S - Sit up straight
- T - Track the speaker
- A- Always endeavour
- R - Respond respectfully

We act as an ambassador at all times
Ark Kings Academy is more than just a school, it is a big family, and we represent our ‘family’ at all times, therefore it is important that we are always acting as ambassadors. This may include leading visitors around the academy.

When we are outside the academy, whether on a school trip or on our way to or from school, we must hold ourselves to the same high standards which we would have within the academy. For example: We wait quietly at the bus stop, we thank the driver, we speak calmly and quietly and, if required, we give up our seat for a member of the public.

We look after our school environment
We know that students learn best in a welcoming and clean environment. It is the responsibility of all members of the academy to ensure that our brand new, state of the art site remains clean and tidy.

We know that graffiti and damage leads to more graffiti and damage, therefore it is important that everything is reported so that it can be fixed or amended quickly. This also applies to books, dictionaries and textbooks.

Any student caught damaging school property will receive an appropriate consequence, which in some instances could lead to a permanent exclusion from the academy. The cost of the damage will also be requested and the police may also become involved.

We enter and exit every lesson in silence
Students must follow the classroom entry routine by entering classrooms and beginning their DNA in silence. A silent start to the lesson is important because it sets the tone for the rest of the lesson, allowing students to get started immediately with their learning.

When entering a classroom, students will...
- greet the teacher at the classroom door
- enter the classroom and sit down straight away in silence
- write down the date & title from the board and underline your title in red pen
- work independently on the DNA without talking.
Each half term, each of your teachers will give you *Excellence for Learning* score to assess how focused, engaged and well-behaved you are in class. These scores will be combined to give you an overall Excellence for Learning score each half term.

| 1 | Outstanding | Always follows our Code of Excellence and regularly demonstrates other elements of our Character Compass such as leadership and empathy. |
| 2 | Good | Always meets the expectations within our Code of Excellence, showing good conduct, effort and attitude towards their learning. |
| 3 | Requires Improvement | Not yet consistently meeting the expectations set out in our Code of Excellence. Receives verbal warnings in lessons. |
| 4 | Inadequate | Poor conduct and a failure to follow out Code of Excellence. Receives corrections within lessons (either C1 or C2). |

<table>
<thead>
<tr>
<th>1.00-1.50</th>
<th>1.51-2.00</th>
<th>2.01-2.50</th>
<th>2.51-3.00</th>
<th>3.01-4.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have an outstanding Attitude to learning in the vast majority of your lessons. Excellent! Keep leading the way!</td>
<td>You have a good attitude in most of your lessons, with an outstanding attitude in some classes. Keep it up!</td>
<td>You have a good attitude in most lessons but your Attitude to Learning requires improvement in some classes. Are you reaching your full potential?</td>
<td>You have a good attitude in a few of your lessons, but your attitude mostly requires improvement or may be inadequate in some lessons. You must improve!</td>
<td>Your attitude to learning requires improvement or is inadequate in most lessons. This is unacceptable and must be improved!</td>
</tr>
</tbody>
</table>
We show vision by attending school every day.

We know that regular, punctual school attendance is vital for high achievement in order that students can be the best that they can be. Regular attendance is closely related to your levels of achievement, so make sure your attendance falls near the top of our chart:

<table>
<thead>
<tr>
<th>98-100%</th>
<th>95-97%</th>
<th>90-94%</th>
<th>Below 90%</th>
</tr>
</thead>
</table>
| Absent for fewer than 5 days in the year.  
As well as being an excellent attendee, you will almost certainly achieve the best grades for your ability and have a real opportunity in further education or the world of work.  
We say you are WISE regarding attendance, and are likely to achieve grades that will give real opportunities to continue in your studies or in the world of work.  
A full month lost!  
You will be performing a full grade lower than you would if your attendance was above 98%  
You need to WISE UP NOW!  
Missing so much time from school means that it will be almost impossible for you to keep in touch with lessons or work. |
The consequences of good behaviour

We are committed to acknowledging students for developing good learning habits and good character. We want you and your parents to know when you are going above and beyond what is expected of you. Excellent conduct will be recognised in the following ways:

**Shout-outs:** We give shout-outs everyday to students who demonstrate our schools values, e.g. leadership. Shout-outs can occur anywhere and at anytime but they are most commonly found during line-ups.

**Student of the Week:** You will have opportunities to be recognised for excellent academic conduct on a weekly basis, with Subject Star of the Week given out in each subject.

**Character Merits:** Any conduct (either in class or around the academy) that exemplifies the Ark Kings Character Compass will be rewarded with a character merit stamped in your planner.

**Student appreciation week:** Each half term we will have a Student Appreciation Week, where each teacher will recognise three students who have demonstrated outstanding progress, prefect standards of presentation and great work ethic.

**Achievement Assemblies:** Each term we will have an Achievement Assembly in order to celebrate student achievement both academically and for examples of outstanding character.
The Pastoral Support in...

Your Form Tutor or any member of staff

Mr Barker
Head of Year 7

Ms Jacques
Year 7 Student Support Manager

Ms Varley
Safeguarding SSM

Our Student Leadership

SHARP stands for ‘School Help Advice Reporting Page’. We all work together at Ark Kings Academy to help with any problems you may have in or out of school.

We work with Place2Be, the UK’s leading children’s mental health charity providing in-school support to help improve the emotional wellbeing of pupils.

Pupils can find help with friendship issues and other worries by choosing to visit Place2Talk. Children and young people can book to see a counsellor on their lunch or break time and attend on their own or in a group.

"Place2Be helps you get more confident, sort out your problems, make you feel special, make everything better."

The SHARP System is a CONFIDENTIAL way to stop YOU or a FRIEND or SOMEONE you have seen SUFFERING...

You can find the link on our school website. The SHARP System also includes information of topics, such as bullying.
The consequences of poor behaviour

At Ark Kings we have the highest expectations and ambitions for all of our students. We know how valuable your learning time is, so we will not allow any learning time to be lost through poor behaviour. We have a firm but fair sanctions system. However, it is important to be aware that behaviour that ‘crosses the line’ will be issued with a C2 without the need for a warning. E.g. swearing, bullying, violent behaviour, etc.

<table>
<thead>
<tr>
<th>Warning</th>
<th>C1</th>
<th>C2</th>
<th>Friday correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your behaviour is below expectations, you will be informed that you have a warning.</td>
<td>If your behaviour does not improve after a warning, you will be informed that you now have a C1.</td>
<td>If your behaviour does not improve after a C1, you will be informed that you now have a C2.</td>
<td>If you receive two corrections (C1 or C2) in in a week, you will be issued with a Friday correction.</td>
</tr>
<tr>
<td>No consequence</td>
<td><strong>30 minute same night correction</strong></td>
<td><strong>Removed from class. 1 hour same night correction</strong></td>
<td><strong>2 hour same night correction.</strong> Miss elective plus 1 hour. Stay in school until 4pm</td>
</tr>
</tbody>
</table>

Non-negotiables

Some behaviours are classed as non-negotiables, if you fail to follow any of these expectations you will be issued with a C1. Non-negotiables include:

- Having incomplete study
- Arriving late to school or lesson
- Have the incorrect uniform
- Missing equipment
- Chewing gum
- Bring high sugar drinks into school
At Ark Kings Academy we use our core routines everyday so that we:

- have consistent expectations in every classroom
- maximise our time for learning
- set the tone of the school day
- have a purposeful and orderly environment
- are prepared for life after school

“The secret of your future is hidden in your routines”
Our Curriculum

ENGLISH

MATHS

SCIENCE

RE

PE

FRENCH

HISTORY

GEOGRAPHY

ART

COMPASS

MUSIC

COMPUTING
Trips and visits
- LONDON
- KINGSWOOD
- FRANCE
- DUKE OF EDINBURGH
- AQUARIUM

After-School Clubs
- NETBALL
- SPANISH
- ART
- RUGBY
- MUSIC

Enrichment Days
- CHALLENGE
- LEADERSHIP
- SERVICE
At Ark Kings Academy we take pride in ourselves - an outward sign of this is excellent uniform. Please find our uniform expectations outlined below.

**Uniform (Secondary)**

Black blazer with purple trim and our academy logo

Formal white collared shirt buttoned to the neck and the Ark Kings academy tie

Formal black trousers - these must not be of a stretch lycra material or tight fitting. The trousers must not have external buckles, rivets, zips or logos. Chinos or jeans are not permitted

or

Formal black pleated school skirt - this must be knee length, A-line and must not be of stretchy lycra material or tight fitting. The skirt must not have external buckles, rivets, zips or logos

Formal plain black leather shoes - Students are not permitted to wear black trainers or pumps. Shoes with decorative buckles, studs and logos are not permitted. Students are not permitted to wear boots

Plain black or white socks

Ark Kings Academy School Bag

- Optional -

Grey fine knit v-neck jumper with purple stripe
Equipment

Students who wish to succeed always bring the right equipment to the academy each day because they understand that this will **develop their organisational skills** for success in future life and ensure that **no time for learning is lost** due to a lack of equipment.

Students are expected to bring the following:
- Pencil case
- 2 black or blue pens
- 2 red pens
- At least one highlighter
- Pencil
- Ruler
- Rubber
- Reading book
- Scientific calculator (years 10 and 11)
- Student Planner
- PE uniform (on the days they have PE)
- Academy schoolbag
- A sensible and suitable jacket (if needed)

Accessories

- Hair must be of a natural colour
- Hairstyles must be appropriate e.g. no Mohicans, tramlines, shaven partings or eyebrow designs
- Long hair must be tied back, away from the face
- Students are allowed to cover their head for religious/cultural purposes. Head coverings must be plain black
- No jewellery is to be worn
- No makeup, false nails or coloured nail varnish
- Simple hairbands/clips in academy's colours
- Outdoor jackets must be smart and plain in colour
- During winter months, a plain woollen hat and scarf may be worn
- Baseball caps/snapbacks must not be worn
- Outdoor clothing should not be worn within the academy building
How does my child pay for their lunch?

The academy uses a biometric system within the catering department. We believe this provides an easy method of paying for school meals. It means that the speed of flow through the school dinner queue is increased as there is no need to deal with money at the point of payment; it also reduces the likelihood for students to lose cash or misplace wallets and purses.

How does this system work?
Your child’s fingerprint is not recorded and is not stored electronically.
The information taken from the fingerprint is converted into a code which is stored on the system. This code is what is used to identify your child and monitor the amount of money that they have available in their account. Students can add money onto their accounts by using the machines in the dining area.

What about students eligible for free school meals?
Students who have free school meals will still use the biometric system. Each day the value of their free school meal is automatically added to their account.

How does the Academy use this information?
You should note that the law places specific requirements on academies when using personal information. For example:
- The academy cannot use the information for any other purpose other than those for which it was originally intended;
- The academy must ensure the information is stored securely;
- The academy must tell you what it intends to do with the information;
- Unless the law allows it, the academy cannot disclose personal information to another person/body apart from the supplier of the biometric system, which is necessary in order to provide the system.
Band Musicianship

Music has a power of forming the character and should therefore be introduced into the education of the young.

Aristotle

Music is a moral law. It gives soul to the universe, wings to the mind, and life to everything... Without music, life would be an error.

Plato

At Ark Kings Academy we passionately believe that music is an important part of our school’s curriculum and is important in supporting a child’s holistic development. The skills students develop through Band Musicianship are transferable to other parts of their school life and these skills will help them to be successful in the career of their choice, for example the confidence and bravery to stand and perform in front of a large number of people.

All students in Years 7 and 8 have a Band Musicianship lesson each week where they will develop their vocal skills as a singer or learn to play an instrument, such as the keyboard, drum-kit or guitar.

Students will join together to create their own band and they will learn to play cover versions of well-know classic songs and also compose their own songs.

Parents and carers are invited into school twice a year to see the progress of the bands at Christmas and in the Summer and these showcase events are always very well attended.
Band Musicianship and our Character Compass

**Bravery** – We demonstrate bravery by being confident performers during lessons, assemblies and concerts

**Endeavour** – We demonstrate endeavour practicing until we get it right

**Leadership** – We demonstrate leadership by organising our bands in rehearsals and events

**Integrity** – We demonstrate integrity by always doing the right thing in lessons and be an example to the rest of the band in a professional manner as a musician

**Empathy** – We demonstrate empathy by showing we care about others when they practice and perform

**Vision** – We demonstrate vision being able to see the end-goal of our performance

**Excellence** – We demonstrate excellence by producing our best work in lessons at all times

**Service** – We demonstrate service by representing the academy in assemblies, concerts and events