

THE DAWN OF A NEW ERA



PARENT PLANNER

2019-2020

ATAM ACADEMY

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WELCOME

Dear Parent/ Carer,

Welcome to this year's Parent Planner. We have written what we hope will be a helpful document for you in which a range of information and guidance and a sense of the fundamental map and framework for the year is provided. We do not seek to overwhelm, rather to ensure that as parents you are fully connected and cohered to the school, its ethos and the academic year ahead.

Embarking on this academic year 2019-2020 is particularly exciting for our whole school community as we see our new school building being used for the first time by our new cohort of Year 7 students and as we welcome our new 3 form Reception children. We are incredibly excited about the beautiful building and the myriad of further possibilities it presents to create the outstanding for our students from Nursery and beyond.

We look forward to welcoming all parents to this new phase and to working corroboratively with you in the coming year.



Sulina Piesse, Executive Head teacher

Term dates 2019-2020

Autumn Term 2019

Wednesday 4th September - Friday 20th December 2019 (12pm finish at the end of term)

Half Term: Monday 21st October - Friday 25th October 2019

Spring Term 2020

Monday 6th January – Thursday 2nd April 2020 (12pm finish at the end of term)

Half Term: Monday 17th February - Friday 21st February 2020

Summer Term 2019

Monday 20th April to Thursday 16th July 2020 (12pm finish at the end of term)

Half term: Monday 25th May to Friday 29th May 2020

INSET Days

Monday 2nd September 2019

Tuesday 3rd September 2019

Friday 3rd April 2020

Friday 26th June 2020

TIMES OF THE SCHOOL DAY

Primary Daily timings	Activities
8.20am	School gates open
8.40am -9.00am	Form Time (x2) /Secular assembly / Sikh assembly
9.00am-10.00am	Learning
10.00am -10.15am	
BREAK	
10.15am -12.00pm Nurse lunch at 11am	Learning
12.00pm-1.00pm	
LUNCH	
1.00pm -2.45pm	Learning
2.45pm-3.05pm	Class time
3.05pm	Children Leave

Secondary Daily timings	Activities
8.10am	School open
8.20am -8.40am	Form Time (x2) /Secular assembly and Sikh assembly
8.45am -9.45am	Learning
9.45am-10.45am	Learning
10.45am-11.00am	
BREAK	
11.00am-12.00pm	Learning
12.00pm-1.00pm	Learning
1.00-1.30	
LUNCH	
1.30pm-2.45pm	Creative and Enriching Learning
2.45pm	Depart
2.50pm-4.00pm	Enrichment / clubs /supervised study (Monday-Thursday)

2019/2020 AT A GLANCE

SEPTEMBER

NEW START

Being ready for the new school year:

If your child is starting at our Primary School, please read through the Induction handbook with care.

From Reception to Year 7 ensure that your child has a full school uniform; polished shoes, full equipment, a school bag and PE kit.

If your child is starting Year 7 with us, please read through the student planner with your child and sign the relevant sections. Ensure that you are prepared for the academic year ahead, referring to this planner for guidance and key information. Keep it safe. Make sure that your child has selected and obtained their first reading book for the year.

MONDAY DETENTION

For Year 7 students:

Throughout the year the Leadership Team will hold Monday detentions. We hope that it will not be necessary for your child to attend such events, however, should the need arise, Monday detentions are in place as a mechanism to respond to persistent instances of poor behaviour. Please contact Mr Singh, Head of Year 7 if you require any further information.

STUDENT PLANNERS

For Primary children:

Please check reading and homework logs regularly.

For Year 7 students:

Check that homework is being set and is written in by your child daily and checked. Please sign the parent section each week. Please contact Mr Singh, Head of Year 7, if you have queries regarding homework.

PARENT FORUM

We look forward to welcoming you to our first Parent Forum meetings of the academic year. These will be separate for Primary and Secondary Parents. Dates will be issued in a separate key date's document.

WORKBOOKS

For Primary and Secondary:

Students are given lots of information for each subject. You will find this in their workbooks. Please look at it together. Is your child's presentation consistently excellent? Have you looked at teachers' feedback and discussed this with your child? Has your child responded to the marking? Encourage them to do so.

PREPARATION FOR WORKBOOK REVIEW

Your child's workbooks will be reviewed by a member of the Leadership Team this half term. The purpose of such a review is to measure the progress that has been made by your child since the start of term and to ensure that they are responding to teachers' feedback.

REWARD TRIPS

We have planned three exciting trips this year (separate Primary and Secondary trips) to reward students with the highest number of achievement points. Every student has an equal opportunity to accumulate their points and work towards being eligible for the trip. The trips are an extraordinary experiences for those students who demonstrate a significant commitment to their achievement.

OCTOBER

PREPARATION FOR MINI ASSESSMENTS

Year 7 Students:

Please check that your child knows what topics are going to be covered. Make sure they are working for approximately 1 hour per night and 2 hours at the weekend. Please use the “Supporting Your Child’s Success” pages for revision tips and independent learning advice.

ASSESSMENTS

Year 7 Students:

Please check key words/revision with your child for any assessments they have. Make sure that your child is working every evening, going to bed at a sensible time, e.g. before 10.00pm and not spending time using computer games/internet when they should be revising. Support your child with tests of subject knowledge and key words/vocabulary.

CHARITY PERFORMANCES

For Primary and Secondary Students:

This month marks the first of our many charity events which aim to raise money for Barnardo’s and The Royal Marsden Hospital. Encourage your child to attend these enjoyable culturally enriching opportunities which demonstrate their commitment to both the school and the wider community.

WORKBOOK REVIEWS

For Primary and Secondary Students:

All students’ books will be reviewed this week by a member of the Leadership Team. Please support your child by reminding them about presentation, accuracy of work and by ensuring that they respond to teachers’ marking. The purpose of the workbook is to demonstrate your child’s progress in each subject; ask your child to identify aspects of their work which demonstrate that progress has been made since the beginning of the year.

NOVEMBER

INDEPENDENT LEARNING

Year 7 students:

Students will have completed work over the half term break. Please review your child's Planner for details and supervise that all work set has been completed. Please check and sign your child's Planner.

UNIFORM AND APPEARANCE

For Primary and Secondary students:

Please ensure that your child's uniform is in excellent condition. Please refer to the A-Z for guidance on uniform, appearance and essential equipment.

PARENTS' PROGRESS REVIEW

For Primary and Secondary students:

We encourage you to check your child's workbooks and progress to date. Does your child's work reflect accurate spelling, punctuation and grammar? Do your child's workbooks reflect best effort? Are they well presented? Has your child responded to marking by their teachers? For advice/guidance or answers to any questions about workbooks, please contact your child's class teacher in Primary and the teacher in charge of the relevant subject area in Secondary.

EXTRA CURRICULAR OPPORTUNITIES

For Primary and Secondary students:

The school will present many new and exciting opportunities for extra-curricular activities. Ask your child how they are taking advantage of the provision launched in the school.

PREPARATION FOR ASSESSMENT

For Secondary students:

Assessment week is in the first week of December. Please check that your child knows what topics are going to be covered. Make sure they are working for the appropriate amount of time every night. Please use the "Supporting Your Child's Success" pages for helpful revision tips and independent learning advice.

DECEMBER

WORKBOOK REVIEWS

For Primary and Secondary students:

All students' books will be reviewed in two weeks by a member of the Leadership Team. Please support your child by reminding them about presentation, accuracy of work and by ensuring that they respond to teachers' marking. The purpose of the workbook is to demonstrate your child's progress in each subject; ask your child to identify aspects of their work which demonstrate that progress has been made since the beginning of the year.

ASSESSMENT DATA AND PARENTS' EVENING

For Primary and Secondary students:

Your child's assessment data will be shared with you over the next two weeks. We will discuss the progress your child has made during Parents' Evening.

For Year 7 students:

Compare your child's current level or grade against their target level or grade. Is your child's attainment progressing in the right direction? Consider also the effort grades your child is given; this indicates whether they are working sufficiently diligently in their lessons.

NEWSLETTER

For Primary and Secondary students:

At the end of term you will receive our termly publication. It provides an opportunity to celebrate all that has happened at Atam Academy during the Autumn Term. We hope you will enjoy reading it.

HOLIDAY HOMEWORK

For Primary and Secondary students:

Your child will be given a project to complete during the holiday. Please refer any questions regarding homework to Mrs Kahlon, for Primary and Mr Singh for Secondary.

JANUARY

NEW YEAR, NEW TERM

ATTENDANCE & PUNCTUALITY

For Primary and Secondary students:

Your child should have 100% attendance. Remember that one day's absence costs 5 hours learning. Your child should have arrived to school on time, every day. Please contact the Attendance Office if you have any concerns or require further information. Please note that the school's attendance target is 97% and in your child's best interest, we track and monitor attendance on a daily basis, lesson by lesson. If, in extremis, your child has taken a day off school, then please ensure that you have contacted the Attendance Office, Mrs Kaur in order to seek authorisation.

FEBRUARY

PREPARATION FOR MINI ASSESSMENTS

Year 7 Students:

Please check that your child knows what topics are going to be covered. Make sure they are working for approximately 1 hour per night and 2 hours at the weekend. Please use the “Supporting Your Child’s Success” pages for revision tips and independent learning advice.

ASSESSMENT

Year 7 Students:

Please check key words/revision with your child for any assessments they have. Make sure that your child is working every evening, going to bed at a sensible time, e.g. before 10.00pm and not spending time using computer games/internet when they should be revising. Support your child with tests of subject knowledge and key words/vocabulary.

PREPARATION FOR WORKBOOK REVIEW

For Primary and Secondary students:

Your child’s workbooks will be reviewed by a member of the Leadership Team in the week commencing the second week in February. The purpose of such a review is to measure the progress that has been made by your child since the start of term and to ensure that they are responding to teachers’ marking.

WORKBOOK REVIEWS

For Primary and Secondary students:

All students’ books will be reviewed this week by a member of the Leadership Team. Please support your child by reminding them about presentation, accuracy of work and by ensuring that they respond to teachers’ marking. The purpose of the workbook is to demonstrate your child’s progress in each subject.

HOLIDAY HOMEWORK

For Primary and Secondary students:

Your child will be given independent study work to complete during the holiday. Please refer any questions regarding homework to Mrs Kahlon for Primary and Mr Singh for Year 7.

MARCH

PREPARATION FOR ASSESSMENTS

For Year 7 students:

Please check that your child knows what topics are going to be covered. Make sure they are working for at least 1.5 hours per night and 3 hours at the weekend. Please use the "Supporting Your Child's Success" pages for helpful revision tips and independent learning advice.

ASSESSMENT DATA AND PARENTS' EVENING

For Primary and Secondary students:

Your child's assessment data will be shared with you over the next two weeks. We will discuss the progress your child has made during Parents' Evening.

For Year 7 students:

Compare your child's current level or grade against their target level or grade. Is your child's attainment progressing in the right direction? Consider also the effort grades your child is given; this indicates whether they are working sufficiently diligently in their lessons.

STUDENT PLANNERS

For Year 7 students:

Check the homework set and is written in daily by your child and please ensure that you are signing the parent section each week. Check that your child completes the student section, including the daily attendance.

'SCIENCE ROCKS!' WEEK

For Primary and Secondary students:

A school-wide focus on all things Science. Activities will be built into lessons, across all subjects as well as in to extra-curricular opportunities for students to explore the world of Science. Please see for further details.

HOLIDAY HOMEWORK

For Primary and Secondary students:

Your child will be given independent project work to complete during the holiday. Please refer any questions regarding homework to Mrs Kahlon for Primary and Mr Singh for Secondary.

WORKBOOKS

For Primary and Secondary students:

Please take time to look at your child's workbooks. It is important that the workbooks demonstrate progress being made. You should be able to see a difference in the standard of work produced when compared to the quality of work from the Autumn Term.

NEWSLETTER

This week you will receive Newsletter the termly publication. The newsletter provides an opportunity to celebrate all that has happened at Atam Academy during the Spring Term. We hope you will enjoy reading it.

APRIL

SPRING BREAK

NEW TERM

For Primary and Secondary students:

Please ensure that your child returns for the Summer Term dressed appropriately and with the correct equipment. Appearance and organisation matters. Take a moment to review your child's appearance and please replace any items of uniform which appear less than pristine.

STUDENT PLANNERS

Year 7 students:

A good time to check again on how your child is managing the demands of their independent study. What impression of your child would their Planner present to their teachers? What perspective would it offer, for example, a visitor to the school, an Ofsted inspector?

MAY

CELEBRATION ASSEMBLIES

For Primary and Secondary students:

This week all students will have been nominated by teachers for an award will be informed. Please discuss this with your child and be thoroughly delighted for him/her. We look forward to celebrating and recognising the achievement of award winners with parents at the celebration assemblies.

HALF TERM

INDEPENDENT LEARNING

For Primary and Secondary students:

Students will have work to undertake over the half term break. Please review your child's Planner for details and ensure that all work set has been completed. Please sign your child's Planner.

Key Stage 2 SATs

Primary children:

Year 2 children will be sitting SATs this month. Please support us in making this as natural as possible for the pupils. Look through all of the information we have provided you to support your child with these examinations. If you have any questions, please ask Ms Bhamra, Head of Key Stage 1.

SUMMER ART EXHIBITION

For Primary and Secondary students:

The summer exhibition is a splendid opportunity to celebrate students' work in Art and Design/Technology and parents and visitors are encouraged to support and attend. It is an opportunity for students, parents and visitors of the school to experience and celebrate the wonderful creations of a wide range of students from the whole school.

JUNE

YEAR 7 EXAMINATIONS

Students in Year 7 will sit formal examinations in their written subjects during this period. Outcomes from the examinations will be used to review your child's progress and will inform progression. Students will also sit a literacy test and your child will be given a score out of 100.

MUSIC RECITAL EVENING

All are welcome to attend. The evening will be of particular interest not just to parents of those performing, but also if your child aspires to learn a musical instrument or wishes to study Music to examination level.

ABSENCE DURING TERM TIME

For Primary and Secondary students:

In support of you and your child we provide a polite reminder that the school does not condone family holidays during term time. The power to authorise absence lies with the school, and solely with Mrs Piesse, Executive Head teacher. A reminder that absences occurring for holiday without the school's consent will be recorded as 'unauthorised' and a Fixed Penalty Notice could be issued. Over 600 learning hours were lost last year as a result of parents withdrawing students from school early.

JULY

HOLIDAY HOMEWORK

For Primary and Secondary students:

Your child will be given independent study work to complete during the holiday.

SUMMER READING

For Primary and Secondary students:

Please use the recommended reading lists to encourage your child to read during the holidays. This extends their vocabulary and grammar; essential for success in examinations.

NEWSLETTER

This week you will receive our termly publication. It provides an opportunity to celebrate all that has happened at Atam Academy during the Summer Term. We hope you will enjoy reading it.

SUMMER BREAK

A time for rest and relaxation. Also a time to prepare for the opportunities and challenges of the New Year. Your child's teachers will have prepared some interesting recommended places to visit, books to read and films to watch to help prepare for next year and to capture the interest of students.

An A to Z of Information & Guidance

ABSENCE DURING TERM TIME

Parents must request and complete an 'Absence Request Form' in advance. Authorisation is required from the Executive Head teacher. The school does not condone term time holidays. To avoid difficulty or disappointment, parents are asked to refrain from such requests. Absences occurring for holiday without the school's consent will be recorded as 'unauthorised' and a Fixed Penalty Notice will be issued. Term time holidays or days off for family visits will not be supported or condoned by the school.

APPOINTMENTS

All parents are required to make appointments if they need to speak with a member of staff. Parents will not (other than in the case of an emergency) be permitted onto the school site without a pre-arranged appointment. To contact the school please call 020 8252 9831 and speak with our Receptionist who will direct you accordingly.

ASSEMBLY

If your child is Sikh, he/she will attend the Gurdwara formally weekly and will have one secular assembly per week. Non-Sikh children will attend all secular assemblies but when Gurdwara assemblies are running, these students will have the opportunity to attend an alternative provision which will enable them to understand and develop their own values and beliefs. Assemblies contribute to the social, moral, spiritual and cultural (SMSC) education and development of your child. Assemblies will mark and celebrate Sikh celebrations as well as other religions or religious celebrations.

ASSESSMENTS

We will have end of unit tests after each unit of work which will be based on clear success criteria shared with students in advance. These tests will comprise of multiple choice, short and longer style questions.

For Secondary there will be three examination points in the Year, which parents will receive a report on, in December, April and July.

ATTENDANCE

Excellent attendance at school is vital to the success of your child. Every student should aim for 100% attendance. Our minimum target is at least 97% for every student. Attendance is reported to parents at intervals in the year. Every day your child misses from school will lead to extra work that they will need to catch up on and more time spent by the teacher to support this process. The experience of the classroom can rarely be replicated and so it is often challenging for students to make up lost time.

Students are expected on site by 08.20 for Secondary and 08.30 for Primary children.

BEHAVIOUR ZONES:

Secondary

Students are placed in a behaviour zone when their behaviour has become a concern. Poor behaviour seriously compromises their ability to be successful academically and personally.

The guidance below is provided for all students in their Student Planner.

THE GREEN ZONE

Teachers will have spoken to you about your behaviour in class. They will have issued De-merits (see De-merits chart) onto your electronic file. It is essential that you listen to their advice, follow school's expectations and modify your behaviour accordingly and speedily.

What happens in the green Zone?

You will be placed on a green report for 1 week. You will be required to see your teacher at the end of the lesson.

THE YELLOW ZONE

This means that you are on report to your form tutor.

Your teachers will have spoken to you on several occasions about your behaviour. You will have accumulated a number of De-merits on your electronic file. Your parents will have been asked into school to speak with staff about their concerns. Despite this you have continued to fail to meet expectations.

What happens in the Yellow Zone?

You will be placed on Yellow Report for a period of 3 weeks. You will be required to see your tutor at lunch and at the end of the school day to have your report checked. You may be required to attend Monday detention to redraft your work. Your form group may be changed.

How do I get out of this Zone?

You will need to demonstrate to your teachers and your form tutor that your work and success are your priority. You will have stopped receiving de-merits. We will be satisfied that your behaviour around the school site is not a concern.

THE BLUE ZONE

You have failed to improve your behaviour despite having spent a number of weeks in the Yellow Zone. It is likely that you will have been excluded from school for a number of days.

Your parents will be involved daily with Mr Singh.

THE RED ZONE

This means that you are on report to Mrs Piesse, Executive Head teacher.

You will have been excluded from school. You are now considered a serious threat and disruption to the school community.

What happens in the Red Zone?

You report to Mrs Piesse's office daily at 08.30, Break, Lunch and after school. You have to submit your work books daily for scrutiny. You are required to complete any task required of you.

How do I get out of this Zone?

You have 2 weeks to change your attitude and commitment to school. The expectations placed on you are extremely high and significantly challenging. If you fail to respond then you will be excluded from school for a longer period of time.

AVOID BEHAVIOUR ZONES

Your role as a student is to attend school regularly, work hard and build excellent relationships with your teachers. You are in a great school: why would you wish to compromise this? It is a privilege to hold a place at Atam Academy; make the most of it and look forward to the success it will bring you.

THE BUILDING: Secondary

The school building and its resources will be our greatest learning asset. We are privileged. We all have a responsibility to look after the building and resources and ensure that they are not damaged. Any student found damaging the school building or being careless with resources will be required to replace the item(s) at the original purchase cost.

BULLYING

Students, staff and parents work together to create a school community free from bullying and where it is recognised that if any form of bullying takes place, it will not be tolerated. The school has a policy on anti-bullying and reviews this regularly.

We recognise that our school:

- Has clear a policy on anti-bullying;
- Discusses, monitors and reviews this policy on a regular basis;
- Supports staff to identify and tackle bullying appropriately;
- Ensures that students are aware that all reported bullying concerns will be dealt with sensitively and effectively;
- Reports back quickly to parents when concerns arise;
- Seeks to learn from anti-bullying good practice elsewhere;
- Utilises the support of the Local Authority and relevant organisations when appropriate.

We expect all students to adhere to our expectations and to respect all members of the school community at all times.

For Secondary students:

Please ensure that this agreement is signed in your child's Student Planner.

Whilst we endeavour to resolve all student conflict which arises in school, parents will understand that we cannot be responsible for conflict and difficulties which arise outside of the school day and in students' own settings.

CHARITIES

Through school events and fundraising activities the school supports many charities: Barnardo's, cancer research and the Royal Marsden Hospital. Students are warmly encouraged to attend events to support these charities. Profiling the work of

charities is a key element in our SMSC work.

COMMUNITY RELATIONS

Mrs Piesse oversees the school's community relations. Please contact her to discuss any issues or concerns you may have. Being part of a community is very important to the students who attend Atam Academy. The school recognises that the notion of community encompasses many aspects of a student's life. Students belong to a range of communities, the school itself is a community and we are situated in a community which we should respect appropriately.

The school promotes community cohesion through equality of opportunity for all students from different ethnic, religious and socio-economic backgrounds; the school ensures inclusion wherever possible, engages parents in the school community and provides extended services to support the development of students.

The reputation of the school is extremely important. It is the responsibility of every member of the Atam Academy community to contribute positively to this.

WE AIM TO:

- Ensure that all teachers foster good community relations and promote community cohesion.
- Develop student awareness of what 'good citizenship' means and encourage students to play a positive role in the local community.
- Enable students to recognise the value of respect and politeness in their everyday encounters with adults and other students living and working locally.
- Encourage students to be thoughtful of and recognise the needs of others.

- Provide opportunities for students to practise their citizenship skills in school and in the community.
- Enable students to become more self-confident and responsible in their dealings with the local community.
- Respond effectively to any concern a member of the local community may have regarding any instance of antisocial behaviour committed by any of our students.

The school organises visits to, and involvement with, the local community specifically to allow students to practise their communication skills. Teachers use the local community to enhance the wider curriculum and to provide opportunities for students to recognise their potential contributions to society. Visits into the school by members of the local community are encouraged as an essential element of our citizenship provision.

The school seeks to investigate any incident of anti-social behaviour and responds to any member of the public should they encounter poor attitude from a student or group of students. The school has developed effective complaints procedures and measures to counter anti-social behaviour and seeks to reinforce the ethos and values the school publicly holds. These measures include:

- Close liaison with local residents, shopkeepers and representatives of the diverse communities living and working locally.
- Links with the police service through our Police Liaison Officer.
- Reciprocal visits by students to local businesses.
- Links between The Student Council and the community.
- Involvement with parents and where necessary the insistence on the school's part for a student to be brought to and / or collected from school by a parent.

CONSEQUENCES: Primary

All children will be clear about the rules and expectations. Time out and talking through appropriate behaviours will drive correct and expected behaviours. Please refer to our behaviour policy for Primary on the website.

CONSEQUENCES: Secondary

We expect all students to behave sensibly and in a mature way at all times. The consequence system is applied when a student's behaviour fails to meet our agreed expectations.

The Behaviour system is simple. Students get a signal (verbal/non-verbal cue), a warning and are then issued with a 10 minute lunchtime detention. Persistent disregard to the teacher's instructions in a lesson will lead to not only a 10 minute lunchtime detention but will now also be a 15 minute detention at the end of the school day. A phone call home will be made to parents to express our disappointment and for them to support us in reiterating our expectations to their son/daughter.

If the student disregards the teacher's expectations in the subsequent lesson, parents will be informed that their child will be in a 30 minute detention that very day (they will miss their enrichment if they have chosen an enrichment activity for that afternoon) so that they understand that their behaviour must be at the required standard.

(Please also refer to behaviour zones for behaviour infringements on more than three occasions, above in this section as well as our behaviour policy on the Atam Secondary website).

DATA: Secondary

You will receive data about your child's achievement regularly over the academic year. All parents should regularly check their child's workbooks for ongoing feedback and marks from teachers. The data about your child's progress is crucial to monitoring your child. Please note down targets that your child should achieve and spend time discussing these. It is far more helpful for a student to look at their work alongside their expected level / grade. They will be guided on how they can improve. Students need to match their performance level to what the data indicates they can achieve.

DICTIONARY: Secondary

Every child should have a dictionary and thesaurus. Knowing words, however, is not enough. Students should know how to use these words in appropriate contexts.

DINING

In accordance with our school's Sikh ethos and the concept of Langar (egalitarian communal dining), the school promotes an inclusive food policy. Accordingly, the following items are not acceptable at Atam Academy:

1. All meat products, including any kind of gelatine which you find in jelly and haribo sweets.
2. All fish products
3. All nut products
4. All sweets and chocolates containing gelatine or egg
5. All egg and egg containing products
Packed lunch boxes **must not** contain any of the above items.

E-SAFETY

The internet and related technologies, including mobile phones, blogs, podcasting and social networking are becoming increasingly dominant in the daily lives of our children and have many educational benefits.

Many children are unaware of the risks which new technology presents, for example, having many online friends (who could be strangers), inappropriate images, viewing unsuitable content or becoming addicted to the Internet.

The intention of this document is to provide useful guidance for parents by advising on: family internet usage; the questions to ask when purchasing mobile phone technology; the signs and symptoms of internet addiction and what preventative measures you can take to encourage your children to chat safely.

PARENT SAFETY CHECKLIST:

To support parents and to ensure that guidance is being provided the following checklist has been produced.

1. Ensure that a firewall and virus software is up to date.
2. Remember to keep passwords safe and not to share passwords with anyone. Many e-safety incidents relate back to the sharing of passwords.
3. Involve all family members in setting guidelines and rules relating to time spent on the Internet.
4. Do not ban the internet; instead establish reasonable rules of what your child can surf on the internet.
5. Keep an internet time log.
6. Communicate regularly with your children and ask them what they are doing online.
7. Encourage your child to participate in off line activities.
8. Keep the computer in a shared area of the house – do not allow your child to have the Internet in their bedroom.
9. Talk to your child about the dangers of giving personal details online.
10. Set up a family email address if your child wishes to subscribe to anything online and ensure that all

correspondence is sent to this email address.

11. Encourage your child to discuss with you anything that makes them feel uncomfortable, upset or threatened by what they have seen or read online.
12. Have appropriate sanctions in place if the family guidelines are not followed.

ESSENTIAL EQUIPMENT AT SECONDARY

Your child must bring the following to school each day and have them with them in every lesson:

1. Their Student Planner.
2. A reading book of their choice.
3. Their school bag to put everything in.
4. At least two pens (black ink only).
5. A green pen
6. Pencils and coloured pencils.
7. A 30cm ruler.
8. A sharpener
9. An eraser.
10. Their exercise books and text books for each day.
11. Their PE kit when required.
12. A calculator.
13. Highlighters.
14. A portable pocket dictionary.

EXTENDED DAY/ EXTRA CURRICULAR

The Extended day / Extra Curricular Activities run from 15.00 (Primary) and 14.50 (Secondary) every day until 16.00 during term time (some are free to attend and some are to be paid for- please see the enrichment timetable for the academic year). Students have the opportunity to participate in a variety of sporting, academic and enrichment activities. The Extended Day/Extra Curricular programme is published at the start of every term. Teachers voluntarily provide Extended Day

activities for all students. Any student who does not comply with school's expectations will be sent home and will not be permitted to continue with the activity unless a satisfactory resolution is found.

We also have wrap around care for Primary children until 18.00, delivered by all stars. More information on this can be found on the Atam Primary website.

MARKING AND FEEDBACK

Primary: Books are marked by teachers on a weekly basis for the core subjects and once every half term for non-core. Feedback is verbal, written and instant. From KS1 onwards more self and peer marking takes place which teachers acknowledge.

Secondary: Students are expected to have more independence over their learning and progress with teacher guidance.

1. Students will self and peer mark in green pen.
2. Teachers will always acknowledge self and peer marking.
3. There will be one in depth piece of work / a series of questions which students answer. Teachers will provide in class, instant feedback for each student on the work they have produced. The student will use this feedback to improve their work. This will take place before a mini end of unit assessment so that all students can make even more progress in time for the end of unit assessments.

HANDWRITING

Primary: All children will be taught how to make strokes as they develop their fine motor skills to be able to write. Pen licences

will be awarded once children are writing neatly and legibly.

Secondary: We expect all students to write in a legible cursive script. It is essential to remember that terminal exams will be completed by hand (in black ink only) and therefore the quality of a student's writing is of utmost importance.

HEALTH & SAFETY

For the Health and Safety of our school community we have agreed that students must:

- Never bring dangerous items such as lighters or laser pens to school. Doing so may result in exclusion. Any student found in possession of a knife, blade or point or anything which could cause harm, will be reported immediately to the Police. This will result in arrest and exclusion from school.
- Never let off "stink bombs" or fireworks.
- Never be involved in the misuse of drugs, including solvents, alcohol or tobacco anywhere in or around the school. Students who do so will be reported to the Police and excluded from school.
- Recognise that smoking is not permitted on the school site or in the local community.
- Not use MP3 players, mobile phones or Blackberrys anywhere in the building.
- Not wear caps, hoods or hats in the building or anywhere on site.
- Not wear outdoor coats in the school building.
- Always walk, never run.
- Never drop items on the ground
- Never climb fences or gates to leave the school site.

HOMEWORK/ INDEPENDENT LEARNING

Homework / Independent Learning is an essential part of success. Teachers set homework for purposes of consolidation, testing and extending understanding. Independent Learning is a useful measure of progress and forms part of a student's half termly report of their academic achievement.

In Primary: Children will get weekly homework on maths, spellings and English. Reading will be daily for 15 minutes.

In Secondary: Your child should be completing no more than 1 hour of homework every day. This homework is revision and self-quizzing on 2 subject areas. All students will be given a knowledge organiser with practice material which they will be tested on and the practice books will be checked. This is our approach to homework as we believe that students will build better mastery. It is a seven year plan – revision at A-Level lasts not seven weeks or seven months, but seven years. This is a cognitive based, proven strategy for students to revise and remember key knowledge across all subjects. In order to complete work effectively students need to have an appropriate work environment. All students need a quiet space to work, they need a surface to write on and should not work with music or television. Students can make the most of homework by:

- The rote learning of key information, formulae and facts;
- Making sure that they understand exactly what it is that they are required to do;
- Using the school library and other libraries;
- Asking for help if it is needed, either in or outside lesson time;
- Attending homework clubs.

Homework is not optional. It is an expectation that all students complete all work set to the best of their ability.

Please also look on our website for half termly extended projects your son/daughter should attempt for additional challenge.

MOBILE PHONES: Secondary

Students are permitted to have a mobile phone on site. A phone must, however, be switched off and out of sight at all times. All phones are to be handed into their form tutors in morning registration and collected at the end of the school day. The phone must be labelled clearly with the student' full name and form. Students bring a mobile phone to school at their own risk. The school will not take any responsibility for lost or stolen phones no matter what the circumstances. Mobile phones cannot be used to listen to music. If students abuse the privilege of having their mobile phones in school, they may be confiscated and parents required to attend school to collect it.

MINDSET AND HABITS TO SUCCEED AT ATAM SECONDARY

All students will be taught about the mind set we want them to have and the habits they need to develop in order to be successful. We will teach them about and give them guidance on:

- 1) Routines, rules and consequences
- 2) Personal responsibility and habits
- 3) Intelligence, knowledge, learning, self-testing
- 4) Bullying, kindness, integrity and trust

The above will be in all student planners which they will have with them at all times.

NON NEGOTIABLES IN OUR SECONDARY CLASSROOMS

- 1) No hands up rule so everyone gets a chance to answer questions
- 2) Signal, Warning, Detention
- 3) SLANT: Sit up, Listen, Answer questions, Never interrupt, Track the teacher (or text/speech)
- 4) STEPS: Sir/Miss, Thank you, Excuse me, Please, Smile
- 5) SHAPE: Speak in full sentences, Hands used well, Articulate, Project your voice, Eye contact given

PARENTS EXPECTATIONS

We need two things from you:

- 1) 100% competence
- 2) 100% support

This means backing school decisions even when you may disagree. It means never criticising the school in front of your child. It means keeping an open mind. This is because if you are against us, your child will not have the mind-set we require them to have to be successful.

We will always listen to you and your views. We will welcome your feedback and accommodate concerns, but what we will not do is change our values, the soul that will make our school tick.

PARENTS' EVENINGS

The dates and times of these are detailed in the calendar. In addition to the calendared days you will receive regular reports on your child's progress. You are welcome at any stage in the year to arrange a 1:1 appointment with any teacher if you have any concerns or wish to discuss progress.

PARENT GROUP

It is so useful to gain parental input and it is important that you assist us in making decisions. We are always striving to get more parents involved in the Parent group and see this as a key role for parents to play. There will be a separate parent group for Primary and Secondary, but key events will draw each phase together to work on collective projects.

READING

We value the importance of reading widely and wish to foster the love of reading across the school.

Primary and Secondary reading lists for recommended reads are on the Atam Website, under learning.

SAFE USE OF NEW TECHNOLOGIES

The school has a clear Safe Use of New Technologies policy. You and your child signed this before you joined the school.

All students are expected to use technologies in order to extend their knowledge and understanding of key topics, however we expect students to use all technology in a safe and responsible manner.

In order to become polite and safe on-line citizens, we expect students to:

- Use only ICT systems, including the internet, email, digital video and mobile technologies, for educational purposes.
- Log-on only to the school network with their own user name and password.
- Follow the school's ICT security system and not reveal usernames and passwords to anyone.
- Change their passwords regularly.
- Use only their email address for educational purposes.

- Ensure that all ICT communication with other students and members of staff is through their email account and that communications are responsible and sensible at all times.
- Take responsibility for their behaviour when using the internet. This includes the resources accessed and the language used.
- Report immediately to a member of staff should they access material that could be considered offensive or illegal.
- Not give out any personal information such as their name, phone number or address. Any contact to persons external to the school community as part of school projects is to be approved by a member of staff.
- Seek permission from a member of the Senior Leadership Team before using pictures of other students or members of staff. Images must be stored in line with school policy and used for educational and school related purposes only. Images of staff and students must not be distributed outside the school network without permission from a member of the Senior Leadership Team.
- Ensure that any online activity, both in school and outside of school, will not cause the school, the staff, students or others distress or bring the school into disrepute.
- Be fully supportive of the school's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- Respect the privacy and ownership of others' work online at all times.
- Understand that all use of the internet and other related technologies can be monitored and logged and can be made available to members of staff.

- Read and sign annually our 'Using the Internet Policy', found in the Student Planner.

The following is forbidden at Atam Academy:

- The deliberate browsing, downloading, uploading or forwarding of material that could be considered offensive or illegal.
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- Downloading or installing any software on school computers.

PLEASE NOTE THE FOLLOWING INTERNET INFRINGEMENTS.
Ignoring these could lead to you being in serious trouble.

PLEASE NOTE THAT INTERNET USE IS MONITORED.

Category A	Use of non-educational sites during lessons. Unauthorised use of email.
Category B	Use of chatrooms or newsgroups. Continual use of non-educational sites during lessons after being warned. Unauthorised use of email after being warned.
Category C	Accidentally accessing offensive material and not logging off or notifying a member of staff. Transmission of commercial or advertising material. Deliberately corrupting or destroying others' data; violating the privacy of others. Any purchasing or ordering of items over the internet.
Category D (Exclusion)	Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent. Receipt or transmission of material that infringes the copyright of another person, or infringes the condition of the Data Protection Act, revised 1988. Intentionally bringing the school's name into disrepute.

SCHEMES OF WORK

A Scheme of Work (SOW) describes a sequence of lessons taught by a teacher. All Atam Academy SOW will be made available for viewing and reference on our website during this academic year.

SCHOOL VISITS

Students are offered plentiful opportunities to take part in educational trips and visits. These range from visits in the local area that may last for a few hours to international visits (Secondary) that last up to five days. Visits will involve parents paying towards the cost of the visit. It is important to note that additional funding may be available to students who may have difficulty in meeting the cost of the visit. School visits enrich students' understanding and provide, often, memorable lifetime experiences.

When on school visits it is vital that students remember that they are acting as ambassadors of the school and their families. It is therefore vital that the same expectations apply to students that exist if they were in the school building. Such rules apply to ensure the safeguarding of students and members of the general public. In cases of failure to meet the expectations of the school with regards to behaviour and health and safety, parents may be asked to collect their child or pay for them to return home (including international visits). In many cases teaching colleagues give up significant amounts of their personal holiday and poor behaviour will not be tolerated. It should also be noted that in the event of late arrival at the departure point then students may be unable to attend the visit, in such cases the school will be unable to refund any money that has been paid. If your child is unable to attend a visit due to sickness / personal circumstances please inform the school at the earliest opportunity.

STUDENT COUNCIL

The Student Council is led by Ms Kahlon, Assistant Head teacher for Primary and Mr Singh, Head of Year 7 for Secondary. Students are elected to the Team following an application process. The fundamental role of the Team is to contribute to ensuring

that the overall quality of teaching & learning in the school is outstanding, particularly from a student's perspective.

SIKHISM

All Sikh students will learn Panjabi and Sikh Studies as discreet subjects every week. We are proud to be a Sikh school and want each student to develop their knowledge and understanding of their rich culture and faith. Students will also be given ample opportunity to learn Sikh musicality, through voice and instrument. All Sikh students will be expected to attend weekly Sikh assemblies.

Non Sikh students who opt out of the above will learn citizenship and an additional language to the core language (French) that is taught in curriculum time. They will have alternative, secular assemblies and will have alternative musical provision during enrichment.

STUDENT PLANNERS FOR YEAR 7

The Student Planner aids communication between school and home. It is an effective way of monitoring the amount/level/quality of homework/independent learning that your child is receiving. The Planner reiterates the school's expectations and provides useful information on how to be successful at Atam Academy. It provides an extensive source of information for students and parents and reiterates pre-admission agreements. It is very important when your child receives this document on their first day that you stress the importance of the

Planner to them. Please take time to re-read the Planner with your child and ensure that they are aware of the expectations that staff have of them at the school.

TEACHING ASSISTANTS

The school employs a significant number of Teaching Assistants who work to support students in the classroom.

UNIFORM

Our school uniform plays a valuable and significant role in contributing to the school's ethos. It is our students' identity in the community and reflects the high and exacting expectations of the school. Like many schools we believe uniform supports effective teaching and learning. It is therefore expected that all students comply with the school's requirements at all times.

Please refer to our website for specific information on our Primary and Secondary School uniform.

All items of uniform are available only from our uniform supplier, Khalsa School Wear.

Students are expected to wear full school uniform at all times in school, to and from School, and on any educational school journey.

In addition:

- Make-up and nail varnish are not permitted.
- No student is permitted to wear jewellery to school. This includes earrings, studs, rings, and necklaces. Watches and a Kara (1) are permitted.
- Shaved eyebrows, tramlines in hair, dyed hair are not permitted.
- Any student modifying their uniform will be required to purchase a new item to replace it.
- School will expect any frayed or torn uniform items to be replaced.

VALUES

Our work is underpinned by our core values which are:



All students will demonstrate these values that make our school a success.

WORKBOOKS

We are fortunate to have high quality exercise books. They have been designed to assist students' learning. Please familiarise yourself with the guidance on the inner pages. Do you know the answer to the following questions? What do your child's books look like? Has your child received regular feedback from their teacher? Are the books well presented with all work complete? Has your child's work been marked? Has your child responded to the marking? Have you signed your child's workbook every week? Your child's books will be the first indicator of whether or not they are achieving at Atam Academy. It is crucial you spend time reading through their work and discussing what they have learnt in lessons. The most important step in learning is that of consolidation and few students regularly go home and read through their work. It is important to instil a sense of value about the pride they should take in their work and what it reflects about them. Please feel free to comment in your child's books; teachers will be checking these regularly. Your child's books should be the focus of any discussion about progress and learning.

HOW TO HELP WITH REVISION AND EXAMS: Secondary

- Start revision in a positive manner. Help your child to write a clearly structured revision plan which includes time out, treats, fresh air and exercise. Your child will not perform to their best potential if he/she is overly tired.
- Check that your child's revision focus is on the subjects that is his/her weakest. Many students will start with their best subjects and leave the weaker ones till the end.
- Use "post-its". Try different coloured ones as reminders about vocabulary, formulae, quotation etc. Display them on mirrors, doors or around computer screens.
- If your child is stuck or seems bored, encourage your child to use a different method of study i.e. orally or in pictures/ diagrams rather than writing more notes. Using different methods uses different parts of the brain.
- Remind your child to seek help/ clarification from his/her teachers at school; we provide lots of information and guidance.
- "The way to eat an elephant is one bite at a time" - get your child to break revision into small chunks. It is better to do 30 minutes successful revision than plan 5 hours, feel overwhelmed and fail to start.
- Revision means re-looking at work. To move knowledge into the long term memory your child needs to re-look at it at least 5 times.
- Ensure your child reads their examination timetable carefully and gets to the examination centre in good time. There is nothing worse than arriving flustered or entering the hall after the exam has started.
- Remind your child of good examination technique: once in the exam room, read the questions and instructions carefully; what exactly is being asked? Be selective - just because you have learnt lots of information about a topic don't simply throw it all in. Be precise, controlled and relevant. Make it easy for the examiner to reward you.
- Rather than banning your child from using a computer and a mobile phone, encourage your child to negotiate a communication contract with friends where they all agree which 20 minutes they will go online/communicate with each other, and make sure they stick to it.
- Encourage your child to relax before bedtime so your child sleeps well.

FIXED PENALTY NOTICES

The school, following consultation with the Local Authority and in accordance with revised guidance made by the Education and Inspections Act 2006, will, when required, issue Fixed Penalty Notices to parents.

WHAT IS A PENALTY NOTICE?

A Penalty Notice is an alternative to prosecution and does not require an appearance in Court. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

WHAT ARE THE COSTS?

The penalty is £60 if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days of receipt of the notice. If the penalty is not paid in full by the end of the 42 day period, then the Local Authority will prosecute for the offence to which the notice applies.

WHEN ARE PENALTY NOTICES USED?

The school, in partnership with the Royal Borough, will issue such notices for the following offences:

- Persistent lateness to school: more than 10 instances in an academic term and following a written warning and a final warning.
- Overt truancy (including students caught on truancy sweeps): immediately on the student's return to school by the Truancy Officer or Police.
- Parentally condoned absence: following the holidays, without prior agreement: following an assessment of the reasons for non-return.
- Loss of 10 sessions (5 school days) and a written warning by the school.
- Instances where parents take children out of school for holidays in term time; without approval: immediately on confirmation that the student has been removed from school without written permission.
- Students observed in a public place during the first 5 days of a fixed term or permanent exclusion: immediately; following receipt of a written report indicating the date, time and location of the student.

IS THERE AN APPEAL PROCESS?

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning you can make representations should you wish.

HOW DO I PAY?

Details of payment arrangements will be included in the Penalty Notice. Payment in part or by instalment is not an option with Penalty Notices.

COMPLAINTS PROCEDURE

From time to time, usually based on misunderstanding or absence of dialogue, though sometimes as a result of school's human error, you will want to complain. Some complaints are minor and can be easily remedied. Sometimes complaints are more complex. All complaints matter to us.

PRINCIPLES:

Atam Academy is committed to:

- An effective and efficient process which is fair to students and their parents and which ensures that formal complaints are dealt with in accordance with the key guidelines set out in the DFE's School Complaints Procedure.

WE AIM TO:

- Follow the guidance of the DFE School Complaints Procedure.
- Resolve complaints with alacrity having considered all available evidence.
- Ensure that the resolution is in the best interests of students.
- Ensure that any resolution in no way compromises the efficiency of the school or the efficient education of the school community or compromises equality of opportunity for all.
- Handle all complaints with sensitivity and ensure confidentiality where and when appropriate.
- Resolve all complaints without escalation.

If you have a complaint it should first be raised with the person from whom it has directly arisen. Should this not remedy matters then it should be their manager, usually, a member of the Leadership Team.

If you are not satisfied with the way a concern has been addressed then you may request a complaint form from Ms Lewis. In such cases the following represents the most likely recommended stages.

Complaint heard by a relevant member of staff and / or member of the Leadership Team designated to the task.

- Complaint heard by the Executive head teacher.
- Complaint heard by Director of Education.
- Complaint heard by Chair of Governors