

3<sup>rd</sup> April 2020

***‘Among the highest performing schools in the country’ (Evening Standard)***

Dear Parents and Carers,

I am delighted to be writing to you for the first time, albeit in highly unusual and challenging circumstances, to welcome you to Ark Greenwich Free School (AGFS). There were nearly 800 applications for just 120 spaces at AGFS this year, so I would like to start by taking this opportunity to congratulate you on being one of the few successful applicants.

As you already know, this is a school with big ambitions. Our aim is to consistently be one of the highest performing schools in the country. I hope you are already looking forward to becoming part of this exciting journey.

There are a number of things that are incredibly important to us here at AGFS. Maintaining our disciplined and respectful culture is our top priority because we know that success flows from this. It is vital that parents are aligned to the school’s vision and values from the onset as we will be able to achieve much more together. You can read the school’s behaviour policy [here](#). We anticipate your full support at every juncture such that we can ensure that your child flourishes at our school.

Ms Brooks will be your child’s Head of Year and I have every confidence that she, alongside her exceptional pastoral team of form tutors, will ensure that your child receives the best possible start to life at AGFS.

My advice to new students is clear; work hard, be nice and believe in yourself. You can leave the rest to us.

This letter contains all the information you will need to ensure your child’s transition to AGFS is a smooth one, so please read carefully and keep it safe. We will also be updating a Year 6-7 transition page on our school website which you can monitor [here](#). This page will contain all transition information and provide one easy to access central location for parents. We will send out more specific information as we get closer to the transition events and the lockdown period is lifted.

**The dates outlined below may be subject to change depending on government advice to schools during the current lockdown period, we will keep you updated to any changes.**

**Timeline**

Wednesday 1 <sup>st</sup> July 2020	Year 6 Student Induction Day <b>08.30 - 14.45</b>
Tuesday 7 <sup>th</sup> July 2020	Year 6 Parents Evening <b>18:30 – 20:00</b>
Thursday 9 <sup>th</sup> July 2020	On-site school uniform shop open between <b>17.00 - 20.00</b>
Friday 4 <sup>th</sup> September 2020	First day of Year 7 <b>08.30 - 14.45</b>

## **New Starter Induction Form**

It is essential that we have an accurate record of you and your child's personal details as soon as possible. Importantly, all new parents must read and agree to abide by the standards set out in the AGFS Home-School Commitment (HSC). This sets out how we will work together to support your child. The HSC can be found by clicking this link: [Home School Commitment](#). **Parents are reminded that AGFS is a strict no mobile phone school and there are no exceptions to this rule.**

**We request that parents complete the online *New Starter Induction Form* for their child via this link by Friday 24<sup>th</sup> April 2020: <https://tinyurl.com/AGFSInduction2020>**

**Please ensure you complete all required fields accurately for our records.**

## **Year 6 Induction Day - Wednesday 1st July 2020 (date may be subject to change)**

Students will need to arrive at 8.30am for an 8.45am start. They will be dismissed at 2.45pm. If your child will be travelling home from AGFS independently, please ensure you inform our reception by email ([info@arkgreenwich.org](mailto:info@arkgreenwich.org)) prior to the 1st July 2020. Students will need to bring a pencil case, packed lunch, snack for break time and bottle of water with them. If your child receives free school meals (FSM), lunch will be provided for them\*. Students should wear their primary school uniform and be neatly turned out. Over the course of the day they will meet key members of staff, complete team building activities and participate in sessions about our four school values; Ambition, Growth, Fellowship and Scholarship.

\*If you are not already in receipt of Free School Meals and you receive certain benefits, you may be eligible to receive school clothing grants, school journey grants and free school meals. To apply please use the following link: [Online FSM Application](#). Nationally 20% of families eligible **do not even apply** and we urge you to apply to support your child in accessing this support.

If you are already in receipt of free school meals, **you will not need to reapply**. However, please ensure you indicate this on your New Starter Induction form.

## **Birth Certificates**

As part of the registration process **we must take a copy of your child's original birth certificate prior to admission**. We will be in touch with further instructions on bringing your child's birth certificate to reception to be copied, once school re-opens. All student records and files are stored securely, and in accordance with GDPR.

## **Parent Induction Evening: 6.30-8.00pm Monday 7th July (date subject to change)**

This will be an opportunity for parents to find out which form group your child will be in, meet key staff members including the form tutor, gain an understanding of how the school operates and talk to current parents and students at the school. Full attendance from parents and children is expected at this event.

## Onsite Uniform Shop

There will be an onsite uniform shop on **Thursday 9<sup>th</sup> July (date subject to change) between 5.00 and 8.00pm** where you will get a chance to purchase a uniform ready for the new term. Please complete this booking form if you are intending to come to the onsite uniform shop: <https://tinyurl.com/AGFSuniform2020>

We strongly advise that you do not rely on this event alone, especially given the current circumstances, for uniform purchases, as there can be long queues which cause appointment delays. Alternatively, you can order your child's uniform through our school uniform providers website: [www.khalsaschoolwear.co.uk](http://www.khalsaschoolwear.co.uk) or visit their store: Khalsa Schoolwear, 388-390 Bethnal Green Road, London E2 0AH.

## Stationery Order Form

Also attached to this letter is an opportunity to purchase a set of stationery at an affordable price that includes all the equipment a student will need for lessons at AGFS. Please see the full equipment list on the final page of this letter. If you are ordering stationery through the school, this will need to be completed **and paid for by 1st July 2020**, so the packs can be given directly to students on the first day in September. Please complete the attached order form with the payment of £15 into our school bank account below and return the order form to reception:

**Bank: Lloyds Bank**  
**Account: Ark Greenwich free school**  
**Sort code: 30-92-45**  
**Account number: 55525468**  
**Ref: STAT (Child's full name)**

## SEND Provision

If your child has a Special Educational Need, this information will be shared with the school by the primary school and the SEND team will be in touch with you towards the end of the summer term. If you have any questions in advance of this, please contact the school at [info@arkgreenwich.org](mailto:info@arkgreenwich.org).

## Additional Information

We must inform you that there is **no parking on site** for either dropping students off or attending events unless special arrangements are made for disabled badge holders. For advanced visitor information, including parking, please use this link: [Contact us](#). Please do not use the Royal Herbert Pavilion car park or entrance opposite or the BT driveway adjacent to the school. If you are a disabled badge holder please contact the school Reception in advance.

If you have any questions about the contents of this letter or arrangements for transition please click here: <https://arkgreenwichfreeschool.org/admissions/transition-communication> or contact the school office directly on 0208 319 3692 or [info@arkgreenwich.org](mailto:info@arkgreenwich.org).

Please keep an eye on our school website for the latest AGFS news and events.



# Ark Greenwich Free School

## In summary, actions parents must now take:

- 1) Read and agree to uphold the spirit of the [AGFS Home-School Commitment](#)
- 2) Read and agree the [AGFS Behaviour Policy](#)
- 3) Complete the Induction form by **24th April 2020**
- 4) Supply reception with a birth certificate for your child so that a copy can be taken - details as to how this will take place will be shared in due course
- 5) Purchase uniform and stationery
- 6) Add the key dates to your calendar

We look forward to meeting you at the induction day and getting to know you over the coming months.

Please take care of yourselves, your families and stay safe and well.

Kind regards,

Mr R Spiers  
Headteacher

## AGFS Year 7 2020/21 – Frequently Asked Questions

### **When is the first day of school?**

Year 7 scholars start school after the summer break on Friday 4th September 2020. This day will be for Year 7 only.

### **What are the timings of the school day?**

The school gates open at 7:50am and scholars are expected to be at school by 8:15am at the latest. The school day finishes at 4:00pm on Monday to Wednesday and 3:00 pm on Thursday and Friday. Students arriving late to school will be issued with a same day detention.

### **What equipment do I need to bring to school each day?**

If you have purchased the stationery kit this will provide you with all of the equipment you need. The stationery kit will be given to students on the first day of school. For further information see the detailed equipment list below.

### **What uniform do I need to wear?**

It is incredibly important that students wear the correct school uniform. Students will not be permitted into circulation if their uniform is incorrect. A full uniform list is included later in this letter. Some key things to remember: grey skirts must cover the full knee when standing upright, trousers must cover the ankle, jewellery and make-up are not permitted, hair must be a natural colour only and school bags must be plain black (no handbags or large logos). You will not need your PE kit on the first day. An on-site school uniform shop will be available on the 9<sup>th</sup> July 2020 between 5-8pm.

### **How do students pay for school meals?**

You will receive an email from WISEPAY to inform you that a school meal account has been set up for your child. This will allow you to top up your child's lunch account balance online. On the first day of school we will show students how to set up this account. If you have not received information regarding your child's account before the first day of school, then please send them to school with money and we will set this up on the day. A balanced meal costs £2.30. No student will go hungry; fresh bread and salad is available for those with limited funds on their account. If there are issues with lunch accounts, please continue to send your child to school with cash and they can pay this into their account via our on school cash loaders.

### **How can I contact the school?**

If you need to contact the school before or over the summer, please use the [info@arkgreenwich.org](mailto:info@arkgreenwich.org) email or call 020 83193692. Please be aware that staff are not in school every day over the summer break so there may be a delay in getting back to you.

### **What work can students complete over the summer?**

Students will be provided with a series of optional and compulsory tasks to complete over the summer holiday, which will help them to prepare for life at secondary school. Reading is a huge part of what we do so the sooner students get used to reading every day the better.



# Ark Greenwich Free School

## UNIFORM

AGFS has a traditional uniform that is strictly adhered to. We believe that wearing the correct school uniform in the correct manner is one of the many ways in which our students can demonstrate pride in themselves and in their school. Parents have the responsibility to ensure that pupils always have the correct uniform.

Item	Girls	Boys
<b>Outdoor Clothing</b>	All outdoor clothing must be black or blue with no logos. Hooded sweatshirts are not allowed as outerwear.  Plain reflective bands may be worn for safety reasons on the arm or the school bag.	All outdoor clothing must be black or blue with no logos. Hooded sweatshirts are not allowed as outerwear.  Plain reflective bands may be worn for safety reasons on the arm or the school bag.
<b>Blazer</b>	School blazer with logo on the pocket  There will be no badges, broaches pinned or sewn onto the school uniform.	School blazer with logo on the pocket  There will be no badges, broaches pinned or sewn onto the school uniform.
<b>Shirt</b>	White school shirt (short-sleeve for summer)	White school shirt (short-sleeve for summer)
<b>Tie</b>	School tie – tie length must reach the waistband of trousers or skirt	School tie - tie length must reach the waistband of trousers
<b>Jumper</b>	School jumper (grey with blue piping) (this is an optional item and pupils are not expected to wear the jumper)	School jumper (grey with blue piping) (this is an optional item and pupils are not expected to wear the jumper)
<b>Skirt or Trousers</b>	Grey school skirt (must be below the knee, must not be tight) OR grey school trousers	Grey school trousers
<b>Socks or opaque tights</b>	Must be black. These may not have a frill trim.	Must be black.
<b>Shoes</b>	Must be black, flat and without logos, patterns or coloured stitching.  Shoes must be able to be polished.  Black trainers are not allowed.  Ankle supports (such as those featured by the Kickers brand) are permitted.  Boots are not permitted except in inclement weather, in which instance they must be removed at the school entrance and replaced with regulation school shoes.	Must be black, flat and without logos, patterns or coloured stitching.  Shoes must be able to be polished.  Black trainers are not allowed.  Ankle supports (such as those featured by the Kickers brand) are permitted.  Boots are not permitted except in inclement weather, in which instance they must be removed at the school entrance and replaced with regulation school shoes.



# Ark Greenwich Free School

	Discretion on what constitutes a shoe, if there is doubt falls with the HOY/SLT.	Discretion on what constitutes a shoe, if there is doubt, falls with the HOY/SLT
<b>School bag</b>	<p><b>All students must have a plain black, rucksack style bag that is fit for purpose with a small logo.</b></p> <p>Coloured dots awarded by the school for values &amp; skills linked to the reward system &amp; Matriculation badges should be sewn onto bags (straps)</p> <p>Badges may only be worn on the strap of scholars' bags.</p> <p>Handbags are not permitted as school bags.</p>	<p><b>All students must have a plain black, rucksack style bag that is fit for purpose with a small logo.</b></p> <p>Coloured dots awarded by the school for values &amp; skills linked to the reward system &amp; Matriculation badges should be sewn onto bags (straps)</p> <p>Badges may only be worn on the strap of scholars' bags.</p>
<b>Accessories</b>	<p>All accessories (such as scarves, gloves, hats, earmuffs) must be in school colours (black, blue or dark grey).</p> <p>No jewellery (with the exception of the kara) is permitted.</p> <p>No earrings or studs at all are permitted. A plain watch is allowed.</p> <p>No nose piercings are permitted</p> <p>No tongue piercings are permitted.</p> <p>Accessories for hair such as bandanas, tights and scarves are not to be worn in any circumstance. Only conventional hair bands (black) may be worn.</p> <p>The no jewellery rule extends to placing jewellery items into the hair. This includes charms or items that wrap around braids strands of hair.</p>	<p>All accessories (such as scarves, gloves, hats, earmuffs) must be in school colours (black, blue or dark grey).</p> <p>No jewellery (with the exception of the kara) is permitted.</p> <p>No earrings or studs at all are permitted.</p> <p>A plain watch is allowed.</p> <p>No nose piercings are permitted</p> <p>No tongue piercings are permitted.</p>
<b>Hair</b>	<p>Short hair should be no shorter than Grade 2. This includes any grading around the sides of hair and undercuts.</p> <p>Long hair must be well-kept and tidy and allow the face to be seen. It may be tied back if necessary.</p>	<p>Short hair should be no shorter than Grade 2. This includes any grading around the sides of hair and undercuts.</p> <p>Long hair must be well-kept and tidy and allow the face to be seen. It may be tied back if necessary.</p>



# Ark Greenwich Free School

	<p>No shaved patterns, lines or unnatural colours are permitted in hair or eyebrows.</p> <p>Hair must not be dyed, bleached or coloured in any way</p> <p>If hair extensions are to be worn, the colour will be the same as the student's natural hair colour.</p> <p>Cornrows are allowed but must be kept neat.</p> <p>Girls' hair accessories must be plain, without patterns and in school (blue, black, grey) colours. No diamante or similar is permitted.</p> <p>Hair should not exceed a height of 2 inches and the grading must be no lower than grade There should be no 'step' or 'wedge' effect.</p> <p>Beads are not allowed.</p>	<p>No shaved patterns, lines or unnatural colours are permitted in hair or eyebrows. In addition, multiple lines/zig zag shapes/squares/partings that occur as a result of plaits or braids are not permitted.</p> <p>Cornrows are allowed but must be kept neat.</p> <p>Hair should not exceed a height of 2 inches and the grading must be no lower than grade</p> <p>There should be no 'step' or 'wedge' effect.</p> <p>Beads are not allowed.</p> <p>Hair must not be dyed, bleached or coloured in any way.</p> <p>If hair extensions are to be worn, the colour will be the same as the student's natural hair colour.</p>
<p><b>Makeup</b></p>	<p>There should be no visible make up worn at any time.</p> <p>Nails/Nail varnish: No coloured or clear nail varnish is to be worn at school at any time. Long acrylic/fake nails are not to be worn at school.</p>	<p>There should be no visible make up worn at any time.</p> <p>Nail varnish: No coloured or clear nail varnish is to be worn at school at any time.</p>

## Uniform Suppliers

Our uniform suppliers are Khalsa Schoolwear based in Bethnal Green. Once a year we host the uniform shop onsite at AGFS, this year this event is taking place on 9<sup>th</sup> July 2020 between 5.00 and 8.00pm. Please complete this booking form if you intend to come to the onsite uniform shop:

<https://tinyurl.com/AGFSuniform2020>

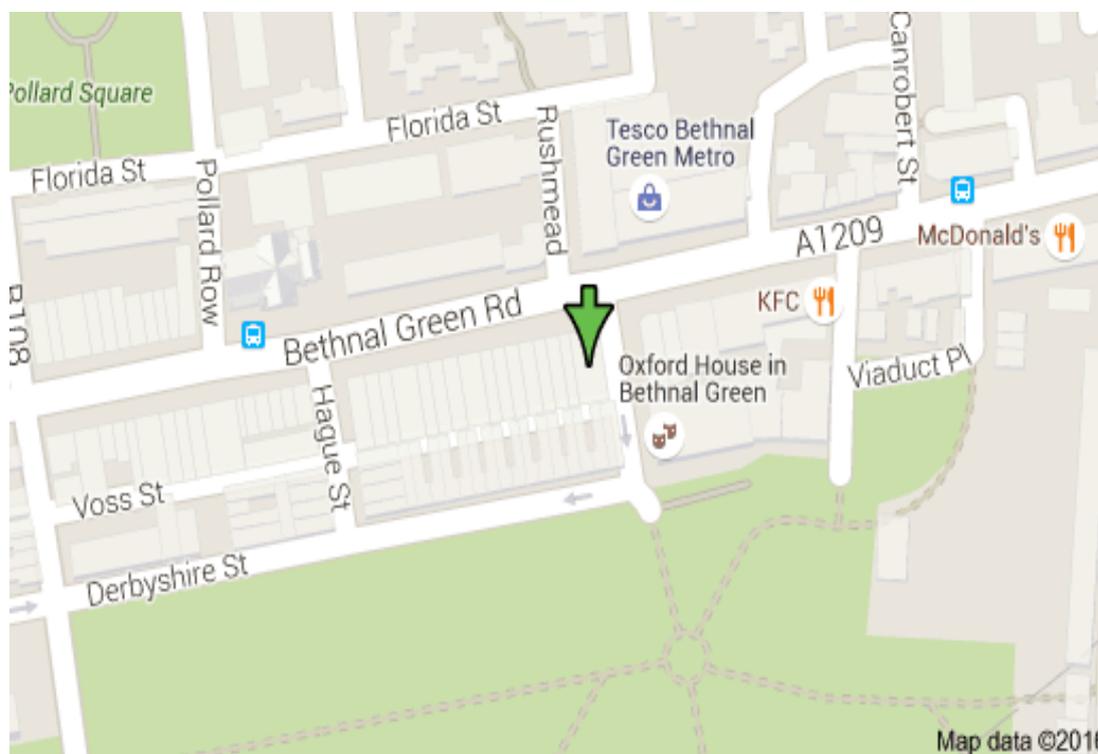
Throughout the year, you may buy uniform items directly from Khalsa.

Website: [www.khalsaschoolwear.co.uk](http://www.khalsaschoolwear.co.uk)

Telephone: 020 7729 3286

Address: Khalsa Schoolwear, 388-390 Bethnal Green Road, London E2 0AH

A full price list of all uniform items can be obtained from reception throughout the year.





## EQUIPMENT

There are a number of compulsory items that a student needs in order to be able to take a full and active part in learning at the school. Therefore, all students should pack their school bag with the following items every night:

- Current reading book
- Student planner – provided by school on first day
- 1 clear pencil case with the following contents:
  - 2 black writing pens
  - 2 blue writing pens
  - 2 green writing pens
  - Yellow highlighter pen
  - 2 sharpened pencils
  - 1 rubber
  - 1 sharpener
  - ruler
  - 1 scientific calculator
  - Glue stick
  - Maths set including protractor and compass
  - White board marker
- Books/folders for that day
- Language dictionary in chosen language
- PE Kit if required