



**DIXONS
ALLERTON**
ACADEMY

The background of the cover features a photograph of a young man in a dark school uniform, white shirt, and dark tie. He is wearing clear safety goggles and has a yellow lanyard with an ID badge around his neck. The image is partially obscured by a large, multi-pointed purple star graphic that is semi-transparent. The text 'Family Handbook 2021/22' is overlaid on the lower-left portion of the star.

Family Handbook
2021/22



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Welcome to Dixons Allerton Academy (DAA)

We guarantee that we will do whatever it takes to make sure that every student at Dixons Allerton achieves their full potential. We have extremely high expectations and, just as there are no shortcuts, there are no excuses.

At Dixons Allerton Academy, we have created an exceptional culture of success through the operation of our consistent routines and protocols, delivered in a warm and caring way. We have a persistent focus on outcomes, both in terms of personal development and academic success.

We achieve this by offering the very best teaching and pastoral support for all students, regardless of need or ability. Students learn, behave, are respectful and demonstrate good manners. Teachers teach with skill and rigour, showing great empathy alongside high expectations of students and colleagues. Staff and students work together in partnership and enjoy their time at DAA.

Working alongside our community is crucial in maintaining our high expectations and our belief that our young people can go out into our community and achieve great things. Therefore, this booklet is an essential document in helping all our families understand our standards and approach. This means we can ensure that your child gets the most out of the opportunities we will provide. We rely on your interest in what your child is doing each school day, on your support and encouragement for their work and your support of the behaviour systems, sanctions and rewards. We also ask for your attendance at parental consultation evenings and academy events.

Together, we will make sure your child's education is successful. We want to work in partnership with you to ensure that DAA is an exceptional school for all our academy community.

Finally, although we will always do our best to provide an outstanding all-round education, we cannot be perfect and sometimes we will get things wrong – always talk to us if you are worried. We ask that you approach us with respect and dignity, and we will always strive to ensure that we do the same. You will always find someone who is willing to help you with your issues.

Thank you for taking the time to read this booklet. I look forward to leading DAA into the future and to making a difference to the lives of our young people and the community we serve.

Danny Carr
Principal



We work with families,
students and each other
to ensure all students
leave prepared and
equipped for their next
stage in learning and life.

CRITICAL QUESTIONS

Why do we exist?

To challenge educational and social disadvantage in the North

How do we behave?

Work hard - determined to get things done

Be good - behave with integrity and honesty

Be nice - show humility and be a positive team player

What do we do?

We establish high-performing non-faith academies which maximise attainment, value diversity, develop character and build cultural capital.

How will we succeed?

Academic rigour. Aligned autonomy - finding the optimal balance between consistency and self-determination

Talent first

Term and holiday dates 2021/22

2021 Term 1 **Tuesday 31 August 2021 to Friday 15 October 2021**

Holiday - Saturday 16 October 2021 to Sunday 31 October 2021

2021 Term 2 **Monday 1 November 2021 to Friday 17 December 2021**

Holiday - Saturday 18 December 2021 to Sunday 2 January 2022

2022 Term 3 **Tuesday 4 January 2022 to Friday 18 February 2022**

Holiday - Saturday 19 February 2022 to Sunday 27 February 2022

2022 Term 4 **Monday 28 February 2022 to Friday 8 April 2022**

Holiday - Saturday 9 April 2022 to Sunday 24 April 2022

2022 Term 5 **Monday 25 April 2022 to Friday 27 May 2022**

Holiday - Saturday 28 May 2022 to Sunday 5 June 2022

2022 Term 6 **Monday 6 June 2022 to Friday 22 July 2022**

Holiday - Saturday 23 July 2022 onwards

Additional holidays that are not included above:

Monday 30 August 2021 - Bank Holiday

Monday 3 January 2022 - Bank Holiday

Monday 2 May 2022 - Bank Holiday

Eid - tbc

Staff data and training days

Thursday 26 August 2021

Friday 27 August 2021

18 - 19 November 2021

10 - 11 March 2022

21 - 22 July 2022

Academy contact details

Dixons Allerton Academy

Rhodesway

Bradford

BD8 0DH

Telephone: 01274 770 230

E-mail: admin@dixonsaa.com

Website: www.dixonsaa.com

Twitter: Follow us @dixonsaa

Key Staff

Senior Leadership Team

Clare Skelding	Executive Principal
Danny Carr	Principal
Jill Atkins-Mackley	Vice Principal
Sadie Williams	Vice Principal
Daniel Cook	Assistant Vice Principal
Ben Fogarty	Assistant Vice Principal
Georgie Frieder	Assistant Vice Principal
Tom Coltman	Assistant Vice Principal
Raza Shah	Assistant Vice Principal
Amanda Patch	Assistant Vice Principal
Glen Moore	Operations and Business Manager

Special Educational Needs

Jodie Mcdonald	SENDCO
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Curriculum Phases

Year 7 (class of 2028)

Charmaine Naido	Director of Progress and Achievement
Sharon Smith	Year Manager

Year 8 (class of 2027)

Shabana Akhtar	Director of Progress and Achievement
Adam Greenwood	Year Manager

Year 9 (class of 2026)

Steven Brown	Director of Progress and Achievement
Julie Bhandara	Year Manager

Year 10 (class of 2025)

Aftab Hanif	Director of Progress and Achievement
Tony Blain	Year Manager

Year 11 (class of 2024)

Judith Philips	Director of Progress and Achievement
Leslie Crabb	Year Manager

Our academy week

Year 7, 8 and 9					
	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 - 8.55	Collective learning	Collective learning	Collective learning	Collective learning	Collective learning
8.55 - 9.50	Period 1	Period 1	Period 1	Period 1	Period 1
9.50 - 10.10	Break	Break	Break	Break	Break
10.10 - 11.05	Period 2	Period 2	Period 2	Period 2	Period 2
11.05 - 12.00	Period 3	Period 3	Period 3	Period 3	Period 3
12.00 - 12.15	DEAR	DEAR	DEAR	DEAR	DEAR
12.15 - 12.45	Lunch	Lunch	Lunch	Lunch	Lunch
12.45 - 13.40	Period 4	Period 4	Period 4	Period 4	Period 4
13.40 - 14.35	Period 5	Period 5	Period 5	Period 5	Period 5
14.35 - 15.30	Period 6	Period 6	Period 6	Period 6	Period 6

Year 10, 11 and Post 16					
	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 - 8.55	Collective learning	Collective learning	Collective learning	Collective learning	Collective learning
8.55 - 9.50	Period 1	Period 1	Period 1	Period 1	Period 1
9.50 - 10.45	Period 2	Period 2	Period 2	Period 2	Period 2
10.45 - 11.05	Break	Break	Break	Break	Break
11.05 - 12.00	Period 3	Period 3	Period 3	Period 3	Period 3
12.00 - 12.15	DEAR	DEAR	DEAR	DEAR	DEAR
12.15 - 13.10	Period 4	Period 4	Period 4	Period 4	Period 4
13.10 - 13.40	Lunch	Lunch	Lunch	Lunch	Lunch
13.40 - 14.35	Period 5	Period 5	Period 5	Period 5	Period 5
14.35 - 15.30	Period 6	Period 6	Period 6	Period 6	Period 6

- All students must arrive at the academy by 8.15am at the latest.
- All students begin their day with collective learning which includes: retrieval practice (focused on critical knowledge); literacy and numeracy development; strengthening of school culture, values, expectations reset; and appreciations / recognition.
- For all students same day corrections (detentions of up to 1 hour) start at 3.30 pm everyday.
- ***DEAR** – Drop Everything And Read.

Curriculum

As a Dixons Academy, our mission is simple: we celebrate diversity and relentlessly focus on the highest standards of student achievement.

Teaching and learning

We achieve this mission through an unwavering focus on results, and by offering the very best teaching and support. Our practice is thoroughly rooted in our three core values: Happiness, Industry and responsibility

At Dixons Allerton, we build a partnership between families, students, and teachers that puts learning first.

Our teachers have real respect for their learners as people with ideas of their own. They are passionate about teaching and learning, and able to present challenging learning tasks. Their expertise allows them to 'read' their classrooms and to be more responsive to learners. They are extremely flexible and take every opportunity to maximise learning. They are great seekers and users of feedback.

In our classrooms, schemes of work and intervention planning, we value knowledge, skills and understanding.

We insist on good learning habits with high expectations and no excuses. This is an important part of the teaching and sets the tone for the learning that follows.

We expect all students to make outstanding progress over a key stage. This will result in nearly every student achieving, at least, eight good GCSEs including English and Mathematics. Many students will achieve the English Baccalaureate.

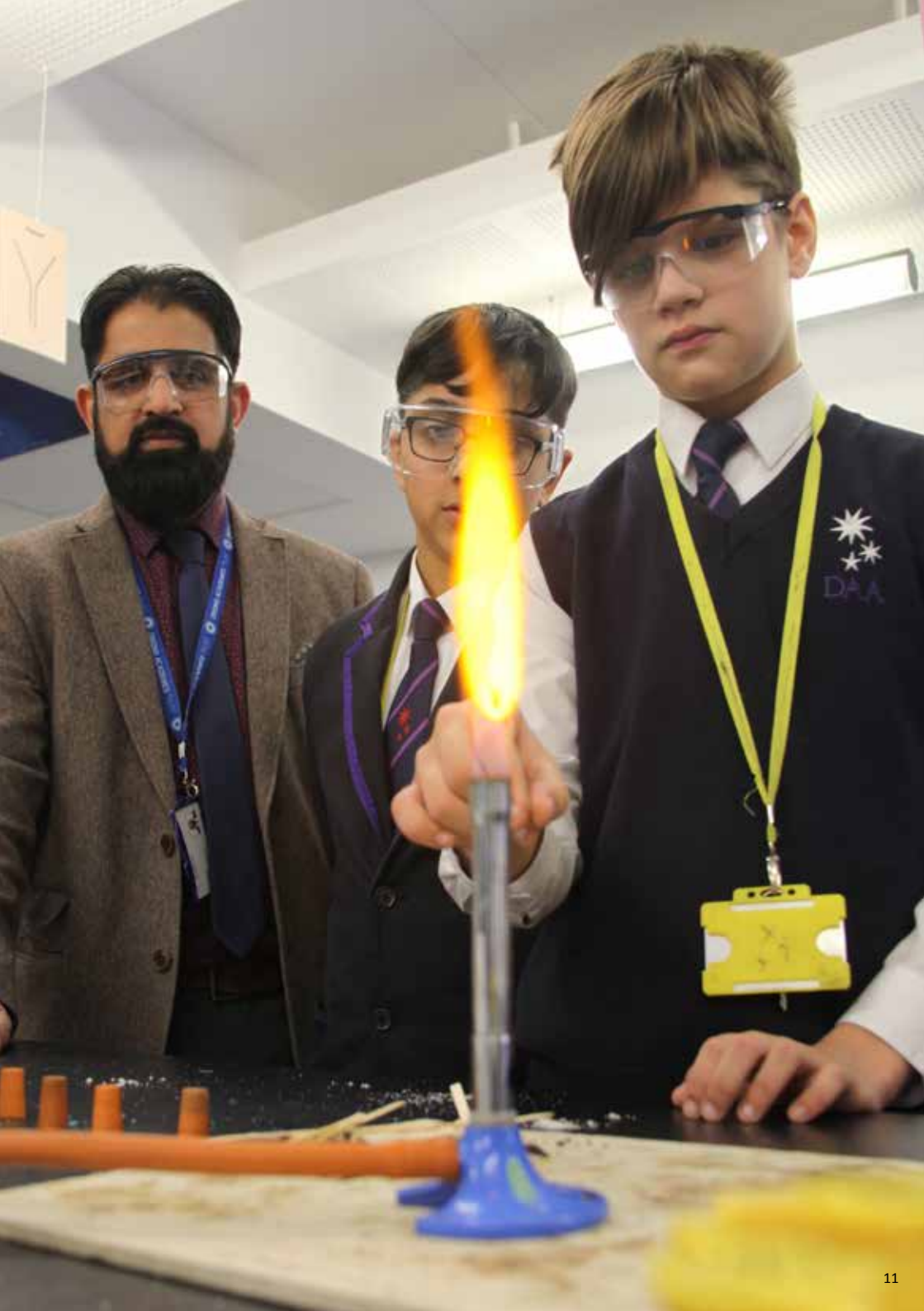
Literacy

Our duty is to develop students who are confident readers, writers, speakers and listeners, who value these life skills and strive to improve them. We recognise that it is the responsibility of all staff from all subject areas to teach literacy skills as reading, writing, speaking and listening is integral to all subjects.

In order to raise the profile of literacy across the curriculum, to support students with their learning and to raise standards across the curriculum, there are three 'literacy' expectations of all students at all times:

- 1. Reading book in their possession (reading)**
- 2. Speak in full sentences and no slang (speaking)**
- 3. Track the speaker/s (listening)**

There is also 15 minutes of time each day during DEAR (Drop Everything And Read) sessions. Students are expected to complete tasks such as: read in silence, discuss their reading and complete a reading log. Staff are required to model reading aloud and reading in silence, facilitate class discussion and check reading logs. It is expected that students will read for, at least, 15 minutes each evening.



Curriculum

There are four key principles underpinning the design of the academy's curriculum:

- all students have access to a broad, balanced and coherent curriculum that supports learning
- a strong core ensures that basic skills are embedded at an early stage so that students are able to access the wider curriculum
- a range of learning pathways support and challenge all students
- tailored intervention outside the academy day ensures all students have access to catch-up, extension and enrichment

Curriculum in Year 7 and Year 8

The start of Key Stage 3 marks an exciting phase in the lives of our students. It is the period when they build on their primary education and prepare for their Key Stage 4 choices (which will be made in Year 8). Our curriculum is designed so that students can master the basics as well as extend their knowledge.

Subjects studied and time allocations in Y7 / Y8 – 2021/22

Weekly lesson allocation		
Subject	Year 7	Year 8
English	5	5
Maths	5	5
Science	5	5
RS	1	1
Art	1	1
Computing	1	1
DT	1	1
MFL	2	2
Geography	2	2
History	2	2
Performing Arts	1	1
PE	2	2
Music	1	1
PSHCE	1	1
Total	30	30

Curriculum in Year 9

In Year 9 curriculum is broad and balanced with a strong core in the EBacc (English, Mathematics, Science, Spanish, Geography and History) as well as Art and Performing Arts and an option from a range of high value subjects such as Art, IT, Design and Technology, Business Enterprise, Health and Social Care and PE.

Subjects studied and time allocations in Y9 – 2021/22

Weekly lesson allocation	
Subject	Year 9
English	5
Maths	5
Science	5
RS	2
MFL	3
Humanities	3
Option	2
Performing Arts/Art	1
PE	1
IT	3
Total	30

Curriculum in Year 10 and Year 11

Our Key Stage 4 curriculum is broad and balanced with a strong core in the EBacc (English, Mathematics, Science, one language and History / Geography) and a range of high value subject options such as Art, IT, Design and Technology and PE. We have limited the number of GCSE subjects to be studied by our students. This will reduce the exam burden and help ensure that our students are given the time and opportunity to develop intellectually.

Subjects studied and time allocations in Y10 / Y11 – 2021/22

Weekly lesson allocation	
Subject	Year 10 and 11
English	5
Maths	5
Science	5
RS	2
Option A	3
MFL	3
Humanities	3
PE	1
IT	3
Total	30



Modern foreign languages

Spanish is offered as the core language. Spanish is a vitally important world language. All students will study a modern foreign language at Key Stage 3 and 4. As students are studying languages at Primary school, this teaching lays the foundations for successful language learning.

The focus should be on the development of listening, speaking, reading and writing skills, on the development of cultural awareness and understanding, and on language awareness. It, therefore, does not matter which language is studied at secondary school; those who have experienced effective primary language teaching should experience accelerated progress in their secondary language studies.

Personal, social, health and citizenship education (PSHCE)

We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. We have designed Personal, Social, Health and Citizenship Education (PSHCE) around DfE Guidance for Personal, Social and Health Education (PSHE).

Safeguarding

Learning to stay safe is an integral part of all that we do and is embedded in our ethos and curriculum throughout the school. Our Motto of 'Stay safe, tell someone' is embedded throughout the school.

Health and sex education

This is covered during Science and PSHCE lessons. Outside speakers will come into the academy to talk about diet, hygiene, exercise, and relationships and sex. The facts of life are taught in Science lessons as part of the National Curriculum, and backed up with discussions on relationships and moral values in PSHCE lessons.

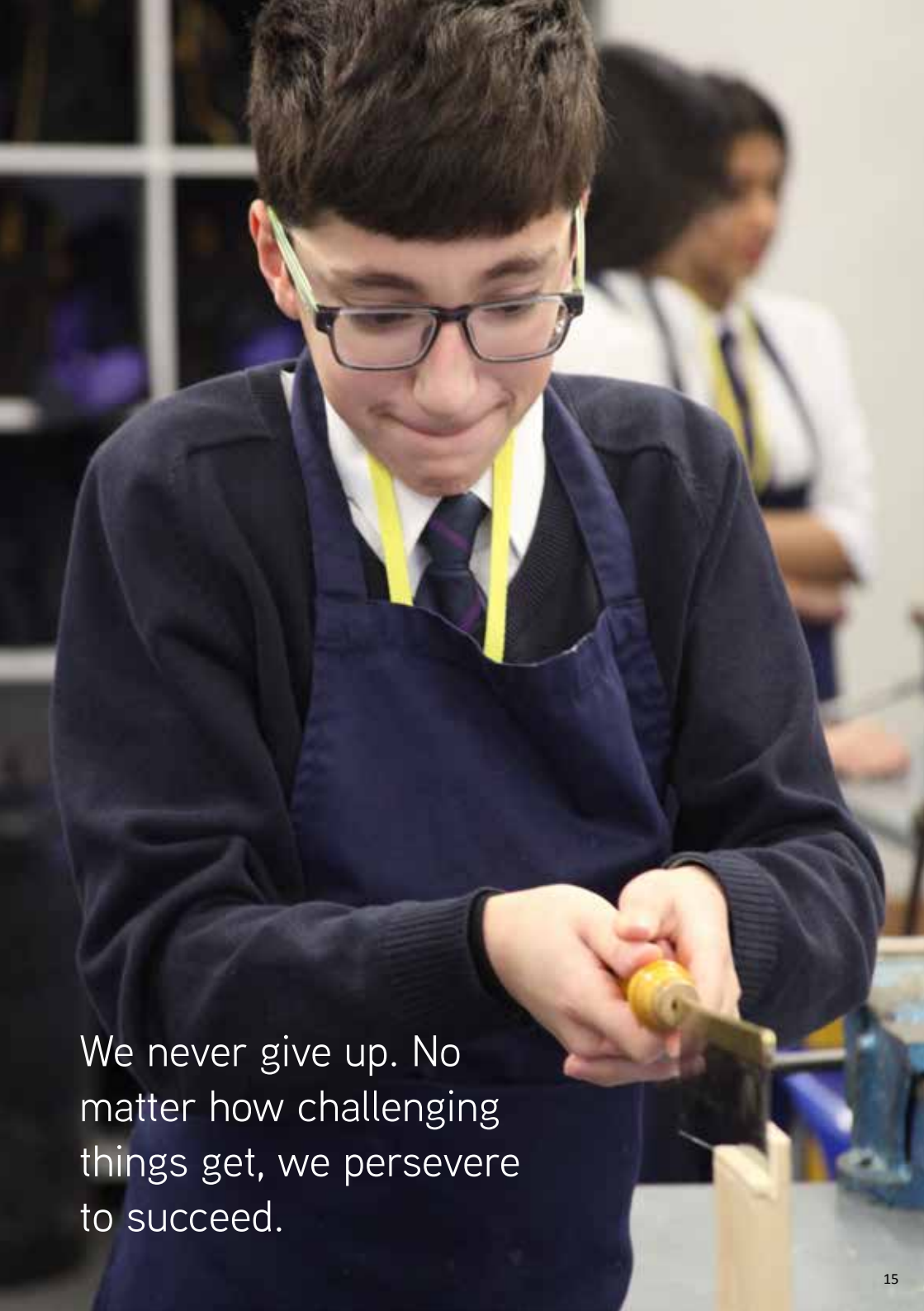
Homework

How to support with your child's homework

Students should be completing 30 minutes DEAR (reading) each night and it is important that you encourage your child to read challenging books. Your child's teachers will be able to help support the selection of a challenging book.

Alongside reading, your child should be revising from his / her Knowledge Organiser Book every night. This book contains all the key knowledge your child needs to succeed in each subject. Knowledge organiser are used for the daily homework which is set in collective learning. Students should use read, cover, write, check to learn the content of a given section of their Knowledge Organiser Book. They are expected to fill a sheet of A4 paper from top left to bottom right, with no gaps, using this method. A red pen should be used to check they have recalled the information correctly.

In addition, every night, you can support your child by quizzing them on the section they have been learning. All your child needs to do is memorise the sheets in their Knowledge Organiser so you do not need to have any additional knowledge to support them with this. There are also two key websites that you can refer to for additional learning opportunities for your child. For mathematics, we recommend MathsWatch, which is where your child's weekly Maths homework will be set and for English, BBC Bitesize.



We never give up. No matter how challenging things get, we persevere to succeed.

Personal development

Academy acknowledgements

We want students to be motivated by the intrinsic value of achievement, but we are committed to acknowledging students for developing essential learning habits. We will acknowledge students in different ways:

a) Verbal praise

In lessons and around the academy, staff will use descriptive praise to signal to students that they are demonstrating our DAA Learning Habits. Advisors will also ring home regularly; this will be an opportunity to provide parents / guardians with praise about their son / daughter. During collective learning, staff and students will have the opportunity to thank and praise each other for acting out our values in our everyday behaviours. Each day, students will publicly value other members of the organisation.

b) Student of the week

Each week every member of the academy staff will nominate a student of the week for something they have done in that week which has shown a real commitment to the Academy or the local community. Student of the Week will be announced in the following collective learning. We will also communicate this to parents.

c) Postcards home

Half way through a cycle, students who have received fewer than two corrections will receive a postcard home to recognise their commitment to our values and learning habits. The postcards will also encourage students to remain focussed during the second half of the cycle so they can attend our high profile reward events at the end of each cycle.

d) Progress and effort certificates

At the end of each cycle, two students from each class will receive a certificate: one awarded for most progress in the cycle and one for consistently high levels of effort. These certificates will be presented to students in our collective learning.

e) Acknowledgement events (reward expeditions)

At the end of each cycle, students who have shown a real commitment to our DAA Learning Habits will be rewarded through an invitation to our reward event. The Senior Leadership will decide which students receive an invitation based on the number of corrections a student has received over the cycle.

f) Annual reports

Our annual report to parents will provide an opportunity for students to gain recognition for their effort and progress in the academy.

From the first day at Dixons Allerton, your child will be expected to pick up and keep our six Learning Habits which we believe every student has the ability to demonstrate. In doing so, each student will thrive at our academy and will have the skills they need to be happy and successful at university and in life.

We have high expectations and accept no excuses. Whilst sometimes this may be challenging, we expect our students to live by our Learning Habits 100% of the time. If they do this, their hard work will be recognised. However, if any of the Learning Habits are not met, a same-day correction will be issued. It is vital that this is served on the same day so that the student is given the opportunity to reflect on his / her mistake. This allows the student to take the necessary next steps to improve on the following day.

Our vision is to improve student achievement, develop character, create an academic culture and raise aspirations by ensuring daily practices are outstanding.





There will be no discussion of corrections in class; the Learning Habits must be followed in all classes and every day. This may cause you a great deal of inconvenience. Work with us: please ensure your child understands the inconvenience as a reason for following our strict routines in future.

Learning Habits

Learning Habit 1:

Perfect uniform: students who wish to succeed wear perfect uniform. It is important that our students take pride in themselves and in our school. It is important that students contribute to our academy's common routines. It is important 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, sent home to change, or 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.

The academy has a dress code that all students are expected to follow. There is an emphasis on being clean, tidy and presentable. Students should recognise that conflict over the dress code is inappropriate. Our dress code is practical and within very clear boundaries. The dress code applies both within school and on the journey to and from school. All students are strongly advised to label all items of clothing.

School uniform for boys and girls is as follows:

- DAA badged blazer
- White school shirt / blouse
- DAA badged clip-on tie
- DAA Lanyard and ID badge – this will be provided after your first day in the Academy and must be worn at all times.
- DAA badged jumper OR slip-over tank top – this item is not compulsory
- Boys: plain black school trousers
Girls: Plain Black school trousers (not 'skinny' or 'fitted') OR, Badged DAA Pinafore
No skirts are allowed
optional – plain black hijab
- Shoes must be sensible and plain black, leather or leather look (not dark brown), with no logo or large marking or branding, laces must be fastened and be plain black. No high heels, no metal buckles and no boots. Pumps, slipper, woolen, flip-flop styles or trainers are not acceptable.

PE kit

- DAA badged polo shirt
- DAA badged tracksuit bottoms OR DAA badged leggings (girls)
- DAA badged zipped sweat shirt or DAA badged rain jacket – these items are not compulsory but advisable for the colder weather
- Plain navy blue shorts
- Plain navy blue Football / Hockey socks
- PE trainers need to be comfortable and supportive and suitable for indoor and outdoor use

The only jewellery allowed is an inexpensive watch if required. Face and nose piercings are not allowed.

Makeup, if worn should be discreet. Henna should not be visible. No nail varnish at any time.

Students are not permitted to have any lines shaved into the haircuts.

Belts with large buckles are not permitted.

Trainers are only allowed to be worn in PE lessons. Trainers not allowed to be worn in the academy and must be removed before entering the building.

Our uniform suppliers are **Natasha** Schoolwear, 37 Westgate, Bradford BD1 2QT

The school accepts no responsibility for loss of clothing, jewellery or electronic equipment including smart phones / watches or mobile phones.

We welcome your co-operation in maintaining the smart appearance of the academy students.

Learning Habit 2:

On-Task behaviour: students who wish to succeed are always on-task in every lesson and behave in a purposeful manner outside of lessons. 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 s/he has planned. We expect all students to track the person who is talking to demonstrate that they are listening carefully. When in whole year group lectures, lessons or collective learning students are expected to remain in silence until they are invited to speak by the member of staff leading the lesson or collective learning. Staff members will raise their hands to show that they want silence and it is expected that students respond immediately. Failure to be on-task in lessons or around the academy will result in a correction on the same day as the off-task behaviour. Failure to be on-task on more than one occasion on any given day will result in an extension to the correction session. Continued disruption in one lesson may lead to students crossing the 'red line' resulting in isolation or exclusion.

Learning Habit 3:

Homework and deadlines: students who wish to be successful complete homework on time; completing work outside of lessons is very important to consolidate

and master learning. It also helps students to develop their organisational skills and it shows that they are hard working. Deadlines have to be met with work that is done to the best of their ability. Students who fail to meet a deadline are issued with an academy correction on the same day the deadline is missed.



Learning Habit 4:

Equipment: students who wish to succeed always bring the right equipment to the academy, for the right lessons, each day. We wish to develop our students' organisational skills for success in future life. For any important role in life, we need the right equipment and students need to make sure they provide it. We will have stationery on sale each morning so that students can solve issues around lost equipment before lessons begin.

Students are expected to bring the following to school:

- a clear pencil case
- black pen x 2
- green pen
- purple pen
- pencil
- ruler
- eraser
- DEAR reading book
- highlighter pen (any colour)
- PE Kit on the days they have PE
- a DAA bag in Year group colour
- a white board marker
- scientific calculator
- locker key
- lanyard

Every student will be given a locker. Students can go to their lockers before and after school. They will not be able to go to their lockers throughout the day including at break and lunchtimes.

Illegal items, chewing gum, unhealthy snacks and jewellery (other than one plain watch) are not allowed in the academy. If any of these items are brought into school, they will be confiscated and will only be returned to parents at the end of each academy term. Mobile phones are not to be switched on or seen in the academy. We would strongly recommend students do not bring a mobile phone into the academy. If parents want their child to bring a phone to school for safety reasons, they must be switched off and kept in lockers (we cannot accept any responsibility for lost or stolen possessions). If a member of staff sees a mobile phone it will be confiscated, parents will be contacted to come into the academy and collect the mobile phone. If students fail to have the correct equipment, they will receive a correction on the same day that they failed to demonstrate this vital learning habit.

Learning Habit 5:

Punctuality and attendance: students who wish to succeed always attend and are on time. We are trusting that students will arrive at the academy by 8.15am each day so that they are ready for the day's learning. Failure to be on time for registration or a lesson (DAA lessons begin at 8:30am) will result in an academy correction on the day the lateness occurs. Students who arrive late to school are expected to sign in at reception. Students are expected to attend school every day of the academy year.

Learning Habit 6:

No answering back: 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 'red 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, Director of Progress and Achievement (DPA), Year Manager or the Lead

Behaviour Manager in the first instance.

Our system of sanction is very simple and we are counting on your support. If you are worried about it, the best way to avoid it is to make sure your child picks up the Learning Habits and sticks to them every single day. Please use some of the summer to get them into the right frame of mind. There is nothing to worry about if they do.

If any of the rules are broken, we will contact you by text that day and let you know that your child has a 30 minute correction (detention) that night. If a child breaks more than one rule on any given day, then they will receive a 1 hour correction. Additional sanctions may be required for persistent poor adherence to the Learning Habits – this would be discussed with you if it was necessary.

The evidence from the UK and abroad suggests that the **sanction must be immediate** (a detention three days later does not work with children) and it must be specific to the problem.

Our system is so simple and fair that students should not get a correction in the first place. If a correction is given, please do not see it as 'the end of the world'. Your child simply does the 30 minutes and gets a totally fresh start the next day.

Due to transport issues, please remember to explain how important it is that your child does not get a correction: there may be no bus after the correction and you may have to arrange to get them home. Please work with us and discuss how inconvenienced your child made you. This will further develop good learning habits and consideration for you and the family.

If your child fails to attend a correction (or presents with more serious or persistently poor behaviour) then s/he will have crossed our Red Line. This means that your child will likely spend the next day in isolation separated from the rest of the school. The consequences of missing a 2nd correction, quite rightly, will be very serious and could result in exclusion.

Advisor

All students have an Advisor who they see each day.

Each Cycle, you will receive feedback from your child's subject teacher to update you on your child's progress or you will have the opportunity to meet them face to face at a Parents' Evening. However, you are also welcome to contact your child's Advisor or a member



We do the right thing because it is the right thing to do



of the Pastoral team with any issues you wish to discuss. Please telephone the academy to arrange an appointment with them.

Individual Needs

The academy encourages high aspirations, high motivation and high achievement for all. This vision applies equally to students with any kind of special educational need. Our philosophy is to educate students as far as possible within the normal provision of the academy, which includes a strong teaching model and early intervention with extra teaching and individual attention for students who are having difficulty reaching the expected standards. Additional support for students is provided under the direction of the Inclusion department.

Our experienced team will always be there to help and support students. Should you require any assistance or have any queries regarding the academy's provision for your child, please contact the Inclusion department who will arrange to meet with you.

Daily attendance

High attendance and punctuality are vital building blocks for exceptional outcomes. We know that students who have an attendance above 97% achieve their maximum progress in schools leading to ambitious life choices. Attendance and punctuality is one of our 6 learning habits that provide a framework to ensure our core values (Happiness, Industry and Responsibility) are embedded within our daily practice and routines.

Every day that your child is in school means that they are safe, learning and achieving. As such, I would like to set out the procedures we have to support students and families to ensure students are in on time and learning.

Students are expected to arrive by 08.15 each day. Our Advisors check uniform and equipment daily to ensure they have everything they need to have a successful day. Although we appreciate contact from families who know their child is going to be late, this does not excuse the lateness or mean a correction will not be issued.

We will insist on punctuality to school and to each and every lesson. Every child should be ready in collective learning, with all of the equipment they will need, by 8.20am each day. A child will be considered late if they do not arrive within 3 minutes to the start of each lesson. Please support this by keeping to bed-time routines and preparation time in the morning before school.

Students are encouraged to stay after school to complete homework in the library. The library will remain open until 4.25pm (4pm on Fridays).

Absence

When a student is absent from the academy with no advance notice, for example because of illness, parents must telephone the academy that same morning, and each subsequent morning, to inform us of the reason for absence **before 8.20am**. It is possible to leave messages on the student absence voicemail at any time

prior to 8.20am. To report an absence, please dial the main academy telephone number on 01274 567281 and select the appropriate option.

Please note that only emergency appointments for dentists, opticians, and doctors should be during school hours. Routine appointments must be made out of school hours. Evidence for any appointment will always be asked for and brought into the academy prior to the event.

Absence is monitored very carefully at the academy. Every day missed is a learning opportunity wasted.

Leave of absence

Absence due to holidays or extended visits taken during term time can seriously hinder academic progress and attainment. Any absence from school for holiday requires a written request from the parent and a meeting with the Principal. No holidays will be authorised during term time. Unauthorised absence will be reported to the Local Authority. Any unauthorised absence over five days may result in a fine.

Religious leave of absence

The academy community does grant the statutory leave of absence of up to 3 days in order that students can observe important religious festivals.

Requests for such leave of absence are obtainable directly from reception in the form of a letter with a reply slip which parents need to complete and return.

Lunchtime

All students must stay on the academy premises during morning breaks and lunchtimes (except Post 16 students with permission).

Packed lunches may be eaten in the academy, in the dining hall. Cold drinks may be purchased from the dining hall. Sweets, chocolate and fizzy / energy drinks are not allowed in the academy. If a student brings in anything forbidden by the academy, items will be confiscated.

Students must not eat or drink anywhere in the academy except the dining hall.

Chewing gum is forbidden in the academy.

Cashless Catering / MCAS

At Dixons Allerton Academy we operate a cashless catering facility, it is simple and safe as your child does not need to carry cash into school.

For the 2021/22 year we have moved to the MCAS app for our Academy communication, and this includes a module for online payments. It allows parents to pay for trips or equipment and top up dinner money funds easily on the app at a time convenient to you, safely and securely by debit or credit card or in cash via PayPoint stores with funds available immediately.

What are the benefits to parents and pupils?

- MCAS easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24hrs a day 7 days a week.
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.
- Payments can be made by credit or debit card or in cash via Paypoint store.
- Full payment histories and statements are available to you securely online at any time.
- Your children will not have to worry about losing money at school.

What are the benefits to our school?

When parents use MCAS, the benefit to School is huge. You will help us to reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the school. Using MCAS also ensures that all financial transactions are safe and secure – helping us to remove costs associated with us having to manage cash securely on the school premises.

Purpose

A shared sense of purpose will ensure that Dixons Allerton Academy becomes an outstanding school and that we make a success of your child's education.

Contact with families

Parents / carers play a crucial role in ensuring their child achieves at the highest level, meets their targets and makes the most of their opportunities at the academy. We provide regular data for parents to ensure they have the latest information on their child's progress.

Advisors, Directors of Progress and Achievement and Pastoral Year Managers contact the parents of their students regularly. We expect 100% attendance at Parents' Evenings. Advisors and Pastoral Year Managers should always be the first point of contact for parents.

Parents are given regular information on their child's progress in every subject. Progress reports take place twice in the year. They are posted following the assessment period – these can be found on the school calendar and are dependent on the year group. This contains additional information including attendance, behaviour and homework.

Other ways the academy may communicate with you:

MCAS: the academy uses the MCAS app (My Child At School) which can be downloaded from the app store and allows you to view, manage, receive information and alerts, make payments and communicate with the academy all within the one place and is completely free to download.

Texting service: used to pass information to parents about important issues such as corrections and academy closures in bad weather – these do not cost you any money.

Email: also used to pass information and letters.

Please ensure that you update the academy with any changes of mobile number or e-mail address.

Academy website: where you will find up to date information regarding the academy, including policies and term dates as well as a link to ParentPay.

Letters: whole academy letters are also posted on the academy website, as well as being issued to students to take home, emailed or posted home.

DAA Newsletter: a weekly online bulletin appreciating students and staff for their Happiness, Industry and Responsibility. This can be accessed via Twitter or the DAA website.

Lockers

The purpose of lockers is to provide students with a place to leave their equipment and belongings. If a student forgets his / her key, Reception has a master key so that equipment can be accessed. If a key is lost, or a student wishes to have a spare key, it can be obtained from Reception at a cost of £3.

Lost property

When students come to the academy, we request that all their possessions, including clothing, should be named, in order to facilitate returning found articles. All lost property should be handed in at reception. If a student loses any item s/he should ask at the reception if it has been found.

Named items are returned to students, it will clearly help us to return items to their owners much more readily if everything is named. Please, therefore, ensure that all of your child's clothing and personal belongings are named.

Items that are not named are placed in Lost Property. These are held until the end of term and then put on display for the students to look at. Any unclaimed property will then be disposed of.

Media, film and photographs

From time to time the academy receives requests from the media to take photographs and / or films of academy events and activities. In the majority of cases most parents are happy for their children to be photographed providing that appropriate safeguards are implemented which, of course, are always observed by us. Photos and images of our students remain anonymous and students are referred to as "academy students".

If you do not wish your child to be photographed or filmed, for public relations purposes, please contact the Principal. In the event that we do not hear from you we will assume that we have your permission.

If you have any queries in respect of this issue please call the academy.

Smart technology

If students need to make contact with home, they are allowed to use the phone in Reception. A student does not, therefore, have any need for a mobile/smart phone in the academy. If a family feels that a student needs one for the journey to and from the academy, then the phone must remain, switched-off and out of sight, in his / her locker throughout the school day.

Any student found using a mobile phone or having one in their hand during the day will have the phone confiscated. It will not be returned until the end of the week when a parent comes into school to collect it. The student will also receive a suitable sanction.

The academy accepts no responsibility for the safety or security of the above equipment.

Personal money

Students may need to bring small amounts of change into the academy to purchase equipment from the student support desk.

Car parking and safety

In the interests of the safety of children, parents are not allowed to bring their cars into the academy grounds either in the morning or at the end of the school day.

We ask parents to be mindful of where they park, adhering to all highway laws and allowing access for school buses and all neighboring businesses.

The beginning and end of the academy day is extremely busy and we ask anyone dropping off or collecting students to drive with extreme caution, keeping speed low and vigilance high.

Causes for concern

1. Any parent who has any concerns about any aspect of the academy, be it curriculum based, pastoral or administrative, is encouraged to contact the academy at the earliest possible opportunity to register their concern.
2. All such instances will be recorded.
3. Where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation.
4. Parents will be kept fully informed of the situation and the final outcome.

Please note:

1. In the case of any serious or urgent matter, should any parent wish to come into the academy to directly discuss any concerns they may have, the academy will endeavour to have a senior member of staff available.
2. Should this not be possible, full details will be taken and forwarded to the appropriate senior member of staff without delay.

Leaving the academy

If, for any reason, you have to withdraw your child from the academy, we require the information in writing to the Principal at least one month before the leaving date.

We also need to know which school your child is transferring to as this enables the leaving procedures to be put in place and necessary documents drawn up.

We ask all students who leave the academy to ensure they return all academy equipment and library books.

Home - Academy Agreement

Dixons Allerton Academy

Above all, following the values of Determination, Integrity and Trust will ensure success.

Dixons Allerton Academy will ensure that

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- students have the best possible education by providing a suitable curriculum and individual support
- we provide parents / carers with regular reports and opportunity for discussion about their child's progress
- we set regular homework
- we contact home to acknowledge students' successes
- we contact home if there are concerns about students' behaviour, progress or attendance
- we contact home if students are to be retained after the end of the academy day

Parents / Carers will ensure that:

- your child attends the academy every day, on time, unless they are ill
- your child does not take extended family trips or holidays during term-time
- your child has the correct learning equipment needed for the day, including PE kit when necessary
- you support the academy's policies and regulations on behaviour and uniform including same day after-school detentions after communication from the academy
- you provide a suitable environment for your child to work at home

- your child completes their homework on time and to the highest standard
- you attend Adviser consultations and Parents' Evenings to discuss your child's progress, and any other meetings arranged with your support
- you read and sign the student planner every week
- your contact details are up-to-date and you let reception know if your contact details change
- you pay for the replacement of any equipment or books your child loses or damages

Students will ensure that they:

- work hard, live by the values and follow the learning habits in every lesson and around the academy
- attend regularly, arrive on time, wear the correct uniform and bring the correct equipment
- behave responsibly both at the academy and travelling to and from the academy
- complete all homework to the highest standard and hand it in on time
- treat all adults and students with respect
- encourage students to respect and tolerate one another's beliefs and values
- be polite at all times and open the door to let an adult through first
- respect the academy building and equipment and leave all rooms tidy after using them
- do not undermine the safety of others
- take letters and messages home and deliver them to their families
- take an active part in the academy life including clubs and teams
- keep parents / carers informed about activities through the academy website, newsletters and notices about special events

Failure to keep to the Agreement will result in disciplinary action and ultimately a loss of place at Dixons.

Student name:

Student signature: Date:

Parent / carer signature: Date:

Principal signature: Date:

TRAIN TO TEACH WITH DIXONS

We are looking for people who have a strong desire to inspire and transform the lives of young people.

Located in Dixons Teaching Institute, home of Bradford Research School, our School Direct programme offers you:

- school based training in our successful, aspirational and dynamic academies
- placements where you will train to teach with students who learn and behave exceptionally well
- an innovative and high quality programme based on current educational research
- bespoke subject knowledge development
- coaching that helps you to make faster progress
- tremendous support from our academies and Dixons Teaching Institute
- fantastic employment opportunities within Dixons Academies Trust

Join us in changing the lives of young people in Bradford and Leeds.

*Primary and secondary places are available and you may be eligible for a bursary



**DIXONS
ALLERTON**
ACADEMY

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