

## Parent What To Do: Organisation

### Top tips for ensuring that your child is prepared and organised.

Every moment of your child's life at DAA has a purpose, therefore organisation is key, enabling them to make progress each and every day as they climb the mountain to university or career.

As part of our six Learning Habits, being organised means to be on time to the academy, have the correct uniform at all times, have all equipment necessary to be successful and ensure plans are made to get home straight away from the academy at the end of the day.

If your child does not demonstrate any of these aspects of organisation they would be given a correction and have to stay at the academy for an extra 30 minutes after the end of the day.

### Equipment

During your first week at the academy your child will be given the following equipment which they will need to bring to and from the academy each day, as well as their pencil case:

- Knowledge Organiser
- After their first week at DAA, students can check their timetables to see if they need their PE Kit the night before. If you make a note of this you will know when the PE kit will need to be brought home and washed each week. PE kits should not be left in the academy throughout the week
- Do not bring anything else into the academy other than the above items
- The best advice we can give is to pack your school bag the night before school ensuring everything is ready for the next day.

### Uniform

- Please ensure that you have purchased the academy uniform before August – this can be done at Natasha's Uniform shop in the centre of Bradford
- We would advise families to buy two of each item so that they can be washed regularly
- Over summer ensure your child does not have any lines shaved into their hair or any visible henna. Excessive makeup is not permitted in the academy.
- Students must ensure that they have their natural hair colour, and if tied up, only done so with a black pain hairband
- Students wearing a headscarf must also ensure it is plain black
- Students must have black socks and black leather look laced up shoes (sock liners/trainer socks are not permitted)
- Please see the website and your family handbook for more information on uniform

### Planning for the academy day

- You must have a plan prepared for how your child will arrive at the academy and leave the academy, this plan must be agreed and communicated with your child.
- Students should arrive at the academy before 8:15am each day
- At the end of each day there must be a plan for how your child will get home and students must not loiter after school
- If you are collecting your child, you must tell them the exact time and location that they will be picked up so they are aware of when they need to leave and where to wait
- If your child is arriving at the academy or going home with another parent, you must make this very clear to your child
- If your child is waiting for siblings who might have a later dismissal time, they must wait outside on site
- If your child is arriving or being picked up by taxi it is your responsibility to ensure that the exact time is communicated with the taxi driver so that they are not late and your child is not waiting outside

## General tips to help your child be successful at DAA

- Talk through the day with your child each evening and talk through the day ahead and their timetable
- Supervise and help your child when they are packing their bag each evening in preparation for the next day at the academy
- Check the family handbook and the website to make sure you're clear on the uniform policy
- Supervise your child completing their homework and make sure this is ticked off and stored in their bag
- Have a clear plan of how your child will get to and from the academy and write this information down in their knowledge organiser
- Limit and supervise all use of social media at home and on weekends
- Take your child's phone before they go to sleep so that they can get a full night's sleep

