

# Parent / Carer Handbook

2022 - 23



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## 1 Introduction

Welcome to Dixons Kings Academy

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

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

Our practice is thoroughly rooted in this approach and in the following three core values:

### 1. Integrity

We do the right thing and keeping true to our moral principles.

### 2. Diligence

We never give up. We give full attention to detail in order to avoid error and overcome obstacles.

### 3. Civility

We are professional in everything we do. We are respectful and courteous.

At Dixons Kings, we have created an impressive culture of success through the operation of strict routines and protocols, an unwavering focus on results, and by offering the very best teaching and support. Students learn, behave and are well mannered. Teachers teach with skill and rigour, showing great courtesy. Staff and students enjoy what they do together.

Working with parents, and presenting young people with common expectations at home and at the academy, will be the key to our success. Therefore, this booklet is an essential document in helping you understand our standards and approach, so 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 on your attendance at consultation evenings and academy events. Together, we will make a success of your child's education.

Finally, although we will always do our best to provide an outstanding all-round education, we cannot be perfect and occasionally we will get things wrong. So, if you have any reason for concern, please do not hesitate to contact the academy; you will always find someone who is able and willing to help.

*Richard Wilson*  
*Principal*

Our **Mission** is to lead educational system improvement in Bradford and the surrounding district, primarily by establishing high-performing non-faith Academies which value diversity and maximise student achievement.

To achieve this, Dixons Academies share a set of **Six Core Principles**:

### **High Expectations of All**

The Dixons Academies have high expectations for all students, and our governors set ambitious targets for academic achievement and conduct that make no excuses based on the students' backgrounds. Students, parents, teachers and staff create and reinforce a culture of achievement and support through a range of formal and informal rewards and consequences for academic performance and behaviour. There are no shortcuts, and we do not make excuses. All students are expected to make outstanding progress that will enable them to succeed in further or higher education and in the world of work.

### **Empowered to Lead**

Our Principals are empowered to lead their academies, and they do so primarily in the best interests of their students and their school. They also work in partnership with other Principals for the good of the Group as a whole. They articulate their own culture, values and vision for learning around our shared core principles. We empower our people in every area and at every level of the organisation, and hold them accountable for their outcomes. We develop a strong culture of student leadership in all our academies.

### **Relentless Focus on Learning**

Students and their learning are at the heart of every Dixons Academy. We prioritise student learning above all else when we choose where to focus funding and how to spend our time. Our pattern of holidays sustains learning throughout the year. Our extended school week offers students more time in the classroom to acquire the knowledge and skills needed for academic success, as well as more opportunities to engage in diverse extra-curricular experiences.

### **Highly Professionalised Staff**

Learning and progress at Dixons are rooted in professional, positive and caring relationships based on mutual respect between adult and student. All staff at the Dixons Academies act in the best interests of students and adhere to the high standards of professionalism laid out in our Code of Conduct. Teachers know their subject well, understand how children learn and work to update their skills through professional enquiry. We invest in staff and leadership development across our learning community.

### **Choice and Commitment**

Success at Dixons is built on a three-way partnership between students, parents and the Academy. To attend and work in a Dixons Academy is a choice. Each of us must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success. We do not tailor our curriculum to the diverse communities we serve, but expect our students to share and engage in common learning experiences which maximise the achievement of all.

### **Values-Driven**

Dixons Academies are communities with a strong sense of moral purpose. The interests of students and their learning are at the heart of all we do. Each Academy is built around a clear set of values which demand and nurture personal responsibility, integrity and respect for others.



## Term and Holiday Dates 2022/23

### **Term 1: Tuesday 30 August to Friday 21 October 2022**

Holiday - Saturday 22 October to Sunday 6 November 2022

### **Term 2: Monday 7 November to Friday 16 December 2022**

Holiday - Saturday 17 December to Monday 2 January 2023

### **Term 3: Tuesday 3 January to Friday 10 February 2023**

Holiday - Saturday 11 February to Sunday 19 February 2023

### **Term 4: Monday 20 February to Friday 31 March 2023**

Holiday - Saturday 1 April to Sunday 16 April 2023

### **Term 5: Monday 17 April to Friday 26 May 2023**

Holiday - Saturday 27 May to Sunday 4 June 2023

### **Term 6: Monday 5 June to Friday 21 July 2023**

Holiday – Saturday 22 July onwards

### **Bank Holidays**

January Bank Holiday- Monday 2 January 2023

May Day Bank Holiday - Monday 1 May 2023

Extra Holiday (Eid) - Thursday 29 June 2023

### **Training Days**

Wednesday 24 August 2022

Thursday 25 August 2022

Friday 26 August 2022

### **Data Days**

Thursday 24 November 2022

Friday 25 November 2022

### **Academy Contact Details**

Dixons Kings Academy

Northside Road

Bradford

BD7 2AN

Telephone: 01274 449706

E-mail: [info@dixonska.com](mailto:info@dixonska.com)

Website: [www.dixonska.com](http://www.dixonska.com)

## The Academy Week

At Dixons Kings we operate a longer working day. With an extended academy day students have more time in the classroom to acquire skills, knowledge and understanding, as well as more opportunities to participate in a wide range of additional studies. There are no shortcuts to success.

Time	Period	Monday	Tuesday	Wednesday		Thursday	Friday
07:00	Academy Opens						
07:30-08:00	Breakfast						
08:00-08:10	Line up						
08:10-09:10	1	Lessons	Lessons	Lessons	08:10-09:00	Lessons	Lessons
09:10-10:10	2	Lessons	Lessons	Lessons	09:00-09:50	Lessons	Lessons
10:10-10:30	KS3 Break				09:50-10:10		
KS3 10:30-11:30 KS4 10:10-11:10	3	Lessons	Lessons	Lessons	KS3 10:10-11:00 KS4 09:50-10:40	Lessons	Cultural studies
11:10-11:30	KS4 Break				10:40-11:00	KS4 Break	
11:30-12:30	4	Lessons	Lessons	Lessons	11:00-11:50	Lessons	Lessons
12:30-13:05	KS3 LUNCH				11:50-12:25	KS3 LUNCH	
	KS4 FORM TIME					KS4 FORM TIME	
13:05-13:40	KS3 FORM TIME				12:25-13:00	KS3 FORM TIME	
	KS4 LUNCH					KS4 LUNCH	
13:40-14:35	5	Lessons	Lessons	Lessons	13:00-13:50	Lessons	Lessons
14:35-15:30	6	Lessons	Lessons	Lessons	13:50-14:40	Lessons	Lessons
15:30-16:30	7	Y7&8 Enrichment	Year 9 Enrichment				

### Notes:

- All students must arrive at the academy by 7.55am at the latest in order to attend line up on time.
- Some students will be expected to arrive at the academy as early as 7.30am for practice or mastery in the core (e.g. Lexia or Morning Maths).
- We finish at 3.30pm on Monday, Tuesday and Wednesday.
- Enrichment occurs for every child on a Monday (Y7&8) or Tuesday (Y9)\*
- We finish at 2.40pm on a Thursday and Friday.
- Same day detentions (detentions of up to 2 hours) start at 3.30pm on Monday, Tuesday and Wednesday, and 2:40pm on Thursday and Friday.

\*Only compulsory for Years 7, 8 and 9.

## 2 Diligence

### Teaching & Learning

At Dixons Kings Academy our mission is simple: we celebrate ***diversity*** and relentlessly focus on the highest standards of student ***achievement***.

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: **Integrity, Diligence** and **Civility**.

At Dixons Kings, we build a partnership between parents, students, and teachers that puts **learning first**. We help our students to value learning by activating them as owners of their own learning.

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 and in our schemes of work and lesson plans, we value knowledge, skills and understanding.

Instead of excusing bad learning habits we insist on good learning habits day-in-and-day-out with high expectations and no excuses. The mantra is an important part of the teaching and sets the tone for the learning that follows. It should always be upbeat and enthusiastic, setting the scene at the start of each lesson. Teachers make full use of the rewards system to ensure that students who consistently display excellent learning habits are recognised and rewarded.

We expect all students to progress at least two levels over a Key Stage. This will result in nearly every student succeeding in achieving at least eight good GCSE's at grades 5 - 9 (including English and mathematics), and the majority achieving the English Baccalaureate (5 – 9 Grades in English, mathematics, science, one language and history / geography).



## Curriculum at Key Stage 3

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, most of which will be made in Year 8. Our curriculum is designed so that students can master the basics as well as offer more flexibility so that teachers can tailor their teaching to students' needs and aspirations.

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 to support and challenge all students.
- ☐ An extended curriculum ensures all students have access to catch-up, extension and enrichment.

### *Subjects studied and time allocations at KS3 – 2022 / 2023*

	Weekly Allocation			
	Year 7		Year 8	
	Sets 1 – 3	Set 4	Set 1 - 3	Set 4
English	5	6	5	5
Mathematics	5	5	5	5
Science	5	4	5	5
History	1	1	1	1
Geography	2	1	2	1
RE	2	1	2	1
MFL	2	1	2	1
Computing	1	1	1	1
Art	1	1	1	1
Drama	1	0	1	0
Music	1	1	1	1
PE	2	2	2	2
Food	1	1	1	1
Cultural Studies*	1	1	1	1
Enrichment	1	1	1	1
Prep	1	1	1	1
Morning mastery	1	1	1	1
Literacy	0	2	0	2
Numeracy	0	2	0	2
Total	33	33	33	33

Set 4 will be allocated more curriculum time in the core to ensure that all students are supported to make progress in the essential areas. Therefore, the curriculum is relatively narrower for this group.

Students who are not on track to achieve their target level in the core may be expected to attend catch-up in English, mathematics and / or science before school (from 7.30am).

## Enrichment

Students at Dixons Kings are provided with every opportunity to expand their cultural capital. They participate in extracurricular activities to allow them to contribute positively to their community and lead happy and successful lives. Examples of enrichment activities students can elect are; self-defence, sign language, photography, drama, art, music, Prince's Trust Award, debating club and sport. Enrichment takes place on a Monday after school for Year 7 & 8 and Tuesday after school for Year 9. It is compulsory for all students to attend enrichment.

## Curriculum at Key Stage 4

Our brand new 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 computing, business, art, drama, music and PE. We have limited the number of GCSE subjects to be studied by our students to a maximum of seven. This will reduce the exam burden and help ensure that our students are given the time and opportunity to develop intellectually. This does not mean students will leave with only seven GCSE qualifications as some subjects are double awards. (If selected to take Triple Science, this is equivalent to three GCSE qualifications.)

### *Subjects studied and time allocations at KS4 – 2022 / 2023*

<b>Weekly Allocation</b>	
	<b>Year 9</b>
	<b>All groups</b>
English	5
Mathematics	5
Science	5
History	2
Geography	2
RE	2
MFL	3
Option 1	2
Option 2	2
PE	1
Cultural Studies*	1
Enrichment	1
Prep	1
Morning mastery	1
Total	33

## 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 30-minutes reading time three times a week during tutorial sessions. Students are expected to complete tasks such as: read in silence, discuss their reading, complete a reading log and complete book reviews. Tutors are required to model reading aloud and reading in silence, facilitate class discussion and check reading logs.

## Modern Foreign Languages

Spanish is offered as the core language. All students will study Spanish at Key Stage 3 and 4. Spanish is a vitally important world language and is the third most spoken language in the world.

As the study of a foreign language becomes more prevalent in primary schools, some parents and students may be concerned about the continuity of their language study, particularly as several Bradford primary schools are offering French. The aim of primary phase foreign languages is actually not for students to study one language to a particular level at primary school and then to proceed to a higher level in that same language at secondary school, but that effective primary phase language teaching should lay the foundations for successful language learning, focusing on the development of transferable skills.

The focus should be on the development of listening and speaking 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 and learning should experience accelerated progress in their secondary language studies.

### \*Cultural Studies

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 Cultural Studies around DfE Guidance for Personal, Social and Health Education (PSHE). This will be delivered during tutorial time at regular intervals.

## Health and Sex Education

Outside speakers will come into the academy to talk about diet, hygiene and exercise. 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 tutorial sessions.

## 35 to Thrive

Our 35 to Thrive programme is a list of experiences that we expect all students at Dixons Kings Academy to have before they leave us in Year 11. We expect students to complete seven challenges per year and throughout each year there are various opportunities planned into the school calendar to allow students to complete these experiences. Below are the challenges we expect Year 7 students to have completed by the end of the academic year.

Year 7	
1	I have learnt basic sign language.
2	I have visited a university.
3	I have completed a physical challenge.
4	I have learnt CPR.
5	I have learnt self-defence.
6	I have appreciated someone/been appreciated.
7	I have carried out a random act of kindness weekly.

## Educational Visits & Outdoor Education

During the year, there are a wide variety of educational visits available to the students. These range from local visits within lesson time to nearby places of interest, to residential activities further afield.

Parents will always be given reasonable advance notice of visits and will be informed as to which visits are compulsory and those that are optional. If a visit takes place within the normal academy day and within a 1-mile radius of the academy, then we will inform parents / carers of the visit by text or a note in their child's planner.

As part of the academy life and the National Curriculum, all students must take part in and experience a variety of outdoor activities.

## Homework/Stretch

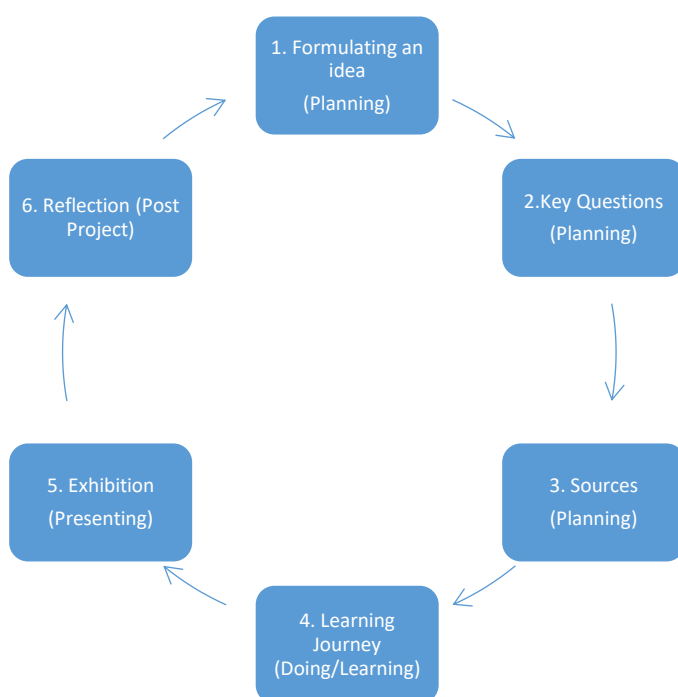
All students in the academy are given homework in the EBacc subjects every week (i.e. English, mathematics, science, humanities and MFL) and RE. Key Stage 4 students will also receive homework in their option subjects. Occasionally Key Stage 3 students may receive homework in Art, Music, Drama and ICT.

*Not all subject homework will be written work, for example, some may involve reading, research or learning key spellings. Online homework is set regularly in a number of subjects through the platform 'Teams'. There are homework clubs to support with access to computer facilities.*

In addition to their standard weekly homework in the EBacc subjects, students are expected to complete one independent 'stretch project' each assessment cycle (13 weeks). Students should spend approx. 1½ hour on their stretch project each week. Projects are assessed through a student exhibition at the end of each cycle.

The themes for the stretch projects are loosely based on the multiple intelligence theory of Howard Gardner, Professor of Cognition and Education at the Harvard Graduate School of Education, USA:

**There are 6 stages to each project:**



## Equipment

There are a number of items students must bring to school:

Daily:

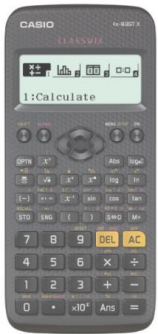
A pencil case containing:

- Black/ blue pens
- Green pen
- Pencils
- Rubber
- Ruler
- Pencil sharpener
- Protractor and Compass
- Glue stick
- Yellow highlighter
- Whiteboard pen
- Whiteboard
- Whiteboard rubber

*Mathematics:*

Calculator – preferably a Casio fx-83GTX

*(Calculators can be purchased through Reception at a reduced price of approx. £9 or from any supermarket)*



Students must also bring:

- Planner (provided to students at the start of the academic year)
- A reading book
- Student Lanyard
- Their Locker key
- Their Dinner card
- Knowledge navigator folder

Year 7 students will be provided with a whiteboard, whiteboard pen, whiteboard rubber, planner, student lanyard, locker key and knowledge navigator folder on their first day. Students will also receive their dinner card at some point during the first week. After this, it is the student's responsibility to replace lost or damaged equipment.

**The following items will be useful to have at home:**

*English:* An English Dictionary

*Languages:* A Spanish Dictionary

### 3 Integrity

*We will teach students about how to learn, not just what to learn.*

#### Learning Habits

Instead of excusing bad learning habits we will insist on **good learning habits DAY-IN-AND-DAY-OUT with HIGH EXPECTATIONS AND NO EXCUSES.**

**Your child may already have really good learning habits. If so they have nothing to worry about and, if they keep those habits as they move through adolescence, they should shine at our school.**

Our view - and it has been shown to work in the best schools in the country and abroad - is that, over time, **almost all learners** (not just most) can pick up **good learning habits for themselves and will end up happier, better qualified and more successful.**

From the first day at Dixons Kings, your child will be expected to pick up and keep to 6 **GOOD LEARNING HABITS**. If he/she does, we will reward them. If not, we think it will be in the long term best interests to receive an **automatic** punishment.

**There will be no** discussion of this in class and it will be automatic in all classes and every day.

**This may cause you a great deal of inconvenience.** Don't blame us: instead, please ensure your child understands the inconvenience as a reason for following our strict routines in future.

**Here are the 6 habits that we will insist on, day-in-and day-out:**

#### NO ANSWERING BACK

Like a referee, sometimes teachers get things right and sometimes wrong, but what is totally unacceptable is for a child to answer back or question the decision in front of the class. It stops others from learning and it undermines all respect for the teacher. This is a very bad learning habit to get into.

#### UNIFORM

We will insist on perfect uniform: not *nearly* perfect but **perfect**. This is because we want children at Dixons Kings to be proud. Evidence suggests that sloppy uniforms, lead to sloppy behaviour and sloppy learning habits for many students.

#### HOMEWORK

We will insist on all ***homework being completed on time and to a good standard***, neatly and with pride. Please see the homework timetable in your child's planner at the back. Please sign the planner weekly. **We have clubs every Tuesday and Thursday evening after school to help with homework, supervised by teachers. We also open our Library at lunchtime and after-school. No child, therefore, has any reason not to do it.** All homework must be done for the right day and time. If it seems too hard, every child should still show that they have tried by what they bring in.

#### ON-TASK

We will insist on focused learning in class. When a teacher has carefully planned a lesson and other students are trying so hard, there is nothing worse (you will remember) than a child or children being OFF-TASK and distracting learning for themselves and others.

## PUNCTUAL

We will insist on punctuality to school and to each and every lesson. Every child should be in school for the start of the day (8.00am) and will be considered late after that time to school and/or each lesson and will be issued a 30-minute detention. Please support this by keeping to bed-times and preparation time in the morning before school. Your child will worry about this at first but s/he will soon pick up the good habit.

## EQUIPMENT

We will insist that every child carries an appropriate, **pencil case, the right exercise books, homework books and textbooks** (where relevant) to every lesson. At first you could help by packing bags with your child but you should expect them to check their timetable each night and learn for themselves very quickly. **Your child will worry at first** but a quick check each night will help.

To help your child to pick up these habits quickly and keep them for 5 years we will also teach the habits in class that you need to teach at home (you may be doing so already). We will also **praise and reward** those who demonstrate these habits (using positive postcards, letters, student of the week and trips) and **punish** (for their own good in the long run) those who don't. ***I do not want any child to under-achieve by the time of Year 11 in Dixons Kings Academy.***

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 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 detention that night.** If a child breaks more than one rule on any given day, then they will receive a 1-hour detention.

***On Call***, if a student is removed from a lesson they may be taken to Isolation or buddied into another classroom, either of these will mean a 2-hour detention is issued; this could be the same day or the day after depending on when the event occurs.

This may sound harsh but it needs to be if it is to make a difference over time. The evidence from the UK and abroad suggests that the ***sanction must be immediate*** (a detention three days later doesn't work with children) and it must be specific to the problem. Please make sure no one gets a correction on their first day at school!

We don't want to punish anyone. We believe that children should control themselves (it is not our job to control them). If anyone doesn't want a detention s/he simply sticks to the rules (*they don't answer back, wear the wrong uniform, fail to do satisfactory homework, go off-task in lesson, arrive late or forget their equipment – there is a shop in school for equipment*).

Our system is so simple and fair that students should **not** get a detention in the first place. ***If a detention 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! Remember we are trying to instil good learning habits; that's all.***

**Due to transport issues, please remember to explain how important it is that your child doesn't get a correction: there may be no school bus after the detention and you may have to make arrangements to get them home.** Please do not blame us for this, rather 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 detention, then he / she will have crossed our 'red line'. This means that your child will spend the next day in isolation with a member of the Senior Leadership Group. The consequences of missing a 2<sup>nd</sup> detention, quite rightly, will be very serious and could result in Isolation, should this be repeated frequently it could lead to further sanctions such as exclusion.



## Multiple Detentions

There is an escalation process for always on task, no answering back and homework detentions to prevent breaks in these learning habits reoccurring. If in a cycle a student receives 5 or more always on task or no answering back detentions, the detentions will be increased to 1 hour each time. If a student receives 10 or more always on task or no answering back detentions in a cycle then this will be increased to 2 hours each time.

For homework detentions, if a student receives 10 or more in a cycle then this will result in a 1 hour detention each time. Students will also be selected to attend compulsory homework club on a Tuesday and Thursday if they have received two or more homework detentions in the last fortnight.

## Tutor

All students have a Tutor who sees them Monday to Thursday during tutor time, this tutor should be your first step in resolving any issues or concerns you may have regarding your child. The tutor will regularly update your child's attendance and behaviour in their planner and ensure that this communication is passed onto to parents at home. The student planner is expected to be signed very week by the tutor and by parents.

## 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 include 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 Individual Needs department.

The Individual Needs department is for all students – be they disabled, gifted and talented, dyslexic, dyspraxic, with learning or behavioural difficulties, or for students that just need advice and support.

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

## Daily Attendance

It is essential that students arrive at the academy in plenty of time to organise themselves for the start of their day which is 8.00am. Students should enter the school building no later than 7.55am so this will allow them time to collect their equipment and books for periods 1 to 4 and attend line up on time. Students are allowed into the academy from 7.00am to work in supervised areas only.

Students wishing to stay after school to complete homework **must** be in the designated areas. Alternatively they must be registered at one of the published subject catch-up sessions or additional studies sessions. The Library will remain open until 4.30pm from Monday to Wednesday. On Thursdays and Fridays, the Library will be open until 3.40pm, after this time all students will be expected to leave the premises.

## 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 8.30am. It is possible to leave messages on the student absence voicemail at any time prior to 8.30am. To report an absence please dial the main academy telephone number and select the appropriate option.

All absence must be covered by a letter from a parent/guardian addressed to the Attendance Team and presented at reception on the student's first day back in the academy.

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. When it is known in advance that an absence is to be requested for such emergency appointments, parents must provide evidence of appointments to the Attendance team.

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

#### Leave of Absence

The Government states that a student may be taken out of the academy during term time for exceptional circumstances only, and never for more than **five** days.

If exceptional circumstances occur, a Request for Leave form must be obtained from reception to request permission; this must be done **3 weeks in advance** and submitted to the Attendance Team. Permission will be granted *only in exceptional circumstances*.

#### 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.

#### Dress Code

The academy has a dress code that all students are expected to follow. There is an emphasis on being clean and tidy and students must appreciate that not all items of clothing are appropriate for a place of work. Students should recognise that conflict over the dress code is inappropriate. Our dress code is practical and allows a choice within very clear boundaries.

#### All Students must wear:

- A school blazer appropriate for their year group (Year 7-9: grey blazer and Year 10-11: blue blazer)
- A white shirt or blouse, no coloured garments are to be worn underneath the shirt.
- A school tie, appropriate for their year group. (Year 7-9: orange tie and Year 10-11: blue tie)
- Boys and girls trousers should be black full-length straight trousers; jeans / tracksuits / leggings / very flared trousers / very tight or skinny cut trousers / knee length trousers/ trousers which gather at the ankle are not considered appropriate wear. Jeans are defined as trousers with patch pockets and rivets. Trousers should not trail on the floor. The bottom of the trousers should overlap socks when standing.
- Girls can opt to wear plain black shalwar kameez or tunic with a with the Academy blazer over the top.
- If socks are visible under trousers, they should also be plain black. (no ankle socks should be worn)
- Hijabs, scarves, turbans, crowns and top knots, worn for religious reasons, must be plain black and well secured.
- Shoes must be sensible and entirely plain black, (not dark brown), laces must be fastened and be plain black. Heels, boots and trainers are not acceptable. Students wearing the wrong footwear will be asked to change into academy footwear.
- All facial jewellery or visible body-piercing is inadmissible. Plasters cannot be worn to cover piercings.
- Make up, if worn, should be entirely discreet. No nail varnish at any time.
- Hair should be appropriate to a place of work. Students should not have multiple lines in their hair or eyebrows. They will be given a detention for this and 1 week to correct the style. If this is not done, they will sit in isolation until the style grows out. A student may be asked to tie hair back for health and safety reasons. Hair bands should be plain, no other hair ornament is necessary.
- Belts, if worn, should be plain black and not worn as a 'fashion statement' over jumpers or shirts.
- Outdoor jackets or jumpers or cardigans other than school uniform, should not be worn at any time inside the Academy.
- Hats and caps need to be removed before entering the building.

- **For PE lessons** students should wear the academy polo shirt, academy hoodie and plain navy tracksuit bottoms. Suitable trainers must be worn for both indoor and outdoor PE. Students should also have a suitable PE bag.

To avoid embarrassment or unnecessary cost, if a student or parent is in any doubt about a hairstyle, or the purchase of an item of clothing, they should speak with their Head of Year *before* going ahead. Students will be asked to rectify any hairstyle, or replace any clothing at their expense that is perceived to be unsuitable for school. Younger students are strongly advised to label all items of clothing.

We will make any final decision about any uniform and we welcome your co-operation in maintaining the smart appearance of the academy students.

#### Student Planner

At the beginning of each year, students are issued with a planner. Both Tutors and parents are expected to sign the student's planner each week. In this way, the parent can see comments from the Tutor or from subject tutors, and parents can also communicate with the Tutor if they wish. The planner is a very important document and students are expected to take great care of it. If the planner is defaced a student will be expected to replace the planner at a cost of £2.00.

#### Lunchtime

We expect students to eat the healthy meal provided by the academy at lunchtime. There are vegetables and salads to accompany the meal, followed by dessert or fresh fruit. All students are seated formally at tables for lunch and are expected to eat the food provided.

Family Dining is an integral part of our academy ethos and provides an opportunity during the day for students and staff to sit together and eat a balanced and nutritious meal. All our Year 7 and 8 students are expected to take part in the family dining experience.

Students may only bring a packed lunch if agreed one term in advance with the Senior Vice Principal or Principal, this must be done via letter. However, students are not allowed to bring in sweets or fizzy drinks. If a student brings in anything forbidden by the academy then items will be confiscated and students will receive a sanction.

#### 4 Civility

*This will help us to establish a genuine 3-way partnership between families, students and staff. A shared sense of purpose will ensure that Dixons Kings*

#### Contact with Parents / Carers

Parents 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.

Personal Tutors contact the parents of their tutees regularly. Parents are required to attend at least one parents' evening throughout the year. Tutors 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 will happen twice in the year.

Other ways the academy may communicate with you:

**MCAS (My Child at School):** used to pass information to parents about important issues such as corrections, homework clubs, interventions and school closures in bad weather – this do not cost you any money. MCAS is also used to pass information to parents about important updates the academy. Parents can also use this platform to view information about your child's attendance, behaviour and data reports.

*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 links to Parent Pay.

**Letters:** Whole school letters are also posted on the academy website, as well as being issued to students to take home.

## Lockers

The purpose of lockers is to provide students with a place to leave their equipment and belongings and, therefore, they should not be carrying bags around the academy.

If a student forgets his/her key, the Heads of Year have master keys so that equipment can be accessed. If a key is lost, or a student wishes to have a 'spare' key, it can be purchased during break from the Administration Office, at a cost of £4

## Lost Property

When students come to the academy we do 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 he/she should ask at the reception if it has been found.

Named items are returned to students via Tutors; 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 Senior Vice 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.

## Mobile Phones, I-Pods, MP3 Players & Similar

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 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 the school day.

Any student found using a mobile phone during the day will have the phone confiscated. It will not be returned until the end of the week when a parent must come into school to collect it. The student will also receive a suitable sanction.

I-Pods and MP3 players are not required in school. Any student who brings one into school should keep it switched off and leave it in their locker.

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

#### Personal Money

With the introduction of cashless catering, students do not need money for lunch, as parents are able to pay via Parent Pay. Parents can also pay for visits via Parent Pay.

#### Car Parking

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.

The area in the immediate vicinity of the academy will therefore remain a **no parking area**.

#### 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.

#### Home Academy Agreement

On the next page is the Home Academy Agreement. This is for your reference. There is a separate copy to sign in the transition pack. This agreement establishes the standards that staff, students and parents/carers should follow and uphold at all times. We are delighted that you have chosen Dixons Kings for your child's secondary education and by signing this agreement you and your child are committed to following all expectations listed in this document.

The Dixons Difference is our relentless focus on student achievement, led by highly committed and highly professional staff. By creating a can-do, independent culture with an emphasis on self-discipline, we prepare our learners for future success in an ever-changing world. Our Academies put students at their heart and work in close partnership with parents. We value diversity and cultivate happy schools, based on strong relationships, mutual respect, integrity and honesty.

***Dixons Kings 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 broad and balanced curriculum which includes RE for all students and individual support
- we set challenging targets for students to aspire to and review them regularly
- we provide parents/carers with regular reports and opportunity for discussion about their child's progress
- we set regular homework which is promptly and helpfully marked
- we contact home to praise and reward students' success
- we contact home if there are concerns about students' behaviour, effort, safety, wellbeing or attendance
- we contact home via MCAS before 12.30pm (unless there are extenuating circumstances) if students are to be detained for more than 10 minutes after the end of the Academy day.
- we provide a wide variety of extra-curricular activities, work experience, trips and residential visits

***Parents/Carers will ensure that:***

- your child attends 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 until 6pm after communication from the Academy
- you will support our policy of confiscation of mobile phones in the building to uphold our standards
- 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 tutor consultations and parent/carer 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 sign up to the MCAS application to receive notifications and updates on your child's progress in school
- you support your child in participating in extra-curricular activities, work experience, trips and residential visits
- you pay for the replacement of any equipment or books your child loses or damages

***Students will ensure that they:***

- work hard and expect to learn in every lesson and additional activity
- attend regularly, arrive on time, wearing the correct uniform and with the correct equipment
- follow the Academy's rules at all times
- 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
- 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 parents/carers
- keep their planner up to date with homework and targets and show it to Academy staff if requested
- take an active part in the Academy life including clubs, teams, trips and residential visits

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