

Student Handbook

2017-18



**AN INTRODUCTION TO
DIXONS CITY ACADEMY
AND ITS WORKING PROCEDURES**

Diversity, Challenge, Achievement

Contents

1

Introduction

Welcome from the Principal
Our Vision and Values
Key staff
School contact information
The Academy Day
Term and Holiday Dates

2

Learning

Curriculum in Year 7 & 8
Current Attainment and Progress
Educational Visits & Outdoor Education
Health and Sex Education
Modern Foreign Languages
Library 10
Homework
Academic Diary/Student Planner
Items Required for the Academy
Activities

3

Ethos

| | |
|--------------------------------|-------|
| Home School Contract | 16-18 |
| At Dixons, PRIDE is Everything | 19 |
| PRIDE for Learning | |
| Responsible Technology Use | 20 |
| Dress Code | 21-22 |
| PE Kit | 22-23 |
| Bullying | 24 |
| Daily Attendance | 25 |
| Dealing with Absence | 26 |
| Medical & Dental | 26-27 |
| Appointments | |
| Leave of Absence in Term | 27 |
| Time | |
| Lates | 27 |
| Persistent Absence | 27-28 |
| Religious Leave of Absence | 28 |
| Lunchtime | 28 |
| | 28-29 |

4

Community

| | |
|-------------------------------------------------------------|-------|
| Academy Nurse | 30 |
| Form Tutors and Heads of Year | 30 |
| Home Link Officer | 30 |
| Individual Needs | 30 |
| Contact with Parents/Carers | 31 |
| Causes for concern | 31-32 |
| Car Parking | 32 |
| Cashless school/ParentPay | 33-35 |
| Personal Money | 36 |
| Lockers | 36 |
| Lost Property | 36 |
| Mobile Phones, Smart Watches, i-Pods, MP3 players & similar | 37 |
| Media, Film and Photographs | 37 |
| Policies | 38 |
| Leaving the Academy | 38 |

1 Introduction

Welcome from the Principal

We are all delighted to welcome the next generation of Dixons City Academy students. We appreciate that for parents, choosing a school for your child is a major decision and one that you cannot take lightly. In choosing Dixons City you have put enormous faith and confidence in us and entrusted us with your child's education and all round well-being. This is a responsibility that we do not take lightly and we are all committed to ensuring that our students can thrive and reach their educational potential in a well-ordered and happy environment.

Dixons City Academy is now a very well established high-performing school and the first choice for many parents when choosing an education for their child. We have high expectations of each and every one of our students in all areas of Academy life. We expect students to be committed to our ethos of hard work and to approach academic challenge with a 'can do' attitude. We also expect them to be committed to their own academic success and to reach their absolute full potential in all that they undertake. Additionally, we expect them to demonstrate high levels of respect and good manners to all that they encounter, whether that is their peers or the teachers and support staff. To aid our students in their understanding of our values, we use the acronym of PRIDE; Purpose, Respect, Integrity, Determination and Excellence. All our expectations are linked to this.

In return for high expectations, our staff work tirelessly to secure challenging targets and support our students during these vital years of development. We believe that in doing this we prepare students for lifelong learning and future employment. Our history of excellent examination results and superb student destination information are evidence of our approach.

Parents and carers play a vital role in supporting their children's academic achievement and all-round development. Our excellent attendance figures are achieved through the support we receive from parents; absence damages educational achievement and our parents work with us on reinforcing our mantra, 'every day missed is a learning opportunity wasted'. We also welcome the support we receive through parents showing an interest in their child's homework and comments in their planner. Additionally, excellent literacy is the absolute cornerstone of academic success and we welcome support from parents/carers in ensuring their children read a little and often. Our parents support us by attending Consultation Evenings, Academy events and functions organised by our Parent's Association, 'The Friends of Dixons'. Likewise, we welcome open channels of communication where parents

tell us when things are not right, whether that is at home or at school. We have an excellent reputation for 'customer service' and take all concerns seriously. No school could be as successful as ours without valuing and nurturing excellent relationship with parents.

Finally, we believe Dixons City's 27 year history of success is because of our three-way-partnership between us, at the Academy, our students, the learners, and you, the parents and carers. We believe that knowing the whole child is vital to understand how to help them unlock their true potential. We look forward to working with you to this end.

Shirley Watson
Principal

Our Vision and Values – The Road to Greatness

Every child will be equally able to secure outstanding educational outcomes and reach their full potential. Our students will be instilled with the desire to learn and the knowledge to think critically and creatively. Students are empowered to determine their own future and change the world for the better. Student achievement is secured through them becoming resilient learners embracing our 5 core PRIDE values (Purpose, Respect, Integrity, Determination and Excellence), modelled by all staff at all times. We are ambitious for our whole community and invest in strong professional relationships in order to be the best we can be. Dixons City Academy values its long-established reputation as a top-performing school, with student learning at its heart.

Key Staff

| | |
|---------------------------|---------------------------|
| Ms S Watson | Principal |
| Mrs J Orton | Vice Principal |
| Mrs S Afzal | Assistant Principal |
| Mr M Sanderson | Assistant Principal |
| Ms N Raheem | Assistant Principal |
| Mrs N Hardy | Assistant Principal/SENCO |
| Mrs G Prout | Operations Manager |
| Mr U Amjad | Head of Year 7 |
| Miss R Eggett | Head of Year 8 |
| Mr R Day | Head of Year 9 |
| Miss C Fabian | Head of Year 10 |
| Miss A Page & Mr A Rashid | Head of Year 11 |
| Mrs H Shah | Head of Year 12 |
| Mr B Cowperthwaite | Head of Year 13 |
| Mrs J Markland | Academy Nurse |
| Miss N Botka | Home Link Officer |

School Contact Information

Dixons City Academy
Ripley Street
Bradford
BD5 7RR

Telephone number: 01274 776777

Student absence: option 4

Finance department: option 5

Reception: option 0

Fax number: 01274 391928

E-mail: info@dixonsca.com

Website: www.dixonsca.com

The Academy Day

At Dixons we operate a two-week timetable, which are known as Red and Green weeks. The timings for the day remain the same for both weeks but the students individual timetable may vary.

| MONDAY, TUESDAY, WEDNESDAY- RED and GREEN Weeks | |
|--------------------------------------------------------------------|---------------------------|
| 8.30 – 8.40am | Registration |
| 8.40 – 9.40am | Lesson 1 |
| 9.40 – 10.40am | Lesson 2 |
| 10.40 – 11:00am | Morning Break (20 mins) |
| 11:00 – 12:00pm | Lesson 3 |
| 12:00 – 1:00pm | Lesson 4 |
| 1:00 – 1:40pm | Lunch (40 mins) |
| 1.40 – 2.40pm | Lesson 5 |
| 2.40 – 3.40pm | Lesson 6 |
| 3.40pm | End of Normal Academy Day |
| Note: PM Registration will be in Lesson 5 Monday – Thursday | |

| THURSDAY - RED and GREEN Weeks | |
|---------------------------------------|-------------------------------------------------------------------------------------------|
| 8.30 – 8.40am | Registration |
| 8.40 – 9.40am | Lesson 1 |
| 9.40 – 10.40am | Lesson 2 |
| 10.40 – 11:00am | Morning Break (20 mins) |
| 11:00 – 12:00pm | Lesson 3 |
| 12:00 – 1:00pm | Lesson 4 |
| 1:00 – 1:40pm | Lunch (40 mins) |
| 1.40 – 3.00pm | Y7-11 Personal Development Studies (PDS) Y12/13 Careers & Guidance (C&G) Assemblies |
| 3.00pm | End of Normal Academy Day for students |
| 3.00 – 4.00pm | Staff Training (CPD) |

| FRIDAY - RED and GREEN Weeks | |
|-------------------------------------|--------------------------------------------------------------|
| 8.30 – 8.40am | Registration |
| 8.40 – 9.40am | Lesson 1 |
| 9.40 – 10.40am | Lesson 2 |
| 10.40 – 11:00am | Morning Break (20 mins) |
| 11:00 – 12:00pm | Lesson 3 |
| 12:00 – 1:00pm | Lesson 4 |
| 1:00 – 1:40pm | Lunch (40 mins) |
| 1.40 – 2.40pm | Lesson 5 |
| 2.40 – 2.45pm | Note: PM Registration at 2.40pm on Fridays (Y7 to 11) |
| 2.45pm | End of Normal Academy Day |

Term and Holiday Dates 2017-2018

2017 Term 1 Tuesday 29 August to Friday 20 October 2017

Holiday - Saturday 21 October to Sunday 5 November

2017 Term 2 Monday 6 November to Thursday 21 December 2017

Holiday – Friday 22 December to Sunday 7 January

2018 Term 3 Tuesday 9 January to Friday 9 February 2018

Holiday - Saturday 10 February to Sunday 18 February

2018 Term 4 Monday 19 February to Wednesday 28 March 2018

Holiday - Friday 30 March to Sunday 15 April

2018 Term 5 Monday 16 April to Friday 25 May 2018

Holiday - Saturday 26 May to Sunday 3 June

2018 Term 6 Monday 4 June to Friday 20 July 2018

Holiday - Saturday 21 July onwards

GCE/BTEC Results (from Summer Season 2017) - 17 August 2017

GCSE/KS4 Results (from Summer Season 2017) - 24 August 2017

Additional Holidays not included above

August Bank Holiday - Monday 28 August 2017

Occasional Day Holiday – Friday 22 December 2017

May Bank Holiday - Monday 7 May 2018

Staff Training Days

Thursday 24 August 2017

Friday 25 August 2017

Friday 1 September 2017

Monday 8 January 2018

Thursday 29 March 2018

Friday 15 June 2018

2 Learning

Curriculum in Year 7 & 8

The start of secondary school 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 GCSE choices, which will be made in Year 8. Our curriculum is designed so that students can master the basics as well as offering flexibility so that teachers can tailor their teaching to students' needs and aspirations.

| Subject | Number of lessons per week |
|------------------------------|-----------------------------------|
| English | 5 |
| Mathematics | 5 |
| Science | 4 |
| Art | 1 |
| Design Technology | 2 |
| History | 1 |
| Geography | 1 |
| ICT | 1 |
| Spanish | 2 |
| Music | 1 |
| Drama | 1 |
| PE | 2 |
| Personal Development Studies | 1.5 |
| Religious Education | 1 |
| Total | 28.5 |

Numbers shown are for Year 7, there may be some slight adjustments in Year 8. The guided choices process takes place in Year 8 where students are supported to choose their options for Year 9. We operate a 28.5 lesson week, incorporating 60-minute lessons. There are 6 lessons per day Monday to Wednesday and 5 lessons on Thursday and Friday. Each day will have a 20-minute morning break and a 40-minute lunchtime. During the lunchtime there will be an enrichment programme that will involve a mixture of sport, performing arts, creative and subject activities. Students in Year 7, 8 and 9 will be expected to take part in at least one of these activities a week. There are also opportunities for enrichment activities after school on most nights.

All students will study a language, Spanish, in Year 7 and beyond. Due to our Performing Arts specialism, there is a lesson of Drama and Music, in Year 7.

We also have innovation days, more recently Creative Arts days, where students work on a similar theme, work with students from other year groups, and will also involve working on one or two of the Dixons skills.

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 Development Studies around the Every Child Matters Agenda and QCA Guidance for Personal, Social, Health and Economic Education.

We consult widely, with both parents and students, about our curriculum offering, and should you have any further queries please do not hesitate to contact the Head of Year, in the first instance.

Current Attainment and Progress

Students are set aspirational targets at the beginning of Year 7 based on KS2 prior attainment. End of cycle assessments and attitude to learning are reported 3 times a year; winter, spring and summer. The final end of year assessment being based on what students have learnt from the start of the year. Please see the Academy website for more information about assessment in Year 7 and 8.

Educational Visits & Outdoor Education

During the year, we offer a wide variety of educational visits to the students. These range from local visits within lesson time to nearby places of interest and to residential activities further afield. Extending out of the school day there are visits to Spain and Germany to support our foreign language teaching.

Parents will always have advance notice of visits and will be informed as to which visits are compulsory and those that are optional.

As part of the Academy life and the National Curriculum, all students must take part in and experience a variety of outdoor activities. During Year 8, a residential activity will take place in January and **every student must participate** in this experience.

The value of outdoor education is recognised by the Academy and is an area of experience which is supported by work within the Academy itself. All students involved in outdoor activities will work with qualified and experienced staff.

Health and Sex Education

This is covered during Science and Personal Development Studies (PDS) lessons. Outside speakers 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 PDS lessons with Form Tutors.

Modern Foreign Languages (Spanish)

All students will study Spanish in Year 7 and beyond. 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 the Primary Languages Initiative 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 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.

Library

The library is open during term times, Monday to Friday 8.00am to 4.30pm. Here you can receive help with homework and projects, uncover a world of knowledge and information, access careers advice and information or just pick up a book and read for the joy of reading.

The library holds regular book clubs, author visits and activities throughout the school year that will compliment what you learn in your class lessons and to celebrate the world of books and reading.

There are IT facilities that can be used before registration, break times or during lunch periods and there are regular homework clubs held in the library after class lessons have finished. As a student at Dixons City Academy, you will have access to a range of online resources via the Academy website so you can find the information that you need, when you need it.

With around 18,000 items in the library there will be lots of scope for you to discover, learn and enjoy.

Any books that are damaged or not returned by students will be charged to parents via ParentPay. *The £30.00 deposit will be used at the end of Year 11 if books are not returned.*

Homework

All students in the Academy are given homework in appropriate subjects every week, sometimes on more than one occasion. In order that students are not overloaded on any particular night, a homework timetable is issued by the Form

Tutor at the beginning of the year and displayed on the website. Three or four homework may be set each day.

For younger students, homework should take about 20 minutes for each subject. If the homework takes substantially less or more than 20 minutes, students should check that they are doing what they have actually been asked to do. For older students, homework may take up to 30 minutes each to complete.

There is a wide variety of homework; not all will be written. For example, some may be reading or research. Some homework may consist of long term projects set over a period of weeks. Parents may find out what homework has been set by examining their child's Academic Diary.

Academic Diary/Student Planner

At the beginning of each year, students are issued with an Academic Diary. Its most important function is to allow the student to record what homework has been set and what kind of books are required for each day. There will also be sections for the student's progress. Both Form Tutors and parents are expected to sign the student's diary each week. In this way, the parent can see comments from the Form Tutor or from subject tutors, and parents can

also communicate with the Form Tutor if they wish. The Diary is a very important document and students are expected to take great care of it. If the diary is defaced a student will be expected to replace the diary at a cost of £5.00.

Items required for the Academy

There are a number of items which students should bring to school:

Daily:

A pencil case containing:

- Pens
- Pencils
- Rubber
- Ruler
- Pencil Sharpener
- Pair of Compasses
- Protractor
- Reading book (Year 7 & 8)

Art and Design:

- 1 x A4 Spiral-bound sketchpad of cartridge drawing paper
- 1 x 2B Pencil
- 1 x 4B Pencil

Languages:

- A Spanish Dictionary

Mathematics:

- Calculator – preferably a Sharp EL531H but any straightforward scientific type will be adequate.

(Calculators can be purchased through the Mathematics Department at a reduced price of approx. £5).

The following are ***optional*** items which may be of use to students in certain lessons.

English:

- An English Dictionary

Art and Design

- 1 x packet water-colour paints
- 1 x packet coloured pencils
- 1 x nylon paint brush Size 5 and/or 8

IT

- Personal Headphones

Design Technology

- 1 x A4 folder suitable for loose paper
- 1 x A3 folder suitable for loose paper

Activities

The Library is open to students after the normal school day. Supervised activities are also regularly available in the Sports Hall and other areas of the Academy, including a variety of clubs.

Out of doors, there is the playground and the artificial pitch for activities during the school day.

3 Ethos

Home – School Contract

A separate copy of the Home School Contract will be provided that must be signed by parent/carers, students and the Principal. A copy will be kept in the student file and one copy will be returned home for your records.

A successful education depends on an active three way partnership between the student, the student's parent(s)/carer(s) and the Academy. Each has both rights and responsibilities.

Dixons City Academy will ensure that we provide:

- ✓ a safe, secure and well-disciplined working environment where students can achieve to their maximum individual achievement
- ✓ a broad and balanced education suited to the student's age and ability
- ✓ a consistently high standard of teaching
- ✓ regular homework which is promptly and helpfully marked
- ✓ challenging targets which are regularly reviewed
- ✓ a form tutor to monitor the student's overall progress, including supervision of the Student Planner - the cornerstone of the three-way partnership
- ✓ sensitive handling of any individual needs the student may have

- ✓ regular information about individual progress and a detailed annual progress report and an annual consultation evening
- ✓ a wide variety of extra-curricular activities
- ✓ a variety of external visits including overnight stays and a workplace experience in Sixth Form
- ✓ a prompt response to any communication from parents/carers
- ✓ information to parents/carers, as soon as possible, about any concerns about attendance, behaviour or academic progress
- ✓ a positive behaviour policy (PRIDE) that demands high standards of behaviour and appearance
- ✓ committed, student-centred staff

As Parent(s)/Carer(s)'s I/we will ensure that:

- ✓ my/our child attends the Academy on time, every day during term-time, unless he/she is very ill
- ✓ the Academy is informed promptly about any absences
- ✓ where possible, all appointments are made outside of the school day
- ✓ extended family trips or holidays are not taken during term-time
- ✓ the Academy is informed of any concerns that may affect my/our child's progress or behaviour
- ✓ homework is completed on time and to the highest standard
- ✓ the Academy Dress Code is complied with
- ✓ the Student Planner is checked and signed each week (this is vital)
- ✓ I/we attend Parents/Carers Evenings and any special appointments if requested
- ✓ the replacement cost of any equipment or books my/our child loses or damages is paid
- ✓ the policies of the Academy (available on the internet and by request) are supported fully
- ✓ I/we support my/our child in participating in extra-curricular activities, work experience, trips and in particular the compulsory Residentials, where applicable
- ✓ the Academy discipline procedures are supported, including the use of instant detentions and confiscation of mobile phones when necessary
- ✓ support compulsory attendance at Homework Club and catch up sessions if progress is unsatisfactory

As a student I will ensure that I:

- ✓ come to the Academy on every day of each term unless I am very ill (98% target - Purpose)
- ✓ am on time for registration and all lessons (Purpose)
- ✓ wear the correct uniform (see Dress Code - Excellence)

- ✓ take all the books and equipment (including Student Planner) needed to lessons (Purpose)
- ✓ work hard at all times, meeting all dates set for handing-in class and homework (Determination)
- ✓ use the Student Planner to record homework and targets and I do not graffiti this (Excellence)

- ✓ behave responsibly both at the Academy and when travelling to and from the Academy (Integrity)
- ✓ help to keep the Academy a clean, safe and pleasant place to study in (Integrity)
- ✓ treat everyone in the Academy with respect and support my peers to learn (Integrity)
- ✓ take an active part in the Academy life including clubs, teams, trips, in particular the compulsory Residentials, where applicable, and work experience (Determination)
- ✓ never bring anything dangerous or illegal into the Academy (Integrity)
- ✓ conduct myself in a self-disciplined way, always showing good manners, and honesty and never undermine the safety or happiness of others (Integrity)
- ✓ give letters and information from the Academy to my parent(s)/carer(s) and return the replies promptly (Purpose)
- ✓ use *all* of the Academy facilities, including ICT, in a responsible, respectful and considerate manner (Integrity)
- ✓ obey the Academy PRIDE rules in and out of the classroom (Excellence)
- ✓ attend compulsory Homework Club if my progress is unsatisfactory (Determination)
- ✓ cooperate with and attend all sanctions and corrections, such as instant detentions (Integrity)
- ✓ keep my mobile phone switched off and locked away at all times in the Academy (Excellence)

Purpose - on time and ready to learn

Respect - everyone and everything and follow instruction first time every time

Integrity - do the right thing

Determination - never give up on your learning, you can do it!

Excellence – be the best and do the best you can

As part of this contract, parents/carers, staff and students are reminded that the Academy is a strictly non-smoking and no chewing gum establishment. Mobile phones are strongly discouraged. If brought they must be switched off and locked away at all times. They are not the responsibility of the Academy.

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

At Dixons, PRIDE is Everything!

| Pride Value | Classroom PRIDE Rules – Habits for Great Learning | Whole-School PRIDE Rules - Habits for Great Learning |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | <ul style="list-style-type: none"> Attend the Academy Be punctual to the Academy & lessons Be organised and ready to learn Keep focussed on the task in hand Take responsibility for considering the purpose of your learning Think about how you are going to remember this learning Reflect on your teachers' feedback | <ul style="list-style-type: none"> Only access lockers at breaks and lunchtimes (except DT/Science with kit bags) Walk purposefully, never running Move around and conduct yourself in an orderly manner Enter the building from outside play in a calm and orderly way Distinguish between indoor and outdoor play Be ambitious for your future |
| Respect | <ul style="list-style-type: none"> Follow staff instruction, first time, every time Track the speaker and show interest Look after all learning resources Respect other people's right to learn and contribute Respect your learning environment and corridors | <ul style="list-style-type: none"> Be polite and kind Respect other people's physical space Bullying and violence are never tolerated Keep our Academy environment clean and safe Contribute to the positive ethos and reputation of our Academy Be proud of yourself and to be part of the Dixons Community |
| Integrity | <ul style="list-style-type: none"> Support other people in their learning Be honest and take responsibility when you get it wrong Show sensitivity when difficult topics are being addressed Accept other peoples' differences and try to see the best in others Hand in work that is entirely yours and completed to the best of your ability | <ul style="list-style-type: none"> Never bring in dangerous or illegal items including cigarettes into our Academy Remember where your are – no swearing, chewing, unnecessary physical contact Resolve all differences calmly, with the help of staff if necessary Show concern and interest in the well-being and happiness of others Be selfless in your actions, think of others |
| Determination | <ul style="list-style-type: none"> Respond positively to critique and show a growth mind-set Be determined to be the best you can at all times Take responsibility for finding out more Challenge yourself When it's hard going, stick at it and ask for help Never look for learning short cuts | <ul style="list-style-type: none"> Aim for no less than 98% attendance Find out about your world and how you can make a positive contribution Find out how you can be more involved in Academy life Think about what is coming up in your next lesson Talk about your learning with your peers Find out all you can about you chosen interest/future career |
| Excellence | <ul style="list-style-type: none"> Work to the best of your ability at all times; best quality written and spoken work Demonstrate the desire to learn Ask yourself how you can be a better learner | <ul style="list-style-type: none"> Try to always be the best you can be at all times Respond positively to correction Eat only in designated areas Comply with the dress code |

| | | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <ul style="list-style-type: none"> • How will you apply what you have learnt? • Spend time on furthering your subject knowledge and completing homework to the best of your ability | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

PRIDE for Learning at Dixons City Academy

| | | | |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P1 | <ul style="list-style-type: none"> • You have broken one of our Pride rules for the first time | <ul style="list-style-type: none"> • You will have a verbal warning • Your teacher will keep your planner for now • You may be asked to move seats to help you focus. | <ul style="list-style-type: none"> • If you continue to choose not to follow Pride rules you will be given a P2 PRIDE detention (40mins). This will be recorded in your planner and will be served after school on that day. (Day after if given in the last hour of the day) |
| P2 | <ul style="list-style-type: none"> • You have not brought the correct equipment • You are late • You have failed to hand in homework • You have broken a Pride rule after a verbal warning (P1) from a member of staff | <ul style="list-style-type: none"> • You will be given a P2 PRIDE detention (30mins) This will be recorded in your planner and will be served at lunch that day (the day after if given in the last hour of the day). | <ul style="list-style-type: none"> • If you continue to choose not to follow Pride rules you will receive an afterschool detention for one hour (P3). • If choose not to follow Pride rules and do not take a P2 detention seriously then you will be instructed to go to another space to learn. |
| P3 | <ul style="list-style-type: none"> • You have failed to follow our Pride rules despite being given a P2 detention. You have continued to disrupt the learning of others and need to be removed to another space. • You have committed a serious one off offence outside of the classroom which requires a more severe sanction | <ul style="list-style-type: none"> • You will serve a one hour detention that night. (The day after if given in the last hour of the day) as well as a P2 lunchtime, either on that day, or the next (depending on the time) | <ul style="list-style-type: none"> • If you still choose not to follow Pride rules or do not move you will be removed from the department and be given an internal exclusion (which will be on your permanent record) |
| P4 | <ul style="list-style-type: none"> • You have failed to follow our Pride rules despite a P3 detention issued • You have seriously undermined the safety or dignity of others and have to be removed immediately • You have not moved to a new space or you have not followed Pride rules despite being given a P3 detention | <ul style="list-style-type: none"> • Depending on the seriousness, may be an internal or external exclusion immediately or at an arranged time • Your teacher will want to talk to you about this so that you can make amends | <ul style="list-style-type: none"> • If you continue to ignore Dixons Pride Rules you will be given a P5 fixed term exclusion |
| P5 | <ul style="list-style-type: none"> • You have failed to respond to the support given by the department • You have committed a very serious offence | <ul style="list-style-type: none"> • External exclusion | <ul style="list-style-type: none"> • You will be interviewed by a senior member of staff on your return and clear targets for improvement will be put in place. Your behaviour will be constantly monitored to ensure you have learnt from your mistake |

Responsible Technology Use

Computer and Hand Held Technologies

Guidelines for Students

Dixons City Academy is committed to providing good computer facilities and access to the Internet and email for all staff and students.

Computer Equipment:

- Treat this equipment with care. Do not take food and drink into computer areas.
- School computer equipment is primarily for student education and staff professional activity. It must not be used for private purposes. Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Password Security:

- **You** will be held responsible for anything done on a computer logged on with your user name; log out when you finish. Do not tell other people your password. If you suspect that someone knows your password, change it and tell the Help Desk.

Information stored on Academy computers:

- Copyright and intellectual property rights must be respected.
- Do not store or distribute any offensive material. Do not install any unauthorised software, for example, executable or batch files.

Email:

- Users are *personally* responsible for emails they send and for contacts made. Therefore email should be written carefully and politely. E-mail sent to an external organisation should be authorised before sending.
- Do not send or forward offensive email, anonymous messages, or chain letters.

Internet access:

- All Internet use is monitored and logged by the system. Access to inappropriate sites is barred in so far as this is possible; access to these sites is not accepted, and the user is liable to disciplinary actions. Details of any accessible site with inappropriate content should be reported to the IT Helpdesk.

- The use of public chat-rooms and social networking sites are not allowed.
- Photographs or video clips taken within the school environment, including off-site trips and residentials, must not be distributed or uploaded to public sites.

Social Networking Sites:

- The use of social networking sites such as Facebook is not permitted within the Academy.
- Students must be aware that any inappropriate use of social networking Sites outside of school that causes a problem inside our community, or brings us into disrepute will be treated very seriously.
- We advise all parents of under-14 year olds to carefully monitor their use of social networking sites and seriously consider whether it is appropriate for younger students.

Mobile Phones, Smart Watches and other Electronic Devices

- Must be switched off (not on silent mode) and kept in student lockers.
- Must not be used for any purpose in the school environment.
- Students may text or phone a parent regarding lifts at the silver tables **after school time only.**
- The camera and recording functions must not be used at any time as it may breach privacy rules.
- Headphones must not be worn or visible within the Academy.

These facilities are provided for your benefit. Misuse of them or damage to equipment caused wilfully or by carelessness will result in disciplinary action. This may include withdrawal of access and charges for replacement or repairs.

Dress Code

The Academy has a dress code which 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. Our students have always understood this and recognise that conflict over the dress code is inappropriate. Our dress code is practical and allows a choice within very clear boundaries.

- Students must wear an Academy black V neck jumper with an Academy polo shirt.
- If students choose to wear polo shirts alone, there should be no visible T shirt/vest or jewellery underneath and they should only undo 1 top button.

- Girls must wear, full length black trousers/shalwar or plain black kameez and tunic/blouse with the polo shirt/jumper over the top.
- Boys and girls trousers should be black and tailored; Jeans/track suits/leggings/very flared trousers/knee length trousers are not considered

appropriate wear. Jeans are defined as trousers with patch pockets and rivets. Trousers should not trail on the floor.

- If socks are visible under trousers, they should also be plain dark coloured.
- 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, leather or leather look (not dark brown), with no logo on view, laces must be fastened and be plain black. Pumps and trainers are not acceptable. Heels should be low. Knee length boots can be worn under trousers. Students wearing the wrong footwear will be asked to change into Academy footwear.
- Any student wearing jewellery other than; one plain pair of small metal or plastic studs and one plain unobtrusive ring and watch, will be asked to instantly remove it and it may be confiscated until the end of term. The only exception to this is where there is a known and accepted religious expectation, for example the Sikh Kara.
- All facial jewellery or visible body-piercing is inadmissible.
- Make up, if worn by older students (Year 10 onwards), should be entirely discreet. No nail varnish or false nails at any time. If students wear excessive make-up or nail varnish they will be requested to remove it.
- Hair should be appropriate to a professional place of work, i.e. no unusual styles or colours, shavings or patterns. Hair must be of a natural colour. A student may be asked to tie hair back for health and safety reasons. Hair bands should be plain black, no other hair ornament is necessary.
- Belts, if worn, should be plain black and not worn as a 'fashion statement' over jumpers and polo shirts.
- Outdoor jackets, jumpers or cardigans other than school uniform, should not be worn at any time inside the Academy. During cold periods

students will need an Academy jumper. Hats and caps need to be removed before entering the building.

- On dress down days, students are expected to dress sensibly and modestly and still observe the jewellery and hats and caps code.
- We recommend that students have all their equipment and clothing clearly named in order that items can be returned if they are found and sent to lost property.

PE Kit

Appropriate clothing is essential for the safe participation in physical education and Dixons City Academy PE kit is students' uniform for their physical education lessons. Below is the PE kit required for every lesson:



Navy/Blue Hooded Jumper



Navy/Blue T-Shirt



Navy Tracksuit Pants



Trainers (no canvas pumps)

Students must wear clean, correct PE kit for every lesson even if they are ill or injured so they can still take an active part in the lesson. This will enable students to fully partake in the activity when they return to full health.

There are occasions when this would not be possible and this is at the schools discretion i.e. severe injury or illness but as physical education is compulsory in school only in exceptional circumstances will alternative arrangements be made for students. Otherwise they will remain with their teaching groups and participate in the role of coach or official for the activity.

Should a student not bring appropriate PE kit for lesson, they will **always** be issued with a P2 detention for 'lack of equipment' and they must borrow PE kit from the department.

Bullying

Bullying is when a person or group of people repeatedly hurt, threaten, frighten or make someone unhappy.

At Dixons we believe that we should all work together to stop bullying. This can only be done if people tell us about bullying.

What to do if you are being bullied (or you witness someone else being bullied).

TELL someone! This could be your form tutor, Head of Year, any other member of staff, an older student, your parents or a member of your family. **DO NOT** keep it to yourself.

What happens when bullying is reported:

Someone will talk to you about it. They will talk with you about the best action to take to solve the problem.

- You could be given help and advice to deal with the problem yourself.
- The person doing the bullying could be spoken to.
- A supervised meeting could be arranged between the bully and the victim so that problems could be discussed.
- Parents may be informed.
- Parents may be invited into school to discuss the problem.
- The bully may be punished, which may escalate if the situation does not improve.

At Dixons we are proud to be part of a community of people who seek to respect each other and look after each other. However, if you feel you are being mistreated by another student, you should try to talk to a friend about it and tell a member of staff who you trust. We all have the right to feel safe all of the time. **Don't suffer in silence.**

Daily Attendance

The Academy has in place a coherent system of rigorously monitoring student attendance. Form Tutors, Heads of Year, the Assistant Principal, Ethos and Aspiration, the Home Link Officer and the Education Welfare Officer play key roles in this system and SIMS is used to manage this information.

Dealing with Absence

Parents/carers are expected to ring the Academy each morning of the student's absence before 8.30am, this can be done by calling 01274 776777 and selecting option 4 for the absence line. If the Home Link Officer is unavailable to take your call please leave a voicemail with the student's name, tutor group, reason for absence and a contact telephone number. If your child is ill for more than one day you will need to call the Academy each day before 8.30am.

If parents/carers do not contact the Academy the Home Link Officer will ring and send a text message to the contacts with parental responsibility.

The Academy takes seriously its duty to safeguard the welfare of all its students.

Unexplained absences and a lack of contact from parents/carers may cause us concern and lead to us involving other agencies such as Social Services.

If a telephone call from parents/carers is not forthcoming then the absence will be treated as unauthorised. If no contact has been made by the parents/carers by day 3 of the absence, the Home Link Officer, the Education Welfare Officer or the Head of Year will visit the home of the student. This will be an opportunity to explain the possible consequences of a fine if attendance does not improve. If there is a history of poor attendance, the visit may be earlier.

Social Services will be contacted by a member of the Safeguarding team on the first day of unexplained absence for any child with a Child Protection Plan.

If a student is absent for three consecutive days (and contact has been made from home) the Head of Year or the Home Link Officer will contact home to gauge when the student will be returning to the Academy and to arrange for missed work to be sent home if appropriate.

At the end of the week an unauthorised absence report is generated and a letter asking for an explanation is sent home. The list of students with unauthorised absences is also printed and passed to the Head of Year.

If the Head of Year suspects there may be a pattern developing in the absences of a particular student, or groups of students, then a registration certificate can

be printed from SIMS. This is a record of attendance for the whole year and it is sent home periodically in the student's annual report for parents' information. It is a confidential document and therefore should be kept carefully and only shown to the student and/or their parents/carers.

Medical and Dental Appointments

These should be made outside Academy hours. Any urgent medical and dental appointments must be authorised by the Head of Year and the Home Link Officer by completing the 'Request for Medical Leave of Absence' form which is available from the Home Link Officer. If the absence is authorised, parents/carers must ensure they collect the student from visitors' reception as no student will be allowed out of the Academy unaccompanied. Parents/carers must also ensure that the student is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the Academy to inform students' of appointments. In emergency situations we will ensure the student is aware of the appointment. In any other circumstances the student has to make their own way to reception at the authorised time.

Leave of Absence during Term Time

Leave of absence during term time is no longer permitted. Any extended absence from the Academy will be counted as unauthorised and can lead to a fixed penalty notice from the Local Authority. In order to avoid personal opinion and to ensure complete fairness for all, we refer all planned leave of absence to the authority.

Students who are Late

Late to school is defined as students not being in registration when the Academy music finishes at 8.30am. If students arrive after this time an 'L' mark is applied to the register. If a student arrives after 9.30am then an unauthorised absence code of 'U' will be applied to the register. We ask that all students are in the school building no later than 8.20am so they can get prepared and organised for the learning of that day.

The Home Link Officer will send a text message to parents/carers informing them when their child is late. In Years 7-11, if a student is late to school they will receive a P2 detention at lunchtime for 25 minutes.

100% attendance is recognised in celebration assemblies and 100% attendance overall is rewarded by a certificate at the end of each academic year. PRIDE points are awarded to all students who achieve 100% attendance for the week.

Persistent Absence (PA)

Any student who has an overall attendance of **below 90%** is considered to be in the persistent absence category.

In Years 7-11, the Heads of Year have 'persistent absentees' brought to their attention by the Home Link Officer or Form Tutor. This information is used by the Form Tutor, Head of Year, Individual Needs, Home Link Officer or the Education Welfare Officer to counsel the student and/or the parents/carers about the damage to the student's education which can be done by frequent absences.

The Education Welfare Officer will meet with students and families whose attendance cause concern. Students in Years 7-11 are monitored and visits made if the Education Welfare Officer and the Home Link Officer feel there are any grounds for concern. In situations of persistent truanting, a parent/carer may be fined.

Religious Leave of Absence

For a day set aside exclusively for religious observance, students will be granted one day for each occasion of religious observance, with a maximum of 3 days over one academic year. These absences, if granted, will be recorded as authorised using the 'R' code on SIMS. These are the codes as stipulated by the Department for Education and whilst absence is authorised, it does count against the child's attendance. This is the national policy.

Lunchtime

At Dixons City Academy we are committed to providing a healthy and balanced diet from our canteen. With partnership from our catering provider, Facilities Management, our food offer is fully compliant to the governments Food Based Standards that came into force on 1st January 2015.

Confectionary, sweets, chocolate and crisps are not allowed. Salt is not available after the cooking process is complete and only two fried products are available each week across the whole menu cycle. Processed meat will only be available twice per week across the whole menu cycle.

In line with the Food Based Standards we always ensure the following:

- A variety of fresh fruit and vegetables are available daily.
- We offer non-dairy vegetarian protein items at least 3 times per week.
- We do not serve pastry more than twice per week.
- Three or more starchy foods will be available each week, with at least one starchy food being wholegrain
- Meat or poultry is available at least 3 times per week.
- Oily fish is available at least once every 3 weeks

We are passionate about feeding students well at school and should you have any queries or questions about the food on offer. Please contact the Catering Department on 01274 776777 to speak with the Catering Managers for further information.

Assorted Salad & Pasta Pots are also available daily. Vegetarian, halal and non-halal options are available each day.

The canteen operates on a 3 week menu cycle from a variety of service points, including the 'Pasta Rice & Noodle Bar', 'Sub Bar', 'Main Meal Bar' and the grab & go 'Cold Sandwiches & Pasta Bar'.

Meal Deals

Our daily "Meal Deals" are available at all of the food bars and allow students to purchase a main meal item with either a drink or dessert for the reduced price of £2.35.

Theme Days

Theme Days are held throughout the year. These are very popular with students who provide lots of positive feedback to staff.

All students have a 40 minute lunch break. Students are allowed to bring packed lunches. Please do not allow your children to bring energy drinks into school.

Orderly access to the canteen is supervised by members of Academy staff.

Please note that the canteen operates a cashless system. Please see Cashless Catering/ParentPay section.

If you have any special diets or allergies, concerns or suggestions regarding any aspect of catering at the Academy, please do not hesitate to contact the Catering Managers, at: catering_requests@dixonsca.com or by telephone to the main Academy number.

4 Community

Academy Nurse

The Academy has a full time nurse on site who is responsible for the general health and welfare of the students. If your child has a health problem, please indicate this to the nurse so that she will be better able to deal with any difficulties which may arise. It is important that the nurse is informed of all allergies, especially if your child has suffered an anaphylactic reaction and/or been issued with an EpiPen or Anapen.

Form Tutors and Heads of Year

We have an excellent pastoral system and you are welcome to contact your child's Form Tutor or Head of Year with issues you wish to discuss. Please telephone the Academy to arrange an appointment with them.

Home Link Officer

The Home Link Officer is responsible for receiving queries from home about any aspect of the Academy life, and directing the query to the appropriate member of staff. If you have a problem regarding your child's attendance, please telephone the Academy and ask to speak to her.

Individual Needs

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. Individual needs is led by our Assistant Principal/ SENCO.

Contact with Parents/Carers

At the Academy we pride ourselves on our relationship with parents/carers. We feel that it is important that a two-way contact is maintained and that it is easy for parents to contact the Academy.

In order to do this we make use of the following procedures:

Newsletters

These are sent to parents regularly via the students. They incorporate a list of upcoming events for parents to be aware of. The newsletter is also posted on our website; another useful source of information.

Letters

Important letters will be accompanied by a reply sticker and placed in the diary/planner, parents should sign the sticker to confirm receipt of the letter. Whole school letters are also posted on the Academy website, as well as being issued to the students to take home.

Texting service and e-mailing

This service is used to pass information to parents about important issues such as school closures in bad weather.

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

Friends of Dixons

All parents are members of the Academy's parents' association, The Friends of Dixons, who meet regularly to discuss the activities of the Academy. The

Principal and other staff attend the meetings, at which all parents are very welcome. In addition, there is a variety of social events, some involving the students and others for parents, friends, relatives and staff.

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. However, this cannot be guaranteed as they all have a significant teaching commitment.
2. Should this not be possible, full details will be taken and forwarded to the appropriate senior member of staff as soon as possible.

Car Parking

After much debate between the Friends of Dixons and the local Police, it has been decided that, 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.

In addition, parents are reminded that it is an offence to obstruct the entrance or exit gates, to park on the yellow lines immediately outside the Academy, or to stop/park on the cycle lanes. The police have indicated that they will enforce this restriction with parking violation tickets.

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

Parents are reminded that parking is perfectly acceptable on unmarked areas along Newton Street and St Stephen's Road.

It may be useful for you to know that there is a footpath along the side of the Academy which links Ripley Street with St Stephen's Road. This provides easy access between the two roads.

Cashless School/ParentPay

The Academy operates a cashless system for the catering service it offers to staff and students. The system enables us to deliver a more efficient, faster

service and to continue to provide wholesome, healthy, and enjoyable meals at the lowest cost.

What are the benefits?

- The system is very fast - operators can register slightly more than eight meals per minute. By speeding up service in the canteen, students receive their meals faster and have more time to eat them.
- If students carry cash less often or not at all, theft and bullying are reduced or eliminated.
- Alerts can be set which notify catering staff if a student accidentally tries to buy unsuitable food - very important in cases of allergies or other dietary conditions.
- Parents can access reports on their child's eating habits via ParentPay. These can show how much money was paid in and when, how much was spent on food and when and even detail each individual item purchased.
- Students entitled to free meals use the same system as everyone else, and there is nothing which identifies to other people which students are

receiving free meals. The stigma which youngsters may feel about free tickets is completely removed.

- The monetary value and information associated with each account relates to that individual student only. It cannot be spent or accessed by other students.
- A daily spend limit of £5.00 (or other selected amount) can be set for all students and no food above that limit can be bought. On request, an individual student's limit of your choice could also be set, to include a school dinner and break time snacks.
- No student will be refused a school dinner because they have not brought their dinner money to school or lost their money. The school will allow the student to loan money by taking their biometric account into debit. However, parents will be expected to top up their ParentPay account to

ensure credit is available at all times. If the account is not credited then students will be expected to bring in a packed lunch.

How to use the cashless catering system

Putting money on your account

Before you can buy anything, you must put money onto your account. This can be done in 2 ways:

- Use ParentPay the Academy's online payment system – This automatically updates your child's account within the cashless catering system.
- Or in cash by using a PayPoint card at local stores where you see the PayPoint logo.

Further details on ParentPay and PayPoint are sent out separately.

Checking your balance

You can check how much you've got to spend any time by either using the biometric (finger scan) or 4 digit pin code option. Your name and balance appear on the screen.



Buying your meals

Take your food to the till point. Place your finger/thumb on the reader or enter your 4 digit pin code. Your picture will appear on the machine and your purchases totalled. Your balance has now been reduced by the price of your meal.

Operating the cashless catering system

There are two alternative methods by which we can operate the cashless catering system i.e. Biometric Technology (Fingerscans) or 4 digit PIN code.

You can indicate your preferred method by completing the Student Enrolment Form prior to joining the school, or by writing to the Director of Finance at any other time. Fingerscan is also used to borrow library books and printing of schoolwork whilst in the academy. The alternative is to use a log in which will be provided if you tick the 4 digit PIN code option.

Biometrics (finger scans)

A biometric measurement (i.e. finger scan) will be taken from each student that opts for this; this is used to identify that person to the cashless catering system.

Advantages of Biometrics

- Students do not need to remember to bring anything with them to the canteen and there is nothing that can be lost.
- There is no requirement to replace lost or damaged cards, which can be expensive.
- There is reduced opportunity for bullying and theft; students must be physically present to pay for meals.
- A finger scan is a faster method of identification. Students are able to move through the tills in the canteen more quickly.

Disadvantages of Biometrics

- Operationally, there are no disadvantages of Biometrics when compared to other systems e.g. Swipe Cards, Pin Numbers etc.
- Concerns have been expressed over the security of the data held and the possibility of identity theft. To address this issue please read *Information for Parents: Biometrics and Information Handling* found on our website.

4 Digit PIN Code

Advantages of 4 Digit Pin Codes

- They introduce a level of responsibility in that students need to remember the 4 digit pin number.

Disadvantages of 4 Digit Pin Codes

- They do not have the same level of security as finger scans.
- It will be your child's responsibility to remember the code and keep it secure at all times.

Personal Money

Some students appear to be in possession of more money than we would wish them to have in the Academy. The only method of payment for lunch and trips is ParentPay accessible from the Academy website, this results in students not

needing to carry money for lunches as parents are able to pay in money via the online system or via a PayPoint.

Lockers

The purpose of the 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. Before the start of any session (i.e. 8.30am, 11.00am and 1.40pm) students should return to their lockers to collect the necessary books and equipment.

If a student forgets his/her key, the Individual Needs Department have a master key so that equipment can be accessed. If a key is lost, or a student wishes to

have a 'spare' key these can be ordered at Student Reception, the payment will then be entered on to ParentPay. The student will need to make the payment on-line or via PayPoint before the replacement key is ordered.

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 the Student Reception. If a student loses any item he/she should ask at the Student Reception if it has been found.

Named items are returned to students via Form 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 which 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.

Mobile Phones, Smart Watches, and other Electronic Devices.

Whilst the Academy accepts that mobile phones, smart watches and other electronic devices are now part of everyday life, we would like to discourage children from bringing them into the Academy. The ability of students to text and access the internet can present a welfare issue for students. In addition the

carrying of an expensive piece of equipment can make them a target of robbery before or after school. If, however, it is absolutely necessary for any child to

bring a mobile phone, smart watch or other electronic device to school it must be switched off at all times during the day and be stored in the locker.

The only exception to this is students may use their mobile phone **once** to ring parents **at the end** of the Academy day at the Silver Tables Area.

If such an item is seen around the Academy it will be confiscated, a P2 PRIDE detention issued and the item passed to the Head of Year. In the first instance it will be returned at the end of the day. All further instances will result in the item being kept until the end of term or until a parent/carer can come into the Academy to collect it.

The Academy will not accept responsibility for loss, theft or damage of the above equipment.

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 school office. 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 on 01274 776777.

Policies

All Academy Policies are available for parental scrutiny on our website and we would welcome comments at any time.

Leaving the Academy

If, for any reason you have to withdraw your child from the Academy, we require the information in writing to the Head of Year 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.