

Parent What To Do: Organisation

Top tips for ensuring that your child is prepared and organised



Excellence is a habit

Every moment of your child's life at DMA has a purpose, and so organisation is key. This is so that they can make progress each and every day as they climb their mountain to university or a real alternative.

As part of our six Learning Habits, being organised means to be on time to the academy; have the correct uniform at all times, ensure that your child has all the equipment they will need to be successful; and for you as families to ensure that your child has a plan to get home straight away from the academy being on time to school, having the correct uniform and equipment and ensuring that your child has a plan to get home straight away from school.

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

Equipment: packing for their first day at DMA

To ensure your child is successful from the start of the day you can do the following things:

- The night before their first day, **supervise your child packing their bag** and getting their equipment ready
- On the first day of term and everyday scholars will need a clear pencil case, 2 black pens, 2 green pens, 2 pencils, 1 ruler, 1 black dry wipe pen, and 1 whiteboard rubber – more information can be found on the website and in the family handbook

Equipment: packing usually

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

- 100% book
- Planner which you need to sign at the end of every week
- DEAR book which should be an age-appropriate novel
- After their first week at DMA, scholars can check their timetables to see if they need their PE Kit the night before. If you make a note of this you will know when the PE kit will need to be brought home and washed each week. PE kits should not be left in the academy throughout the week
- **You must ensure that your child does not bring anything else other than the above permitted items into the academy as this could result in a Red Line (internal isolation)**

Uniform

- Please ensure that you have purchased the academy uniform before August – this can be done at Natasha's Uniform shop in the centre of Bradford
- We would advise families to buy two of each item so that they can be washed regularly
- Scholars must wear the academy polo top, academy jumper and have an academy jacket and PE kit

- Over summer ensure your child does not have any lines shaved into their hair or any henna on their bodies. **These are not permitted in the academy and will incur a uniform sanction**
- Scholars must ensure that they have their natural hair colour, and if tied up, only done so with a black plain hairband
- Scholars wearing a headscarf must also ensure it is plain black
- Scholars must have black socks and black leather lace up shoes
- Please see the website and your parent carer handbook for more information on uniform

Homework and Deadlines

- Every day a piece of homework should be handed into a tray in the academy before 8.00am
- You can help your child by ensuring that they have a dedicated space at home where they can work
- You should supervise your scholar completing their homework each evening; some homework is online, but not all.
- If scholars are completing homework using a laptop / iPad / smartphone, **you must supervise them doing this.**

Planning for the academy day

You must have a plan prepared for how your child will arrive at the academy and leave the academy, this plan must be agreed and communicated with your child.

- Scholars should arrive at the academy before 7.30am each day
- At the end of each day there must be a plan for how your child will get home
- Scholars must go to the iBase if someone is not waiting for them outside or they are not immediately walking home after their dismissal time
- **Scholars are not permitted to stand outside of the academy and wait until someone arrives –** scholars can wait in the iBase until the agreed time
- If you are collecting your child, you must tell them the exact time and location that they will be picked up so they are aware of when they need to leave and where to wait
- If your scholar is arriving at the academy or going home with another parent, you must make this very clear to your child
- If your child is waiting for siblings who might have a later dismissal time, they must wait in the iBase
- If your child is arriving or being picked up by taxi it is your responsibility to ensure that the exact time is communicated with the taxi driver so that they are not late and your child is not waiting outside
- **Write this information in your child's planner or on a post-it note so that your child does not forget**

General tips to help your child be successful at DMA

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