



**DIXONS
McMILLAN**
ACADEMY

Family Handbook

Years 7-11

2018 – 19

Academy Contact Details

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1 Introduction

The Dixons Difference

The Dixons Difference is our relentless focus on scholar 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 scholars at their heart and work in close partnership with their families. We value diversity and cultivate happy schools, based on strong **relationships, excellence, positivity and respect**.

Welcome to Dixons McMillan Academy (DMA)

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

We guarantee to do whatever it takes to make sure that every scholar at DMA achieves their full potential. We have extremely **high expectations**, and just as there are no shortcuts, there are no excuses. Scholars at DMA are provided with a memorable education which will stay with them for a life time.

In order to achieve our mission we do not settle for anything less than **excellence**. We believe in effort based ability and demand our community adopts a **growth mindset** in order to ensure that we are a 100% school.

At DMA, 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. Scholars at DMA learn, behave and are expected to be well mannered at all times.

We ensure that all scholars are highly employable by the end of their time at DMA through ensuring they highly develop their academic skills and achieve their potential in all formal examinations. We encourage and expect all scholars to develop a **growth mindset** in order to take advice in the spirit it is meant and take their learning to a new level each day. DMA scholars want to build positive and professional **relationships** both within and outside of the academy and make a special contribution to the world we all share.

Working with parents and carers and presenting young people with these common expectations at home and at the academy, is 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 provide. We rely on you to take an 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 a great 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.

Wesley Davies
Principal

Academy Leaders

Senior Leadership Team	
Mr W Davies	Principal
Mrs L Senior	Head of School Designate
Mr M Rothery	Principal Designate Dixons Sixth Form Academy
Mr O Handley	Vice Principal
Mrs A Goodrum	Vice Principal
Mr J Gilbert	Assistant Vice Principal
Mrs B Sanderson	Assistant Vice Principal
Mr A Fox	Assistant Vice Principal
Mrs S Williams	Assistant Vice Principal

Middle Leadership Team	
Mrs K Kirk	Head of English
Miss B Wellbrook	Head of Mathematics / Associate Senior Leader
Mrs M Humpherson	Head of Science
Mrs L Tizard	Head of Mountain Support (SENCo)
Miss M Ellis	Head of MFL
Mr M Sharp	Site Manager
Mr J Welch	Catering Manager
Mr J Titmas	Head of Humanities
Mr P Conboy	Head of Geography
Mr P Haddow	Head of Arts (Art, DT & Music)
Mrs R Watkins	Head of Physical Education
Miss M Edwards	Head of Year Class of 2021
Mr B Ashcroft	Head of Year Class of 2022
Mr S Dolby	Head of Year Class of 2023
Mr E Gibb	Head of Year Class of 2024
Mr S Mahmood	Head of Year Class of 2025
Mr J Greenwood	School Business Manager
Mrs J Toner	PA to Principal

Advisors

Advisory	Advisor
7A	Mr Alker
7B	Mrs Donovan
7X	Mrs Firth
7Y	Mr Evans
8A	Mrs Hussain
8B	Miss Slater
8X	Mr Conlon
8Y	Miss Alsted
9A	Miss Jones
9B	Mrs Aziz
9X	Miss Ellis
9Y	Mr Uddin
10A	Miss Ashruf
10B	Mrs Law
10X	Mr Hellewell
10Y	Mrs Watkins
11A	Miss Wellbrook
11B	Mrs Wildman
11X	Mr Haddow
11Y	Mr Burn

Academy Week 2018 – 19

DMA scholars benefit from a longer working week. We know that more time with scholars enables them to experience a broad curriculum and experience a full range of subjects. Scholars will also be able to opt into some co-curricular electives, an area that they are genuinely interested in. These will run on Thursday period 5 including focus time.

Activity	Mon – Wed	Thurs	Fri
Academy opens	07.15	07.15	07.15
Pre-teaching / Morning Mastery	07.30	07.30	07.30
Curriculum day starts	08.00	08.00	08.00
Line up	08.02	08.02	08.02
Collective Learning / Staff Development	08.05	08.05	08.05
Period 1	08.35	08.35	08.35
Period 2	09.30	09.30	09.30
Break	10.25	10.25	10.25
Period 3	10.45	10.45	10.45
Period 4	11.40	11.40	11.40
Lunch (including family dining) or DEAR/PDS	12.35	12.35	12.35
Lunch (including family dining) or DEAR/PDS	13.15	13.15	13.15
Period 5	13.55	13.55	13.55
Period 6	14.50		
Focus (homework prep)	15.45	14.50	14.50
Line up	15.55	14.55	14.55
Curriculum day ends	16.00	15.00	15.00
Co – curricular enrichment starts	16.00	15.00	15.00
Co – curricular enrichment ends	16.40	15.40	15.40
Library (ibase) closes	18.00	18.00	17.00
Academy closes for staff	19.00	19.00	18.00

- Scholars must arrive at the academy **before** 08.00 each day ready to learn.
- Breakfast will be served from 07.15 – 07.45.
- Corrections start at the end of the curriculum day. (Scholars who are in correction must serve the correction on the day it is given no exceptions).
- Each day there will be there will co-curricular enrichment for scholars to sign up to. Once signed up scholars are committed to that activity and must attend.
- Scholars who would benefit from catch-up or interventions are expected to attend these when invited. (These will run before the curriculum day or at the end of the curriculum day).
- All scholars are welcome to work in the ibase (Library) where they can use academy resources.
- All scholars should have left the academy by 18.00 each day. Until that point they will be directed to work with a member of staff or work independently in the ibase area.
- Scholars will serve correction sessions at the end of their timetabled lesson.

2 Learning

Teaching

At DMA, our mission is simple: we celebrate **diversity** and relentlessly focus on the highest standards of scholar **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: **excellence, positivity and respect** for all.

We build a partnership between parents/carers, scholars, and teachers that puts **learning first**. We help our scholars 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 are 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, we use 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 scholars who consistently display excellent learning habits are recognised and rewarded.

We expect all scholars to progress at least two levels over a key stage. This will result in nearly every scholar succeeding in achieving at least five good GCSE's at grades A*- C (including English and mathematics), and the majority achieving the English Baccalaureate (5 A*- C 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 scholars. It is the period when they build on their primary education and prepare for their key stage 4 choices, some of which will be made in Year 8. Our curriculum is designed so that scholars can master the basics as well as offer more flexibility so that teachers can tailor their teaching to scholars' needs and aspirations.

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

- All scholars have access to a broad, balanced and coherent curriculum that supports learning and allows them to thrive at school.
- A strong core ensures that essential skills and knowledge are embedded at an early stage so that scholars are able to access the wider curriculum and are highly employable.
- A range of learning pathways to support and challenge all scholars.
- An extended curriculum ensures all scholars have access to catch-up, extension and enrichment activities.

CURRICULUM MODEL

ATTAINMENT & PROGRESS 8 READY

Subject	Year 7	Year 8	Year 9	Year 10	Year 11
English	4	4	5	5	5
Maths	4	4	5	5	5
Science	4	4	5	6	6
Humanities	3	3	4	4	5
MFL	3	3	3	3	3
Art	1	1	0	0	0
Drama	1	1	0	0	0
DT	2	2	0	0	0
Computing	1	1	0	0	0
Music	1	1	0	0	0
PE	2	2	2	1	1
Stretch / Prep	1	1	1	2	1
Electives	1	1	1	1	0
Option	0	0	2	2	3
Total	28	28	28	29	29

Additional Intervention

1. Scholars who join the academy below the national average in the core subjects may be withdrawn from some non-core subjects for up to 8 lessons of additional literacy and / or numeracy.
2. Scholars who are not on track to achieve their target level in the core subjects will be expected to attend catch-up in English, mathematics and / or science.
3. Scholars who are below their chronological reading age will be expected to attend 'Lexia' and other sessions which can run both before and after the academy day.
4. The academy will run school days during the school holidays to ensure our scholars have the very best chance of success going forward and we expect full support from our families.

Stretch

Stretch gives scholars the chance to choose an area of study they would like to investigate further. Scholars will work independently under the supervision of a teacher to research and produce a presentation on their area of study. We will hold stretch finals to show case the best stretch presentations and we actively encourage parents/carers to attend these events.

Literacy

Our duty is to develop scholars 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 are integral to all subjects.

In order to raise the profile of literacy, to support scholars with their learning and to raise standards across the curriculum, there are three 'literacy' expectations of all scholars 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 will also be 40 minutes reading time each day during DEAR (Drop Everything And Read) sessions. Scholars will be expected to complete tasks such as: read in silence, discuss their reading, complete a reading log and complete book reviews. Advisors will be 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 scholars 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/carers and scholars 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 scholars 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.

Personal Development Studies (PDS)

We are committed to ensuring that our scholars develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. We have designed personal development studies (PDS) around DfE Guidance for Personal, Social and Health Education (PSHE). These will be delivered in advisor groups.

Health and Sex Education

This is covered during science and personal social health & economic (PSHE) lessons. 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 PSHE lessons.

Electives

All scholars attend one elective. These focus on areas such as art, drama / dance, debate, film and music. In 2018 – 19 these will take place during the formal academy day. There will be a range of clubs and societies that will be run by different departments these will be displayed on our website.

Educational Visits & Outdoor Education

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

Parents/carers will always be given reasonable advance notice of visits and will be informed which visits are compulsory and those that are optional. If a visit takes place within the normal academy day and within a 3 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 scholars must take part in and experience a variety of outdoor activities. During Years 7 and 8, a residential activity will take place and **every scholar must participate** in these experiences.

Homework

All scholars in the Academy are given homework in the EBacc subjects every week (i.e. English, mathematics, science, humanities and MFL). Occasionally scholars may also receive homework in Art, ICT and Technology this will be handed in to the teacher in the lesson it has been set by.

EBacc Subject	Set by:	Deadline:
Mathematics	Monday	Wednesday
English	Tuesday	Thursday
Spanish	Wednesday	Friday
Science	Thursday	Monday
Geography (alternate weeks)	Friday	Tuesday
History (alternate weeks)	Friday	Tuesday

Not all subject homework will be written work. For example, some may involve reading, research or learning key spellings.

In addition to their standard weekly homework in the EBacc subjects, scholars are also expected to complete stretch homework. Scholars should spend approximately 1½ hours on their stretch project each week. Projects are assessed through a scholar exhibition at the end of each cycle.

Year 7 should spend around 45 minutes on each piece of homework and Year 8 and 9 should spend around one hour on each piece of homework. Whilst in years 10 and 11 scholars will be expected to do at least one and half hours on each subject they are studying to GCSE level.

Parental Engagement.

The academy hosts a variety of session during the academic year which are aimed at supporting scholars and parents/carers. On occasions, families will be personally invited to a parental engagement session; on these occasions attendance is compulsory. Parental engagement sessions include presentations on social media and internet safety, understanding data, literacy and numeracy amounts others.

Equipment

There are a number of items that scholars must bring to school: These are classed as **permitted items**

Daily:

A **clear** pencil case containing:

- Black Pen x 2
- Green Pen x 2
- Pencils
- Rubber
- Ruler
- Pencil Sharpener
- Pair of Compasses
- Protractor
- Dry wipe pen

Art and Design:

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

Mathematics:

- Scientific Calculator (Casio fx-85GT)

Science:

- Scientific Calculator (Casio fx-85GT)
- 30 cm clear ruler

The following are optional items that may be of use to scholars in certain lessons:

Art and Design

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

Design Technology

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

The following items will be useful to have at home:

English:

- An English Dictionary

Languages:

- A Spanish Dictionary

Any other item, unless specifically identified, is not permitted in the academy.

3 Ethos

Learning Habits

Instead of excusing bad learning habits we will insist on **good learning habits 100% OF THE TIME 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 scholars** (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 DMA, 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 the future.

In order to ensure that **learning gaps are filled** all corrections will be served after any catch up/co-curricular class that your child is **assigned** to on that evening. This means that if your child receives a correction on a day where they are due to attend a catch up or co-curricular class the correction will begin when the class has ended. This is non-negotiable and the correction time will not be altered.

Here are the 6 habits that we will insist on, 100% of the time:

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 DMA to be proud. Evidence suggests that sloppy uniforms, lead to sloppy behaviour and sloppy learning habits for many scholars.

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. Your child will have a separate homework book for nearly every subject. Please sign the planner weekly. We have clubs every single 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 hand in.

ON-TASK

We will insist on focused learning in class. When a teacher has carefully planned a lesson and other scholars 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.

We will insist on punctuality to school and to each and every lesson. Every child should be registered (without fail) within 5 minutes of the start of the day (08.00) and will be considered late after that time to school and/or each lesson. 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 **clear pencil case, correct stationery, 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.

RATIONALE

Over the summer you could help them *arrange a bedroom or shelf* with labels so that they can always pick up the correct book at the right time for the next day. It sounds hard but if you leave it to them they may become absolutely disorganised and constantly in trouble by Year 9! There's no time like the present to plan a good system together: remember they will be going from lesson to lesson, 6 times a day, they need to be taught at home now how to be organised and responsible.

To help your child to pick up these habits quickly and keep them for 7 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 acknowledge** those who demonstrate these habits and **correct** (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 McMillan Academy.***

Our learning habits are very simple and we are counting on your support. If you are worried about them, the best way to avoid a sanction is to make sure your child picks up the habits and sticks to them 100% of the time. 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 our learning habits are not adhered to we will contact you by text **on the same day and let you know that your child has a correction that night. Do not ask for questions to be served late.**

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 sanction anyone. We believe that children should control themselves (it is not our job to control them). If a scholar does not want a correction she/he simply sticks to our habits (*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 scholars should **not** get a correction in the first place. ***If a correction is given, please do not see it as 'the end of the world'. Your child simply serves***

their correction and gets a totally fresh start the next day! Remember we are trying to instill 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 bus after the correction and you may have to make arrangements to get them home. Please do not blame us for this, rather discuss how inconvenienced your child has made you. This will further develop good learning habits and consideration for you and the family.

If your child fails to attend a correction then he / she will have crossed our 'red line'. This means that your child will spend the next day in isolation with an appropriate member of staff. The consequences of missing a correction, quite rightly, will be very serious and could result in exclusion. Red lines are also given for any incident that the academy deems serious. Scholars' academy day will be adapted in order to promote reflection, intervention and support to ensure they are better learners tomorrow.

If your child receives a correction and this causes issues with pick up times then the academy can support by supervising your child until 18.00, please do let reception know if this is what you would like to happen. Asking for your child not to do the correction, is not fair and undermines our tough – love and no grudges culture.

Advisory

All scholars have an Advisor who meets with them regularly in larger groups (during DEAR time) and one-to-one (mainly after school). At least 3 times each year scholars will meet with their Advisor to review their progress and to determine next steps in their learning.

Every assessment cycle (13 weeks) you will either receive a telephone call from your child's Advisor to update you on your child's progress or you will have the opportunity to meet them face to face at consultation evening. However, you are also welcome to contact your child's Advisor with any issues you wish to discuss. Please telephone the academy to arrange an appointment with them.

Mountain Support

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

Mountain Support is for all scholars – be they disabled, more able, dyslexic, dyspraxia, with learning or behavioural difficulties, or for scholars that just need advice and support.

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

Daily Attendance

It is essential that scholars arrive at the academy in plenty of time to organise themselves for the start of their day which is 08.00. Scholars are allowed into the academy from 07.15 to work in supervised areas only (Heart Space, Dining Area and ibase).

Scholars 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 co-

curricular enrichment sessions. The ibase will remain open until 18.00 Monday – Thursday and 17.00 on a Friday.

Absence

When a scholar is absent from the academy with no advance notice, for example because of illness, parents **must** telephone the academy before 08.00 the same morning, and each subsequent morning, to inform us of the reason for absence. It is possible to leave messages on the student absence voicemail at any time prior to 08.00. To report an absence please dial the main academy telephone number on 01274 424350 and select the appropriate option.

Please note that only emergency appointments for dentists, opticians, and doctors should be during school hours. Routine appointments must be made out of school hours. When it is known in advance that an absence is to be requested for such emergency appointments, parents/carers must write a letter to the Assistant Principal at least two days in advance.

Absence is monitored very carefully at the academy. Every day missed is a learning opportunity wasted. **The academy will make home visits to those scholars who are not in school.**

Leave of Absence

The Government states that a scholar may be taken out of the academy during term time for exceptional circumstances only.

If exceptional circumstances occur, a request for leave form must be obtained from reception to request permission; this must be done **one month in advance** and submitted to the Principal. Permission will be granted *only in exceptional circumstances*. It is highly likely that the majority of requests will not meet the national guidelines for exceptional circumstances. Unauthorised absence will result in a fixed term penalty. Work will be issued and must be completed.

Religious Leave of Absence

The academy does grant the statutory leave of absence of up to 3 days over the academic year, in order that scholars can observe important religious festivals.

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

Dress Code

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

- Scholars must wear an academy jumper with an academy polo shirt. (Scholars should not wear a t-shirt underneath their academy polo top but may wear a v-neck vest that cannot be seen.)
- Girls must wear, full length black trousers / shalwar or plain black kameez and tunic / blouse with the academy polo shirt and jumper over the top.
- Denim / tracksuits / leggings / very flared trousers / very tight trousers / knee length / $\frac{3}{4}$ trousers are not considered appropriate wear. Jeans are defined as trousers with patch pockets and rivets. Trousers should not trail on the floor, have zip or patch pockets.
- Socks should be plain black ankle socks.
- Socks and trousers should meet, with no gap between the top of the socks and the trouser leg; ankles should not be visible.
- Hijabs, scarves, turbans, crowns and top knots, worn for religious reasons, must be plain black and well secured.
- Shoes must be leather or leather look and entirely plain black, (not dark brown), laces must be fastened and be plain black. Heels should be low. Trainers, pumps or ballet type shoes are not acceptable. Scholars wearing the wrong footwear will be asked to change into academy footwear. All shoes should be lace or slip on in style, no Velcro.
- Any scholar wearing jewellery, other than a plain professional watch (not a sports or SMART 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 compulsory religious expectation, for example the Sikh Kara.
- All facial jewelry or visible body-piercing is inadmissible.
- No make-up or nail varnish should be worn by scholars. This includes clear lip gloss in any form.
- Hair should be appropriate to a place of work, i.e. no unusual styles or colours, shavings or patterns, this includes box cuts or lines of any sort. Hair must be of a natural colour. A scholar 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 or jumpers or cardigans other than school uniform, should not be worn at any time inside the academy. During cold periods scholars will need an academy jacket. Hats and caps need to be removed before entering the building.
- Henna patterns should never be visible.
- On dress down days, scholars are expected to dress sensibly and modestly and still observe the jewelry, hats and caps code. On dress down days scholars should still wear formal black trousers and school shoes.
- Younger scholars are strongly advised to label all items of clothing.

Year 10 and 11 Dress Code

As scholars move into year 10 the uniform policy adapts to reflect their position in education. Scholars may **choose** to wear a suit from year 10 which will then be **compulsory in year 11**. Scholars in year 10 may **choose** to continue to wear their usual academy uniform if they wish.

Year 10/11 Uniform

Item	Notes
Suit	<ul style="list-style-type: none">▪ Matching suit jacket and trousers / skirts below knee length▪ Single colour (dark matte finish such as dark grey, navy, black or tweed (no contrasting panels / patterns)▪ Classic, slim or tailored fit- skinny trousers are not allowed▪ Lace is not allowed▪ Dresses may be worn. They must be round neck and plain design. The jacket should match the dress in colour▪ Jumpers are not permitted
Shirt	<ul style="list-style-type: none">▪ Long sleeve shirts only▪ Formal style with a stiff collar▪ Full buttons and not polo style tops▪ Simple patterns (such as stripes or polka dots) or plain colour▪ For girls, blouses are permitted but they must be smart, formal and button to the neck
Tie / scarves	<ul style="list-style-type: none">▪ All boys to wear a tie; optional for girls.▪ Simple patterns (such as stripes or polka dots) or plain colour
Shoes	<ul style="list-style-type: none">▪ Formal, full shoe▪ Plain black in colour▪ Leather or leather look▪ Ballet shoes are not permitted▪ Sandals or canvas shoes are not permitted.

If anything is judged as unprofessional by the academy staff, scholars will be asked to remove the item and may result in a correction or red line. All items should create a professional look.

To avoid embarrassment or unnecessary cost, if you are in any doubt about a hairstyle, or the purchase of an item of clothing, you should speak with a member of the senior team *before* going ahead. Scholars will be asked to rectify any hairstyle, or replace any clothing at their expense that is perceived to be unsuitable for school.

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

Scholar Planner

At the beginning of each year, scholars are issued with a planner. Both Advisors and parents/carers are expected to sign the student's planner each week and it is recommended you check your child's planner daily. In this way, the parent/carer can see comments from the Advisor or from subject tutors, and parents/carers can also communicate with the Advisor if they wish. The planner is a very important document and scholars are expected to take great care of it. If the planner is defaced in any way or not treated with respect a student will be expected to replace the planner at a cost of £12.

Lunchtime

We expect scholars 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 scholars are seated formerly at tables for lunch and are expected to eat the food provided.

Scholars may bring in a healthy snack for break time, however, scholars are not allowed to bring in sweets, crisps or fizzy drinks. If a scholar brings in anything forbidden by the academy then items will be confiscated and scholars will receive a sanction.

This service will need to be paid for using parent pay either on line with a debit or credit card or using Pay Point at local shops. We do not accept any cash. The cost of family dining is £11.25 per week, **£2.25 per day**. All scholars will be allowed to take part in family dining every day even if their account is in arrears but we must ask that this account is kept up to date at the end of each month.

4 Community

Contact with Parents / Carers

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

Personal Advisors contact the parents/carers of their Advisees regularly. Parents/carers are required to attend two consultation evenings throughout the year. Advisors should always be the first point of contact for parents/carers.

Parents/carers are given regular information on their child's progress in every subject. Progress reports take place three times in the year. They are posted at the end of each assessment cycle (13 weeks) but can be accessed at any time using our online communication and reporting tool. This contains additional information including attendance, behaviour and homework.

Other ways the academy may communicate with you:

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

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 and much more.

McMillan Message: is sent to parents/carers every half term via the scholars. The McMillan Message includes a list of upcoming events for parents/carers to be aware of. The McMillan Message is also posted on our website.

Letters: a reply sticker, placed in the scholar planner, will accompany important letters and parents/carers 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 scholars to take home.

Lockers

The purpose of the lockers is to provide scholars 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 scholars should return to their lockers to collect the necessary books and equipment.

Spare keys can be purchased from CH Wood locally and a slip containing all the information you require is available from Reception. The academy is also able to order spare lockers keys if lost or misplaced and will charge your Parent Pay account directly.

Lost Property

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

Named items are returned to scholars via Advisors; 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 scholars 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/carers are happy for their children to be photographed providing that appropriate safeguards are implemented which, of course, are always observed the Academy. Photos and images of our scholars remain anonymous and scholars are referred to as "academy scholars".

If you do not wish your child to be photographed or filmed, for public relations purposes, please contact the Data Manager.

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

Mobile Phones, I-Pods, MP3 Players & Similar

If scholars need to make contact with home, they are allowed to use the phone in reception with the permission of a member of staff. A scholar does not, therefore, have any need for a mobile phone in the Academy. If a family feels that a scholar needs one for the journey to and from the Academy, then the phone must remain, switched-off and out of sight in their locker throughout the school day.

Any scholar found using a mobile phone during the day will have the phone confiscated. It will not be returned until the end of term until a parent/carers comes into school to collect it. The scholar will also receive a suitable sanction.

I-Pods and MP3 players and smart watches are not permitted in school. Any scholar 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, scholars do not need money for lunch, as parents/carers are able to pay via the online system. Items will need to be paid for using parent pay either on line with a debit or credit card or using Pay Point at local shops. We do not accept any cash.

Car Parking

In the interests of the safety of children, parents/carers are **not** allowed to bring their cars into the academy grounds either in the morning or at the end of the school day. If dropping scholars off the staff car park must not be used and scholars should not walk through this area under any circumstances

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

Causes for Concern

1. Any parent/carer 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. Where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation.
3. Parents/carers will be kept fully informed of the situation and the final outcome.
4. If parents would like to make a complaint about how a concern has been dealt with, they will need to follow the complaints procedure on the website.

Please Note:

1. In the case of any *serious or urgent matter*, should any parent/carer 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

The Dixons Difference

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 scholars at their heart and work in close partnership with parents. We value diversity and cultivate happy schools, based on strong **relationships, excellence, positivity** and **respect** for all.

Dixons McMillan Academy will ensure that:

- we provide a safe and supportive environment for scholars to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- scholars have the best possible education by providing a suitable curriculum and individual support
- we set challenging targets for scholars 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 acknowledge scholars' success
- we contact home if there are concerns about scholars' behaviour, effort or attendance
- we contact home immediately if scholars are to be detained for more than 10 minutes after the end of the academy day
- we provide a wide variety of co-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 arrives by 08.00 at the latest
- 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 corrections until 18.00 after communication from the academy
- you provide a suitable environment for your child to work at home
- your child completes their homework on time and to the highest standard
- you attend advisor consultations and parent/carer evenings to discuss your child's progress, and any other meetings arranged with your support
- you read, check and sign the student planner every week and sign every Sunday
- your contact details are up-to-date and you let reception know if your contact details change
- you support your child in participating in co-curricular activities, work experience, trips and residential visits, in particular the Year 7 and 8 residential visits
- you pay for the replacement of any equipment or books your child loses or damages
- all reply slips to be returned to school within 48 hours
- ensure that my child sits all corrections as instructed by the academy; scholars must not miss corrections for out of academy commitments

Scholars will ensure that they:

- work hard and make a little bit of progress everyday
- attend regularly, arrive on time, wearing the correct uniform and with the correct equipment
- follow the academies learning habits 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 scholars 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, in particular the Year 7 and 8 residential visits

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

Scholar Name:

Scholar Signature: **Date:**

Parent / Carer Signature: **Date:**

Principal Signature: **Date:**

Images and videos parental consent form

This form explains the reasons why and how **Dixons McMillan Academy** may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Name of parent:	
Name of Scholar:	
Class:	

Why do we need your consent?

Dixons McMillan Academy requests the consent of parents to use images and videos of their child for a variety of different purposes.

Without your consent, the academy will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

Dixons McMillan Academy uses images and videos of pupils as part of school displays to celebrate Academy life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the academy uses images of individual scholars, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

Dixons McMillan Academy may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- **Telegraph & Argus**
- **Daily Mail**

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid unless anything changes at which time we will refresh consent.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.

- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images of your child which are available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Using images of my child on the school website.		
Using videos of my child on the school website.		
Using images of my child on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook • LinkedIn 		
Using videos of my child on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook • LinkedIn 		
The local media using images of my child to publicise school events and activities (only including the organisations outlined above).		
The local media Using videos of my child to publicise school events and activities (only including the organisations outlined above).		
Using images of my child in marketing material, e.g. the school brochure and prospectus.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> • Name • Class • Roll number 		

Refreshing your consent

Consent will be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you can request another form by contacting the academy reception. We would be happy to send you a form electronically or distribute to your child at the academy. A completed signed form needs to be addressed to the Principal and at that point we will update consent permissions.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you can request another form by contacting the academy reception. We would be happy to send you a form electronically or distribute to your child at the academy

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why **Dixons McMillan Academy** uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so by completing a new consent form and submitting it to the Principal.

Name of parent:

Signature:

Date:

If you have any questions regarding this form, please do not hesitate to contact the Academy on 01274 **424350** or email gdpr@dixonsat.com