



**DIXONS
McMILLAN**
ACADEMY

Sixth Form Family Handbook 2018 – 19

Academy Contact Details

Dixons McMillan Academy
Trinity Road
Bradford
BD5 0JD

Telephone: 01274 424350

E-mail: info@dixonsma.com

Website: www.dixonsma.com

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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
Mrs A Goodrum	Vice Principal
Mr O Handley	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

Sixth Form Team & A level Middle Leaders	
Mrs A Goodrum	Vice Principal – Head of Sixth Form
Mr A Fox	Assistant Vice Principal – Sixth Form
Mrs M Humpherson	Head of Science & 12A Coach
Mr W Hutton	13B Coach
Mrs K Jenkins	Sixth Form Senior Tutor
Mrs K Kirk	Head of English
Mrs N Laws	13D Coach
Mr Y Laaouini	12B Coach
Mr P McLaughlin	Sixth Form Fellow / Administrator
Mrs J Pierre	13A Coach
Mr B Roa Jurado	12C Coach
Mr J Titmas	Head of Humanities & 12C Coach
Mrs L Tizard	SENCo
Mr T Warburton	12D Coach
Mrs R Watkins	Head of Physical Education
Miss B Wellbrook	Head of Mathematics

Sixth Form 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.

Activity	Mon		Tues		Wed - Fri
Year Group	12	13	12	13	12 & 13
Academy opens	07.15	07.15	07.15	07.15	07.15
Pre-teaching / Morning Mastery	07.30	07.30	07.30	07.30	07.30
Curriculum day starts	08.00	08.00	08.00	08.00	08.00
Line up	08.03	08.03	08.03	08.03	08.03
Collective Learning	08.05	08.05	08.05	08.05	08.05
Period 1	08.35	08.35	08.35	08.35	08.35
Period 2	09.30	09.30	09.30	09.30	09.30
Break	10.25	10.25	10.25	10.25	10.25
Period 3	10.45	10.45	10.45	10.45	10.45
Period 4	11.40	11.40	11.40	11.40	11.40
Coaching Time	12.35	12.35	12.35	12.35	12.35
Lunch (Business Lunch)		13.15	13.15		
Prep		13.55	13.55		
Curriculum day ends	13.15	15.30	15.30	13.15	13.15
Co – curricular enrichment starts		16.00	16.00		
Co – curricular enrichment ends		16.40	16.40		
Library (ibase) closes	18.00	18.00	18.00	18.00	17.00
Academy closes for staff	19.00	19.00	19.00	19.00	18.00

- Sixth Form scholars must arrive at the academy **before** 08.00 each day ready to learn.
- Breakfast will be served from 07.15 – 07.45.
- Instructions start at the end of the curriculum day. (Scholars who are in instruction must serve the instruction 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.

2 Learning

Teaching

As Dixons McMillan Academy, 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.**

At DMA, 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 able to present challenging learning tasks. Their expertise allows them to 'read' their classrooms and to be more responsive to learners. They are extremely flexible and take every opportunity to maximise learning. They are great seekers and users of feedback.

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

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

Curriculum in Sixth Form

The start of Sixth Form marks an exciting phase in the lives of our scholars. It is the period when they build on their GCSE education and prepare for university or a real alternative. 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.

Sixth Form subjects – 2018 / 19

Biology	English Literature	Physics	Sociology
Chemistry	History	Psychology	
English Language	Mathematics	Religious Studies	

Additional Information

We recommend that those students who are unsure of what subjects to study at university choose the following combinations, in order to maximise their chances:

Strong Combinations Guidance

Any
English Literature
Mathematics

Humanities
English Literature
MFL

Science
Biology or Physics
Chemistry
Mathematics

Extended Project Qualification (EPQ)

The Extended Project Qualification (EPQ) gives scholars the chance to choose an area of study that they would like to investigate further. Scholars will work independently under the supervision of a teaching fellow to research and produce a presentation on their area of study. During the designated EPQ time scholars will learn and develop pertinent research skills, which will include trips to various libraries and specialist research centres.

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 materials in their possession (reading)**
- 2. Speak in full sentences and no slang (speaking)**
- 3. Track the speaker/s (listening)**

There will also be a weekly DEAR (Drop Everything And Read) session focused on academic literature which will give scholars an understanding of great works, which is essential for entrance into top universities. Scholars will be expected to complete tasks such as read in silence, discuss their reading, and complete analysis based reviews.

Personal Development Studies (PDS) & Careers & Guidance

We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions about their next steps, upon leaving our post-16 provision. We have designed personal development studies (PDS) around the DfE Guidance for Personal, Social and Health Education (PSHE).

In addition to PDS, we will also provide all scholars with preparation and for making an informed aspirational choice about their next steps, beyond the DMA Sixth Form. Scholars will research and visit different universities, coupled with high quality advice from internal and external experts. All scholars will formulate a career plan that will take them through to an apprenticeship, university or a real alternative where they can lead happy and successful lives. Both PDS and careers and guidance will be delivered during advisory times.

Educational Visits & Outdoor Education

During the year, a residential will take place and ***every scholar must participate***. There are a wide variety of educational visits available to scholars. These range from local visits within lesson time to nearby places of interest.

Parents/carers will always be given reasonable advance notice of visits and will be informed as to which visits are compulsory and those that are optional. If a visit takes place within the normal academy day and within a 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.

Homework & Revision

All scholars at DMA are given homework for each 'A' Level choice. For each hour taught, an hour of homework will be given, some of which may take place during supervised study and some of which will be expected to be completed independently.

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, scholars are expected to spend a minimum of 1½ hours on their 'EPQ' each week.

In order for scholars to be in a position to compete with scholars that attend the best schools across the country and globe for top university places, it is a minimum expectation that every DMA sixth form scholar is completing a total of 25 hours of studying every week, outside of taught lessons. A study timetable will be created at the beginning of the year and sixth form coaches will regularly check if this is being followed.

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
- Sticky Notes
- Rubber
- Ruler
- Pencil Sharpener
- 3 Different Coloured Highlighters
- Pair of Compasses
- Protractor
- Dry wipe pen
- A pad of lined paper

**In addition to the permitted items list above, A level subjects may have specific specialist equipment that is required. This will be listed in the bridging work pack.*

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 learners** (not just most) can pick up **good learning habits for themselves and will end up happier, better qualified and more successful.**

From the first day at 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.

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, the right subject folders homework 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.

RUSSELL GROUP READY

Over the summer, in order to prepare for being a sixth form scholar, you could *arrange a study space* with labels, so that scholars are organised for the school day and for personal study. Having a personal, quiet study space is important so that scholars have a place to store their notes, keep on top of their readings, organise their workload and learn responsibility.

Scholars need to pick up these habits quickly and keep these during their education and whilst in employment. We will also teach successful university 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 **instruct** (for their own good in the long run) those who don't. ***We do not want any scholar to under-achieve in the Dixons McMillan Academy Sixth Form.***

Our learning habits are very simple and designed to ensure that all scholars are ready for university and employment; we are counting on family support. If you are worried, the best way to avoid a sanction is to make sure scholars pick up the habits and stick to them 100% of the time. Please use some of the summer to get into the right academic frame of mind.

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 an instruction that night.**

This may sound harsh but it needs to be if scholars are going to be Russell Group ready when they leave DMA. The evidence from the UK and abroad suggests that the ***sanction must be immediate*** (a detention three days later doesn't work) and it must be specific to the problem.

We don't want to sanction anyone. We believe that scholars should control themselves (it is not our job to control them). If a scholar does not want an instruction, s/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 an instruction in the first place. ***Remember we are trying to instil good learning habits; that's all.***

Due to transport issues, please remember to explain how important it is that your child doesn't get an instruction: there may be no bus after the instruction 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 an instruction 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 an instruction 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 instruction, is not fair and undermines our tough – love and no grudges culture.

Coach

All scholars have a Coach who will coach them to university or a real alternative. Coaches will meet with scholars regularly in larger groups and one-to-one. At least 3 times each year scholars will meet with their Coach 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 Coach to update you on your child's progress or you will have the opportunity to meet them face to face at consultation evening. However, parents/carers are also welcome to contact their child's Coach with any issues you wish to discuss. Please telephone the academy to arrange an appointment with them.

Individual Needs

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 Individual Needs department.

The Individual Needs department 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 the Individual Needs department 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 (Sixth Form Heart Space, Main School Heart Space 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 Head of Sixth Form 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.

Please note that **appointments and driving tests do not qualify as 'exceptional circumstances'** and scholars will not be granted leave from school for these activities. All appointments and driving tests should be booked outside of the sixth form academy day.

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.

Sixth Form Planner

At the beginning of each year, scholars are issued with a planner. Both Coaches and parents/carers are expected to sign the scholar'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 Coach or from subject tutors, and parents/carers can also communicate with the Coach 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 a scholar will be expected to replace the planner at a cost of £12.

Dress Code

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

Sixth Form Uniform

Item	Notes
Suit	<ul style="list-style-type: none">▪ Matching suit jacket and trousers / skirts and dresses below knee length▪ Single colour (matte finish) – dark grey, navy, black or tweed (no contrasting panels / patterns).▪ Trousers should be classic, slim or tailored fit – skinny trousers are not allowed▪ Blazer sleeves should be either $\frac{3}{4}$ length or full sleeved (sleeveless blazers and waistcoats may not be worn all-year-round; in warmer weather, scholars will be informed when this rule is lifted)▪ Blazers should be worn at all time when moving around the academy▪ Blazers may be removed in classrooms without permission
Shirt	<ul style="list-style-type: none">▪ Males should wear long sleeve shirts only (in warmer weather, scholars will be informed when this rule is lifted) and they should be formal style with a stiff collar▪ Simple patterns (such as stripes and polka dots) or plain in colour▪ For girls, blouses are permitted▪ In colder weather, business jumpers may be worn with a collared shirt, under a blazer
Shoes	<ul style="list-style-type: none">▪ Black or Brown business shoes
Tie / scarves	<ul style="list-style-type: none">▪ All males are to wear a tie (plain or simple abstract patterns); optional for girls▪ Indoor fashion scarves may be worn (plain or simple abstract patterns)▪ Headscarves should be a single colour or have a subtle pattern▪ A black or white umrah hat may be worn

Outdoor jackets worn to and from the academy must be professional and fit comfortably into sixth form lockers. On dress down days, scholars are expected to dress sensibly and modestly.

No fake eyelashes, hair dye (past natural range) or nail extensions. One pair of stud earrings only. Natural make-up and nail polish maybe worn. Anything judged unprofessional by the academy staff, scholars will be asked to remove and may result in an instruction. All items should create a professional look.

To avoid embarrassment or unnecessary cost, if you, as a parent/carer 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.

All sixth form scholars are required to wear the DMA PE kit; this can be purchased from local uniform shops (Natasha's or Rawcliffes).

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

Lunchtime (Business Lunch)

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 business lunch, tea, coffee and breakfast is £3.50 per week. All scholars will be allowed to take part in lunch every day, even if it is not their designated business lunch day. Scholars will be asked to sign for their lunch and the parent pay account will be charged accordingly.

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.

Coaches contact the parents/carers of their coaching group 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 when a parent/carer may come 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

There will be no facilities for Post-16 parking on site.

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.

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

Causes for Concern

1. Any parent/carers 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/carers 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/carers 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 Sixth Form, we require this request to given in writing to the Principal or Vice Principal in charge of Sixth Form.

Sixth Form scholars who are 18 or over, simply need to explain that they wish to withdrawal from A level studies at Dixons McMillan Academy. All other scholars will need to indicate which educational / training establishment they are transferring to or which employment they are taking-up.

It is a government guideline that all children in England are in education, employment or training until the age of 18.

Home – Academy Agreement

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 parents/carers. 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 scholars 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

Families will ensure that:

- scholar attends every day, on time, unless they are ill
- scholar arrives by 08.00 at the latest
- scholar does not take extended family trips or holidays during term-time
- scholar 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 instructions until 18.00 after communication from the academy
- you provide a suitable environment for your child to work at home
- scholar completes their homework on time and to the highest standard
- there is full attendance at consultation evenings
- you read, check and sign the scholar 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 our scholar in participating in co-curricular activities, work experience, trips and residential visits, in particular the Post-16 expedition
- you pay for the replacement of any equipment or books the scholar loses or damages
- all reply slips to be returned to school within 48 hours

In school, 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 Post-16 expedition

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

Scholar Name:

Scholar Signature:

Date:

Parent / Carer Signature:

Date:

Head of Sixth Form 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