



**DIXONS  
COTTINGLEY**  
ACADEMY

# Family Handbook 2021/22







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# Welcome to Dixons Cottingley Academy (DCO)

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

At Dixons Cottingley, we will all have a sentence that states the lasting impression we want to leave on the world. Our academy sentence is "The academy ensures students achieved excellent outcomes and were empowered to lead a happy, purposeful and successful life."

In order to achieve our Mission, Dixons Cottingley expects everyone to consistently demonstrate our three core values

## **1. Determination**

We never give up. No matter how challenging things get, we persevere to succeed.

## **2. Integrity**

We do the right thing because it is the right thing to do.

## **3. Trust**

We are always honest. We can be depended upon to support each other without excuses.

At Dixons Cottingley, our culture of success will be demonstrated through the operation of strict routines and protocols, an unwavering focus on outcomes and by offering the very best teaching and support. Students will learn, behave and be well mannered.

Working with families and presenting young people with common expectations at home and at the academy, is the key to success, therefore, this booklet is an essential document in helping you understand our standards and approach. This means we can ensure that your child gets the most out of the opportunities we will provide. We rely on your interest in what your child is doing each academy day; on your support and encouragement for their work; and on your attendance at consultation evenings and academy events. Together, we will make sure your child's education is successful.

Finally, although we will always do our best to provide an outstanding all-round education, we cannot be perfect and sometimes we will get things wrong – always talk to us if you are worried. You will always find someone who is willing to help.

**Jason Patterson**  
**Principal**

All students work hard every day to achieve great outcomes and to secure a better future for themselves and others





# CRITICAL QUESTIONS

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## Why do we exist?

To challenge educational and social disadvantage in the North

## How do we behave?

Work hard - determined to get things done

Be good - behave with integrity and honesty

Be nice - show humility and be a positive team player

## What do we do?

We establish high-performing non-faith academies which maximise attainment, value diversity, develop character and build cultural capital.

## How will we succeed?

Academic rigour. Aligned autonomy - finding the optimal balance between consistency and self-determination

Talent first

# Term and holiday dates 2021/22

## **2021 Term 1                      Thursday 26 August\* to Friday 15 October**

Holiday – Saturday 16 October to Sunday 31 October

## **2021 Term 2                      Monday 1 November to Friday 17 December**

Holiday – Saturday 18 December to Sunday 2 January

## **2022 Term 3                      Tuesday 4 January to Friday 18 February**

Holiday – Saturday 19 February to Sunday 27 February

## **2022 Term 4                      Monday 28 February to Friday 8 April**

Holiday – Saturday 9 April to Sunday 24 April

## **2022 Term 5                      Monday 25 April to Friday 27 May**

Holiday – Saturday 28 May to Sunday 5 June

## **2022 Term 6                      Monday 6 June to Friday 22 July**

Holiday – Saturday 23 July onwards

### **Additional holidays not included in the above (The academy is closed)**

Monday 30 August 2021 – Bank Holiday

Monday 3 January 2022 – Bank Holiday

Monday 2 May 2022 – Bank Holiday

Monday 30 May 2022

### **Staff data and planning days (Students not in school)**

Thursday 26 August 2021 – Training Day

Friday 27 August 2021 – Training Day

Tuesday 31 August 2021 – Training Day

Thursday 18 November 2021

Friday 19 November 2021

Thursday 10 March 2022

Friday 11 March 2022

Thursday 21 July 2022

Friday 22 July 2022

\* Wednesday 1 September 2021: Year 7 and Year 11 only

- return as normal ready to start the academy day at 8.20am

\* Thursday 2 September 2021: All students

- return as normal ready to start the academy day at 8.20am

### **Academy contact details**

Dixons Cottingley Academy

Cottingley New Road, Bingley BD16 1TZ

Telephone: 01274 567281

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

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

Twitter: Follow us @DixonsCO



# Key Staff

## Senior Leadership Team

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Jason Patterson	Principal
Katie Knighton	Vice Principal
Paul Murray	Assistant Principal
Iain Duggan	Assistant Principal
Jessica Crolla	Assistant Principal
Hamzah Khan	Assistant Principal
John Heads	Assistant Principal
Katie Radford	Assistant Principal
Shamila Iqbal	Dixons Trust Assistant Principal (Science)
Lisa White	Operations Manager
Karen Laughin	PA to Principal

## Special Educational Needs

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Gemma O'Meara	SENDCO
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## Curriculum Phases

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### Year 7

Dawn Kirton	Director of Curriculum Phase
Joshua Breeze	Assistant Director of Curriculum Phase

### Year 8 and Year 9

Victoria Wright	Director of Curriculum Phase
Eesa Iqbal	Assistant Director of Curriculum Phase

### Year 10 and Year 11

Shara Hasan-Arshad	Director of Curriculum Phase
Donna Hassan	Assistant Director of Curriculum Phase

## Heads of Faculty

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Aisha Ali	Head of English
Joanna Seng	Head of Maths
Mehnaz Kauser (Maternity Leave)	Head of Science
James Raven	Acting Head of Science
Andy Brankin	Head of Humanities and RE
Jo Scarth	Head of Geography
Jessica Elliot	Head of History
Nageen Aslam	Head of French
Andrew Sutcliffe	Head of PE
Kelly Simpson	Head of Creative Arts
Aimee Barrett	Head of Performing Arts / Music
Nasir Mahmood	Head of IT
Yasar Hussain	Head of Vocational



## Our academy week

### Year 7 and Year 8

	Monday	Tuesday	Wednesday	Thursday	Friday
8.20 - 8.40	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
8.40 - 9.35	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
9.35 - 9.50	Break	Break	Break	Break	Break
9.50 - 10.45	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
10.45 - 11.40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
11.40 - 12.35	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
12.35 - 13.05	Lunch	Lunch	Lunch	Lunch	Lunch
13.05 - 13.35	DEAR	DEAR	DEAR	DEAR	DEAR
13.35 - 14.30	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
14.30 - 15.25	Lesson 7	Lesson 7	Lesson 7		

### Year 9, Year 10 and Year 11

	Monday	Tuesday	Wednesday	Thursday	Friday
8.20 - 8.40	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
8.40 - 9.35	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
9.35 - 10.30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
10.30 - 10.45	Break	Break	Break	Break	Break
10.45 - 11.40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
11.40 - 12.35	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
12.35 - 13.05	DEAR	DEAR	DEAR	DEAR	DEAR
13.05 - 13.35	Lunch	Lunch	Lunch	Lunch	Lunch
13.35 - 14.30	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
14.30 - 15.25	Lesson 7	Lesson 7	Lesson 7		

- All students must arrive at the academy by 8.15am ready for the start time of 8.20am.
- All students begin their day with Period 1 which includes: retrieval practice (focused on critical knowledge); literacy and numeracy development; strengthening of school culture, value expectations reset; and appreciations / recognition.
- For all students same day corrections (detentions of up to 1 hour) start at 3.25pm on Monday to Wednesday and 2.30pm on Thursday and Friday.

\*DEAR – Drop Everything And Read

# Curriculum

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

## Teaching and learning

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: determination, integrity and trust.

At Dixons Cottingley, we build a partnership between families, students and teachers that puts learning first.

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, schemes of work and intervention planning, we value knowledge, skills and understanding.

We insist on good learning habits with high expectations and no excuses. This is an important part of the teaching and sets the tone for the learning that follows.

We expect all students to make outstanding progress over a key stage. This will result in nearly every student achieving, at least, eight good GCSEs including English and mathematics. Many students will achieve the English Baccalaureate.

## Literacy

Our duty is to develop students who are confident readers, writers, speakers and listeners, who value these life skills and strive to improve them. We recognise that it is the responsibility of all staff from all subject areas to teach literacy skills as reading, writing, speaking and listening is integral to all subjects.

In order to raise the profile of literacy across the curriculum, to support students with their learning and to raise standards across the curriculum, there are three 'literacy' expectations of all students at all times:

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

There is also 30 minutes of time each day during DEAR (Drop Everything And Read) sessions. Students are expected to complete tasks such as: read in silence, discuss their reading and complete a reading log. Staff are required to model reading aloud and reading in silence, facilitate class discussion and check reading logs. It is expected that students will read for, at least, 30 minutes each evening.

Students in Year 7 and Year 8 have a Stretch lecture every week and each cycle they will prepare and present a Stretch project.



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## Curriculum

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

- all students have access to a broad, balanced and coherent curriculum that supports learning
- a strong core ensures that basic skills are embedded at an early stage, so that students are able to access the wider curriculum
- a range of learning pathways to support and challenge all students
- tailored intervention outside the academy day ensures all students have access to catch-up, extension and enrichment

### Curriculum in Year 7 and Year 8

The start of Key Stage 3 marks an exciting phase in the lives of our students. It is the period when they build on their primary education and prepare for their Key Stage 4 choices (which will be made in Year 8). Our curriculum is designed so that students can master the basics as well as extend their knowledge.

### Subjects studied and time allocations in Y7/8 – 2021/22

Weekly lesson allocation		
Subject	Year 7	Year 8
English	5	5
Maths	5	5
Science	5	5
RE	1	1
Art	1	1
Computing	1	1
DT	1	1
French	2	2
Geography	1	1
History	1	1
Performing Arts	2	2
PE	2	2
Stretch	1	1
Total	28	28

### Curriculum in Year 9

In Year 9 curriculum is broad and balanced with a strong core in the EBacc (English, mathematics, science, French, geography and history) as well as art and performing arts and an option from a range of high value subjects such as art, IT, design and technology, business enterprise, health and social care and PE.

## Subjects studied and time allocations in Y9 – 2021/22

Weekly lesson allocation	
Subject	Year 9
English	5
Maths	5
Science	5
RE	2
French	3
Geography	2
History	2
Option	2
Performing Arts / Art	1
PE	1
<b>Total</b>	<b>28</b>

Students who are not on track to achieve their targets in the core may be expected to attend practice sessions.

## Curriculum in Year 10 and Year 11

Our Key Stage 4 curriculum is broad and balanced with a strong core in the EBacc (English, mathematics, science, one language and history / geography) and a range of high value subject options such as art, IT, design and technology, business enterprise, health and social care and PE. We have limited the number of GCSE subjects to be studied by our students. This will reduce the exam burden and help ensure that our students are given the time and opportunity to develop intellectually.

## Subjects studied and time allocations in Y10 / Y11 – 2021/22

Weekly lesson allocation		
Subject	Year 10	Year 11
English	5	5
Maths	5	5
Science	5	5
RE	3	3
Option A	3	3
Option B	3	3
Option C	3	3
PE	1	1
<b>Total</b>	<b>28</b>	<b>28</b>

Students who are not on track to achieve their targets may be expected to attend intervention before or after school.

### **Modern foreign languages**

French is offered as the core language. French is a vitally important world language. All students will study a modern foreign language at Key Stage 3 and 4. As students are studying languages at primary school, this teaching lays the foundations for successful language learning.

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

### **Personal, social, health and citizenship education (PSHCE)**

We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. We have designed Personal, Social, Health and Citizenship Education (PSHCE) around DfE Guidance for Personal, Social and Health Education (PSHE).

### **Health and sex education**

This is covered during science and PSHE lessons. Outside speakers will come into the academy to talk about diet, hygiene, exercise, and relationships and sex. 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.





# Homework

All students in the academy are given homework in the EBacc subjects every week (i.e. English, mathematics, science, humanities and French). Key Stage 4 students will also receive additional homework per week and may have substantial homework set in their option.

## Types of homework

- **Knowledge Navigators** are used for the daily homework which is set in Lesson 1. Students should use read, cover, write, check to learn the content of a given section of their Knowledge Navigator. They are expected to fill a sheet of A4 paper from top left to bottom right, with no gaps, using this method. A green pen should be used to check they have recalled the information correctly. There is a video on the Dixons Cottingley website explaining how this homework is to be completed.
- **Additional homework** may be set by subject teachers where appropriate.
- **Stretch** presentations are given by students in Years 7 and 8 towards the end of each cycle. Students will need to spend time preparing their presentations.
- **Revision** will help prepare our students for their formal assessments twice per year.

## Years 7 and 8

Each week (up to 1 hour per day)

Knowledge navigator	Additional
French	Maths (Hegarty Maths)
Science	RE or IT
Geography or History	CA or PA
English	Stretch
Spellings	



## Years 9

Each week (up to 90 minutes per day)

Knowledge navigator	Additional
Geography or History	Maths (Hegarty Maths)
Science	Option
RE	French
English	History or Geography
Spellings	

## Years 10 / 11

Each week (Y10 up to 90 minutes per day, Y11 a minimum of 90 minutes per day).

Knowledge navigator	Additional
Geography or History	Maths (Hegarty Maths)
Science	Option A
RE	Option B
English	Option C
Spellings	English or Maths
	RE or Science



### How to support with your child's homework

Students should be completing 30 minutes DEAR (reading) each night and Hegarty Maths (from the website – the number of tasks may vary but should take, in total, approximately 30 minutes), in addition to the EBacc homework set in the student planners. It is important that you encourage your child to read challenging books. Your child's teachers will be able to help support the selection of a challenging book.

Alongside reading, your child should be revising from his / her Knowledge Navigator every night. This book contains all the key knowledge your child needs to succeed in each subject. Every night, you can support your child by quizzing them on the section they have been learning. All your child needs to do is memorise the sheets in their Knowledge Navigator so you do not need to have any additional knowledge to support them with this.

There are also two key websites that you can refer to for additional learning opportunities for your child. For mathematics, we recommend Hegarty Maths and for English, BBC Bitesize.

### Equipment

There are a number of items that students must bring to school in addition to their planner and Knowledge Navigator:

### Daily:

- clear pencil case
- black pen
- green pen
- black whiteboard pen
- yellow highlighter pen
- pencil
- rubber
- 30cm clear ruler
- calculator
- lanyard and card
- locker key
- DEAR book
- knowledge navigator

Calculator – a Casio FX83GT X is the minimum requirement (our recommended one) other more expensive and advanced ones would be fine too, such as Casio 991EX

The following items will be useful to have at home:

### English:

- An English dictionary and thesaurus

### Languages:

- A French dictionary



# Personal development

We have high expectations and accept no excuses. Whilst sometimes this may be challenging, we expect our students to live by our Learning Habits 100% of the time

From the first day at Dixons Cotingley, your child will be expected to pick up and keep our six Learning Habits which we believe every student has the ability to demonstrate. In doing so, each student will thrive at our academy and will have the skills they need to be happy and successful at university and in life.

We have high expectations and accept no excuses. Whilst sometimes this may be challenging, we expect our students to live by our Learning Habits 100% of the time. If they do this, their hard work will be recognised. However, if any of the Learning Habits are not met, a same-day correction will be issued. It is vital that this is served on the same day so that the student is given the opportunity to reflect on his / her behaviours. This allows the student to take the necessary next steps to improve on the following day.

There will be no discussion of corrections in class; the Learning Habits. This may cause you a great deal of inconvenience. Work with us; please ensure your child understands the inconvenience as a reason for following our strict routines in future.

## Learning Habits

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

### No answering back

Like a referee, sometimes teachers get things right and sometimes wrong, but it is totally unacceptable 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 with - not nearly perfect but perfect. This is because we want children at Dixons Cotingley to be proud. Excellent uniform is a representation of excellent culture.

### Homework

We will insist on all homework being completed on time and to a good standard, neatly and with pride. All homework must be done for the right day and time. Please see the homework timetable in your child's Knowledge Navigator and additional homework in the planner that you will need to sign weekly. The LRC is available every single evening after school to help with homework. We also open our LRC at lunchtime, break time and before school. All children, therefore, are able to be successful.

### On-task

We will insist on focused learning in class. When a teacher has carefully planned a lesson and other students are trying so hard, it would be unfair for a child to cause a distraction from learning for themselves or others.

### Attendance and punctuality

We will insist on punctuality to school and to each and every lesson. Every child should be ready for line up and morning meeting, with all of the equipment they will need, by 8.15am for a 8.20am start. A child will be considered late if they do not arrive within 3 minutes to the start of 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 they will soon pick up the good habit.



We never give up.  
No matter how challenging  
things get, we persevere  
to succeed





We insist that every child carries an appropriate pencil case, their planner, DEAR book, the correct exercise books, Knowledge Navigator and revision guides (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.

### **Organisation**

Over the summer, you could help them arrange a shelf with labels so that they can always pick up the correct book at the right time for the next day. Remember, they will be going from lesson to lesson, 4 or 5 times a day - they need to be taught at home now how to be organised and responsible.

Our system of sanction is very simple and we are counting on your support. If you are worried about it, the best way to avoid it is to make sure your child picks up the Learning Habits and sticks to them every single day. Please use some of the summer to get them into the right frame of mind.

If any of the rules are broken, we will contact you by text that day and let you know that your child has a 30 minute correction (detention) that night. If a child breaks more than one rule on any given day, then they will receive a 1 hour correction. Additional sanctions may be required for persistent poor adherence to the Learning Habits – this would be discussed with you if it was necessary.

The evidence from the UK and abroad suggests that

the sanction must be immediate (a detention three days later does not work with children) and it must be specific to the behaviour.

Our system is so simple and fair that students 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 does the 30 minutes and gets a totally fresh start the next day.

Due to transport issues, please remember to explain how important it is that your child does not get a correction. There may be no bus after the correction and you may have to arrange to get them home. Please work with us and discuss how inconvenienced your child made you. This will further develop good Learning Habits and consideration for you and the family.

If your child fails to attend a correction (or presents with more serious or persistently poor behaviour) then s/he will have crossed our Red Line. This means that your child will likely spend the next day in isolation separated from the rest of the school. The consequences of missing a 2nd correction, will be very serious and could result in exclusion.

### **Tutor**

All students have a Tutor who they see each day. Each Cycle, you will either receive feedback from your child's Tutor to update you on your child's progress or you will have the opportunity to meet them face to face at a Parents' Evening. However, you are also welcome to contact your child's Tutor or a member of the



Curriculum Phase Team 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 students with any kind of special educational need. Our philosophy is to educate students as far as possible within the normal provision of the academy, which includes a strong teaching model and early intervention with extra teaching and individual attention for students who are having difficulty reaching the expected standards. Additional support for students is provided under the direction of the Inclusion department.

The Inclusion department is for all students – be they disabled, more able, dyslexic, dyspraxic, with learning or behavioural difficulties, or for students who just need advice and support.

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

## Daily attendance

It is essential that students arrive at the academy in plenty of time to organise themselves for the start of their day. Students are welcome to come into the academy from 7.45am.

Students are encouraged to stay after school to complete homework in the LRC. The Library will remain open until 4.25pm (4pm on Fridays).

### Absence

When a student is absent from the academy with no advance notice, for example because of illness, parents must telephone the academy that same morning, and each subsequent morning, to inform us of the reason for absence **before 8.20am**. It is possible to leave messages on the student absence voicemail at any time prior to 8.20am. To report an absence, please dial the main academy telephone number on 01274 567281 and select the appropriate option.

Please note that only emergency appointments for dentists, opticians and doctors should be during

academy hours. Routine appointments must be made out of academy hours. Evidence for any appointment will always be asked for and brought into the academy prior to the event.

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

### Leave of absence

The Government states that a student may be taken out of the academy during term time for exceptional circumstances only and never for more than five days. If exceptional circumstances occur, a Request for Leave form must be obtained from Reception to request permission; this must be done one month in advance and submitted to the Principal. Permission will be granted only in exceptional circumstances and never for holidays.



### Religious leave of absence

The academy community does grant the statutory leave of absence of up to 2 days in order that students 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 need to complete and return.

### Dress code

The academy has a dress code that all students are expected to follow. There is an emphasis on being clean, tidy and presentable. Students should recognise that conflict over the dress code is inappropriate. Our dress code is practical and within very clear boundaries. The dress code applies both within school and on the journey to and from school.

### Uniform girls and boys

- Academy blazer
- White shirt with no coloured garments worn under the white shirt
- Academy tie

- Academy jumper (optional)
- Plain black trousers (full length, not jeans / leggings, not stretch or skinny and no skirts)
- Black socks (not trainer liners, no ankle should be visible)
- No scarves or fashion belts
- No extreme hair cuts - no coloured hair, no flamboyant or ornamentation hair
- Plain black shoes (no logos, boots or trainers)
- Optional – plain black hijab

### **PE kit**

- Academy polo shirt
- Black tracksuit bottoms/shorts
- Trainers
- Football boots
- Black socks
- Purple hoodie (optional)
- Optional: Sports Hijab (available at Natashas) For PE it must be the sports one NOT the uniform one

The only jewellery allowed is an inexpensive watch if required. Face and nose piercings are not allowed.

The academy accepts no responsibility for loss of clothing, jewellery or electronic equipment including smart phones / watches or mobile phones.

Makeup, if worn should be discreet. No nail varnish at any time.

Our uniform suppliers are Natasha Schoolwear, 37 Westgate, Bradford BD1 2QT

To avoid embarrassment or unnecessary cost, if a student or parent is in any doubt about a hairstyle, or the purchase of an item of clothing, they should speak with their Tutor before going ahead. Students will be asked to rectify any hairstyle, or replace any clothing at their expense, that is perceived to be unsuitable for the academy. Henna should never be visible. All students are strongly advised to label all items of clothing.

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

### **Student planner**

At the beginning of each year, students are issued with a planner. Both Tutors and parents are expected to sign the student's planner each week. In this way, the parent can see comments from the Tutor or from subject tutors, and parents can also communicate with

the Tutor if they wish. The planner is a very important document and students are expected to take great care of it. If the planner is lost or defaced, a student will be expected to replace the planner at a cost of £5.

### **Lunchtime**

All students must stay on the academy premises during morning breaks and lunchtimes.

Packed lunches may be eaten in the academy, in the dining hall. Cold drinks may be purchased from the dining hall. Sweets, chocolate and fizzy / energy drinks are not allowed in the academy. If a student brings in anything forbidden by the academy, items will be confiscated.

You must not eat or drink anywhere in the academy except the dining hall.

Chewing gum is forbidden in the academy.

### **Cashless catering / ParentPay**

It's simple, safe and convenient and your child no longer needs to carry cash into the academy. ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities, uniforms, music lessons and fees. You simply top-up your ParentPay account online by debit or credit card, or in cash through PayPoint stores. Your ParentPay balance can be used immediately to pay for any of your children's items at school using ParentPay.

### **What are the benefits to parents and students?**

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24hrs a day 7 days a week
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind
- Payments can be made by credit or debit card
- Full payment histories and statements are available to you securely online at any time
- Your children will not have to worry about losing money at school

### **What are the benefits to our academy?**

When parents use ParentPay, the benefit the academy is huge. You will help us to reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the academy. Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the academy premises.



We do the right thing because it is the  
right thing to do

# Purpose

A shared sense of purpose will ensure that Dixons Cottingley Academy becomes an outstanding school and that we make a success of your child's education.

## Contact with families

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

Tutors, Directors and Assistant Directors of Curriculum Phase contact the parents of their students regularly. We expect 100% attendance at Parents' Evenings. Tutors and Assistant Directors of Curriculum Phase should always be the first point of contact for parents.

Parents are given regular information on their child's progress in every subject. Progress will be reported to parents twice a year. They are posted following the assessment period – these can be found on the academy calendar and are dependent on the year group. 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 about important issues such as corrections and academy closures in bad weather – these do not cost you any money.

**Email:** also used to pass information and letters.

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

**Academy website:** where you will find up to date information regarding the academy, including policies and term dates as well as a link to ParentPay.

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

**Appreciations bulletin:** a weekly online bulletin appreciating students and staff for their Determination, Integrity and Trust. This can be accessed via Twitter or the DCO website.

## Lockers

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

If a student forgets his / her key, Reception has a master key so that equipment can be accessed. If a key is lost, or a student wishes to have a spare key, it can be obtained from Reception at a cost of £3.

## Lost property

When students come to the academy we request that all their possessions, including clothing, should be named, in order to facilitate returning found articles. All lost property should be handed in at Reception. If a student loses any item they should ask at the Reception if it has been found.

Items that are not named are placed in Lost Property. These are held until the end of term and then put on display for the students to look at. Any unclaimed property will then be disposed of.

## Media, film and photographs

From time to time the academy receives requests from the media to take photographs and / or films of academy events and activities. In the majority of cases most parents are happy for their children to be photographed providing that appropriate safeguards are implemented which, of course, are always observed by us. Photos and images of our students remain anonymous and students are referred to as "academy students".

If you do not wish your child to be photographed or filmed, for public relations purposes, please contact the Principal. In the event that we do not hear from you we will assume that we have your permission.

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

## Smart technology

If students need to make contact with home they are allowed to use the phone in Reception. A student does not, therefore, have any need for a mobile / smart phone in the academy. If a family feels that a student needs one for the journey to and from the academy, then the phone must remain, switched-off and out of sight, in his/her locker throughout the academy day.

Any student found using a mobile phone or having one in their hand during the day will have the phone confiscated. It will not be returned until the end of the week when a parent comes into the academy to collect it. The student will also receive a suitable sanction.

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

## Personal Money

Students may need to bring small amounts of change into the academy to purchase equipment from the LRC stationery shop.

## Car parking and safety

In the interest of the safety of children, parents are not allowed to bring their cars into the academy grounds, either in the morning or at the end of the academy day.

We ask parents to be mindful of where they park, adhering to all highway laws and allowing access for school buses and all neighboring businesses.

The beginning and end of the academy day is extremely busy and we ask anyone dropping off or collecting students to drive with extreme caution, keeping speed low and vigilance high.

## Causes for concern

1. Any parent who has any concerns about any aspect of the academy, be it curriculum based, pastoral or administrative, is encouraged to contact the academy at the earliest possible opportunity to register their concern.
2. All such instances will be recorded.
3. Where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation.
4. Parents will be kept fully informed of the situation and the final outcome.

## Please note:

1. In the case of any serious or urgent matter, should any parent wish to come into the academy to directly discuss any concerns they may have, the academy will endeavour to have a senior member of staff available.
2. Should this not be possible, full details will be taken and forwarded to the appropriate senior member of staff without delay.

## Leaving the academy

If, for any reason, you have to withdraw your child from the academy, we require the information in writing to the Principal at least one month before the leaving date.

We also need to know which school your child is transferring to as this enables the leaving procedures to be put in place and necessary documents drawn up.

# Home - Academy Agreement

## Dixons Cottingley Academy

Above all, following the values of Determination, Integrity and Trust will ensure success.

### Dixons Cottingley Academy will ensure that

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- students have the best possible education by providing a suitable curriculum and individual support
- we provide parents / carers with regular reports and opportunity for discussion about their child's progress
- we set regular homework
- we contact home to acknowledge students' successes
- we contact home if there are concerns about students' behaviour, progress or attendance
- we contact home if students are to be retained after the end of the academy day

### Parents / Carers will ensure that:

- your child attends the academy every day, on time, unless they are ill
- your child does not take extended family trips or holidays during term-time
- your child has the correct learning equipment needed for the day, including PE kit when necessary
- you support the academy's policies and regulations on behaviour and uniform including same day after-school detentions 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 Tutor consultations and Parents' Evenings to discuss your child's progress, and any other meetings arranged with your support
- you read and sign the student planner every week
- your contact details are up-to-date and you let reception know if your contact details change
- you pay for the replacement of any equipment or books your child loses or damages

### Students will ensure that they:

- work hard, live by the values and follow the learning habits in every lesson and around the academy
- attend regularly, arrive on time, wear the correct uniform and bring the correct equipment
- behave responsibly both at the academy and travelling to and from the academy
- complete all homework to the highest standard and hand it in on time
- treat all adults and students with respect
- encourage students to respect and tolerate one another's beliefs and values
- 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 families
- keep their planner up to date with homework and next steps and show it to academy staff if requested
- take an active part in the academy life including clubs and teams
- keep parents / carers informed about activities through the academy website, newsletters and notices about special events

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

Student name: .....

Student signature: ..... Date: .....

Parent / carer signature: ..... Date: .....

Principal signature: ..... Date: .....



# TRAIN TO TEACH WITH DIXONS

We are looking for people who have a strong desire to inspire and transform the lives of young people.

Located in Dixons Teaching Institute, home of Bradford Research School, our School Direct programme offers you:

- school based training in our successful, aspirational and dynamic academies
- placements where you will train to teach with students who learn and behave exceptionally well
- an innovative and high quality programme based on current educational research
- bespoke subject knowledge development
- coaching that helps you to make faster progress
- tremendous support from our academies and Dixons Teaching Institute
- fantastic employment opportunities within Dixons Academies Trust

Join us in changing the lives of young people in Bradford and Leeds.

\*Primary and secondary places are available and you may be eligible for a bursary



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