

16 September 2022

Dear families,

Key information

I would like to express my thanks to all our students, families and staff for your support over the first few weeks of this term. All of our students have returned to school and have conducted themselves in an exemplary manner. I would like to take this opportunity to share some key information regarding with all families.

Attendance

I would like to remind families that students are required to be in school for **8.15am** each morning ready for the academy day to start at **8.20am** and students arriving late to their morning meeting location will receive a late correction. If students arrive 30 minutes after the start of the academy day their attendance will be recorded as an unauthorised absence for the morning session and repeated instances of this will result in fixed penalty notices being issued to families. Please can you ensure that you child arrives promptly to school each day as we know that punctuality and attendance have a direct impact on student outcomes.

The academy expectation is that students attend 100% of the time. If for any reason your child cannot attend the academy please can you ring the academy on **01274 567281** and **select Option 1**. You should expect to receive contact from the academy if your child is persistently absent and we will also conduct home visits. I would like to remind parents again that we do not authorise any term time holiday and we will seek to issue penalty notices to families where attendance falls below the expected standard due to absence.

Parents Evening and Cycle Assessments

Over the course of this academic year we want families to have an opportunity to speak with teaching members of staff to discuss the progress of your child and also receive feedback from assessments. I wanted to share the key dates for the main assessment windows which are summarised below. Following each of these assessment windows you will receive a report card which provides key attainment and progress data for your child. In addition to the report cards, all students and parents are expected to attend Parents' Evenings, which provide an opportunity to discuss the assessments and discuss areas of strengths and developments in your child's subject knowledge. Below summarise the dates for Parents' Evenings for this academic year.

Cycle Assessment Windows

Year 11 Mock Exams – 14 November – 25 November 2022

Year 7 Cycle Exams – 30 January – 3 February 2023

Year 8 Cycle Exams – 9 January – 13 January 2023

Year 9 Cycle Exams – 30 January – 3 February 2023

Year 10 Cycle Exams – 9 January - 13 January 2022

Year 11 Mock Exams – 13 March - 17 March 2023

Year 7 – 10 Cycle 3 Assessments – 12 – 23 June 2023

Parents Evening Term Dates

Year 7 Parents' Evening – 13 October 2022

Year 8 Parents' Evening – 23 February 2023

Year 9 Parents' Evening – 16 March 2023

Year 11 Parents' Evening – 15 December 2022

Year 10 Parents' Evening – 2 February 2023

Year 7 Parents' Evening – 27 April 2023

Key Contacts

We feel it is important that as a school we work with families to ensure you receive the support and guidance for your child. I would like to remind you that you can email members of teaching staff or contact the academy on 01274 567281 if you have any concerns or wish to discuss your child's progress. We will aim to respond to families within 48 hours. You can also contact your child's pastoral team using the contact details below.



Role	Staff Name	E-Mail Address
Director of Curriculum Phase Y7	Miss D Kirton	DKirton@dixonsco.com
Assistant Director of Curriculum Phase Y7	Mr E Iqbal	EIqbal@dixonsco.com
Director of Curriculum Phase Y8/9	Miss L Burrows	LBurrows@dixonsco.com
Assistant Director of Curriculum Phase Y8/9	Miss C Heptinstall	CHeptinstall@dixonsco.com
Assistant Director of Curriculum Phase Y8/9	Mr Z Sidat	ZSidat@dixonsco.com
Director of Curriculum Phase Y10/11	Mrs S Hasan-Arshad	SHasan@dixonsco.com
Assistant Director of Curriculum Phase Y10/11	Ms D Hassan	DHassan@dixonsco.com
Assistant Director of Curriculum Phase Y10/11	Ms S Kauser	SKauser@dixonsco.com
SENDCO	Mrs G O'Meara	GOMeara@dixonsco.com
Assistant SENDCO	Miss J Bettison	JBettison@dixonsco.com
Vice Principal – Behaviour	Mr H Khan	HKhan@dixonsco.com
Assistant Principal – Attendance	Mr J Heads	JHeads@dixonsco.com
Assistant Principal – Inclusion	Mrs K Radford	KRadford@dixonsco.com

Equipment

We have provided all our students with the necessary equipment they required at the start of this academic year. We do ask that students to take responsibility for this and ensure that they are prepared and ready to learn. From next week (Tuesday 20 September) if students need to replace equipment they will need to purchase this from the equipment shop in school or purchase this independently if they do not wish to buy these from school. The school equipment shop will be open from 8.00 – 8.20am each morning and will take cash for replacement equipment. Students need to arrive in plenty of time in a morning to purchase this equipment and if they arrive in morning meeting without the correct equipment they will receive a correction. Below is a summary of the price lists for the equipment we will sell in school.

10p	£1.00	£5.00
Pen	Pencil Case	Tie
Pencil	Tuff Bag	Planner
Ruler	Replacement Knowledge Navigator	Replacement Locker Key
Sharpener	Mini Whiteboard	Calculator
White Board Pen	Lanyard	
Glue Stick		

Academy Closure – Monday 19 September

Finally, I would also like to remind families that the academy will be closed on **Monday 19 September** due to Her Majesty Queen Elizabeth II's funeral. Student's will return to the academy on **Tuesday 20 September**.

Thank you for your support and if you have any questions please do not hesitate to contact the academy.

Yours faithfully



Jason Patterson

Principal

