



**DIXONS
BROOKLANDS**
ACADEMY

A young woman with long, straight black hair is the central focus of the image. She is wearing a maroon school uniform with a white shirt and a maroon tie. She has a slight smile and is looking directly at the camera. The background is slightly blurred, showing other students in a classroom setting. A large, semi-transparent maroon shape is overlaid on the bottom left of the image, partially covering the text.

Family Handbook
2023/24



Contents

Introduction

- 4 Welcome
- 6 Critical questions
- 8 Term and holiday dates
- 9 Key staff
- 10 The academy week

Mastery

- 12 Teaching and learning
- 10 Curriculum
- 10 Literacy
- 15 Modern foreign languages
- 15 Personal development studies
- 15 Health and sex education
- 16 Mountain Rescue
- 16 Educational visits and outdoor education
- 16 Homework
- 17 Equipment

Autonomy

- 18 Learning habits
- 20 Sanctions
- 21 Individual needs
- 21 Daily attendance
- 21 Absence
- 21 Leave of absence
- 21 Religious leave of absence
- 22 Dress code
- 22 Student planner
- 23 Lunchtime

Purpose

- 24 Contact with families
- 25 Lost property
- 25 Media, film and photographs
- 25 Smart technology
- 25 Personal money
- 25 School travel plan
- 25 Causes for concern
- 25 Leaving the academy
- 27 Home / Academy Agreement

Welcome to Dixons Brooklands Academy

At Dixons Brooklands Academy, our mission is to provide a first-class education to maximise students' opportunities to live fulfilling lives and make a difference in their community. Our students and staff are committed to three core values that underpin everything we do:

Work Hard

We never give up; we do what it takes for as long as it takes. We are industrious and curious.

Have Integrity

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

Be Kind

We play by the rules. We are polite, considerate and kind.

Academy life is the embodiment of these values, and they underpin every routine and interaction.

We also focus on three key drivers: **Mastery**, which is the drive to get better at things that matter; **Autonomy**, or the drive to direct our own lives; and **Purpose**, which is the drive to connect to a cause larger than ourselves (Dan Pink, 'Drive').

We clearly communicate our mission, values and drivers throughout every day so that the whole school community know the purpose of everything that we do.

Through rigour, simplicity and a relentless focus on success, all students work hard every day to climb the mountain to university.

Mark Harrison
Executive Director: Liverpool and Manchester



CRITICAL QUESTIONS

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

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



Term and holiday dates 2023/24

2023 Term 1: Thursday 31 August to Friday 20 October

Holiday: Monday 23 October to Friday 3 November

2023 Term 2: Monday 6 November to Friday 22 December

Holiday: Monday 25 December to Friday 5 January

2024 Term 3: Monday 8 January to Thursday 8 February

Holiday: Monday 12 February to Friday 16 February

2024 Term 4: Monday 19 February to Friday 22 March

Holiday: Monday 25 March to Friday 5 April

2024 Term 5: Monday 8 April to Friday 24 May

Holiday: Monday 27 May to Friday 31 May

2024 Term 6: Monday 3 June to Thursday 18 July

Holiday: Friday 19 July onwards

Additional holidays not included in the above

Bank Holiday Monday 6 May 2024

Staff training, data and planning days (students not in school)

Tuesday 29 and Wednesday 30 August 2023

Thursday 23 and Friday 24 November 2023

Friday 9 February 2024

Thursday 7 and Friday 8 March 2024



Our academy week

At Dixons Brooklands we operate a longer working day Monday, Tuesday and Thursday. With an extended academy day, students have more time in the classroom to acquire skills, knowledge and understanding. There are no shortcuts to success.

Monday, Tuesday and Thursday

Year 7	Year 8	Year 9	Year 10	Year 11
8.15 - 8.40am Morning Meeting	8.15 - 8.40am Morning Meeting	8.15 - 8.40am Morning Meeting	8.15 - 8.40am Morning Meeting	8.15 - 8.40am Morning Meeting
8.40 - 9.35am Lesson 1	8.40 - 9.35am Lesson 1	8.40 - 9.35am Lesson 1	8.40 - 9.35am Lesson 1	8.40 - 9.35am Lesson 1
9.35 - 10.30am Lesson 2	9.35 - 9.50am Break	9.35 - 10.30am Lesson 2	9.35 - 10.30am Lesson 2	9.35 - 9.50am Break
10.30 - 10.45am Break	9.50 - 10.45am Lesson 2	10.30 - 10.45am Break	10.30 - 10.45am Break	9.50 - 10.45am Lesson 2
10.45 - 11.40am Lesson 3	10.45 - 11.40am Lesson 3	10.45 - 11.40am Lesson 3	10.45 - 11.40am Lesson 3	10.45 - 11.40am Lesson 3
11.40 - 12.05pm Advisory	11.40 - 12.05pm Advisory	11.40 - 12.05pm Advisory	11.40 - 12.05pm Advisory	11.40 - 12.05pm Advisory
12.05 - 12.35pm Lesson 4	12.05 - 12.35pm Lunch	12.05 - 1.00pm Lunch	12.05 - 1.00pm Lesson 4	12.05 - 12.35pm Lunch
12.35 - 1.05pm Lunch				
1.05 - 1.30pm Lesson 4	12.35 - 1.30pm Lesson 4	1.00 - 1.30pm Lunch	1.00 - 1.30pm Lunch	12.35 - 1.30pm Lesson 4
1.30 - 2.25pm Lesson 5	1.30 - 2.25pm Lesson 5	1.30 - 2.25pm Lesson 5	1.30 - 2.25pm Lesson 5	1.30 - 2.25pm Lesson 5
2.25 - 3.10pm Lesson 6	2.25 - 3.10pm Lesson 6	2.25 - 3.10pm Lesson 6	2.25 - 3.20pm Lesson 6	2.25 - 3.20pm Lesson 6

When one of us succeeds, we all succeed.

Wednesday and Friday

Year 7	Year 8	Year 9	Year 10	Year 11
8.15 - 8.40am Morning Meeting	8.15 - 8.40am Morning Meeting	8.15 - 8.40am Morning Meeting	8.15 - 8.40am Morning Meeting	8.15 - 8.40am Morning Meeting
8.40 - 9.35am Lesson 1	8.40 - 9.35am Lesson 1	8.40 - 9.35am Lesson 1	8.40 - 9.35am Lesson 1	8.40 - 9.35am Lesson 1
9.35 - 10.30am Lesson 2	9.35 - 9.50am Break	9.35 - 10.30am Lesson 2	9.35 - 10.30am Lesson 2	9.35 - 9.50am Break
10.30 - 10.45am Break	9.50 - 10.45am Lesson 2	10.30 - 10.45am Break	10.30 - 10.45am Break	9.50 - 10.45am Lesson 2
10.45 - 11.40am Lesson 3	10.45 - 11.40am Lesson 3	10.45 - 11.40am Lesson 3	10.45 - 11.40am Lesson 3	10.45 - 11.40am Lesson 3
11.40 - 12.05pm Advisory	11.40 - 12.05pm Advisory	11.40 - 12.05pm Advisory	11.40 - 12.05pm Advisory	11.40 - 12.05pm Advisory
12.05 - 12.35pm Lesson 4	12.05 - 12.35pm Lunch	12.05 - 1.00pm Lesson 4	12.05 - 1.00pm Lesson 4	12.05 - 12.35pm Lunch
12.35 - 1.05pm Lunch				
1.05 - 1.30pm Lesson 4	12.35 - 1.30pm Lesson 4	1.00 - 1.30pm Lunch	1.00 - 1.30pm Lunch	12.35 - 1.30pm Lesson 4
1.30 - 2.15pm Lesson 5	1.30 - 2.15pm Lesson 5	1.30 - 2.15pm Lesson 5	1.30 - 2.25pm Lesson 5	1.30 - 2.25pm Lesson 5

- All students must arrive at the academy by 8.15am at the very latest.
- All students begin their day with Morning Meeting which includes: retrieval practice; literacy and numeracy; strengthening of school culture; value expectations reset; and appreciations / recognition.
- Same day corrections (detentions of up to 1 hour) start at 3.20pm on a Monday, Tuesday and Thursday; and 2.25pm on Wednesday and Friday.

* Students finish at 2.25pm on Wednesday and Friday. Staff stay until 3.20pm on Wednesday for CPD and leave at 2.25pm on Friday.

Mastery

Mastery is the urge to get better and better at something that matters. This key driver will help ensure that we set and maintain the highest standards of achievement, progress, learning and teaching.

Teaching and learning

At Dixons Brooklands Academy, our mission is simple: Dixons Brooklands provided a first-class education to maximise students' opportunities to live a fulfilling life and make a difference in their community.

We achieve this mission through an unwavering focus on attainment, and by offering the very best teaching and support. Our practice is thoroughly rooted in our three core values: work hard, have integrity and be kind.

At Dixons Brooklands Academy, we build a partnership between parents, students and teachers that puts learning first. We help our students to value learning by activating them as owners of their own learning.

Our teachers have real respect for their learners as people with ideas of their own. They are passionate about teaching and learning, and are able to present challenging learning tasks. They intelligently sequence the learning content across a lesson or sequence of lessons and their expertise allows them to 'read' their classrooms and to be more responsive to learners. They are extremely flexible, focusing on highly tailoring content and delivery, and they take every opportunity to maximise learning. They are great seekers and users of feedback, and formative assessment is a key focus of our lesson delivery. Our teachers engage in regular coaching and deliberate practice to make sure that they provide the highest standard of education for our students.

We insist on good learning habits day-in and day-out with high expectations and no excuses. As such we expect all students to make outstanding progress over their time at Dixons Brooklands Academy. This will result in nearly every student succeeding in achieving at least eight good GCSEs including English and mathematics; the majority will achieve the English Baccalaureate.

Curriculum

The start of secondary school marks an exciting phase in the lives of our students as they build on fundamental knowledge learnt during their primary education forming ever wider and deeper schema. Students study English, mathematics, science, Spanish, geography, history, personal development, art and design, computing, drama, music and physical education.

Our GCSE curriculum is broad and balanced with a strong core in the EBacc - English, mathematics, science, Spanish and history or geography. As well as the EBacc, all students take core PE and can choose two further options from a range of high value subjects such as: business studies, art and design, music and sport.

Our five-year secondary phase curriculum is designed to be ambitious and as broad as possible for as long as possible so that students engage with the best of what has been thought and said; as such, they acquire powerful knowledge that builds wider cultural capital. Our curriculum is designed so that students can master the basics as well as offer more flexibility so that teachers can tailor their teaching to students' needs and aspirations.

We have extremely high expectations, and just as there are no shortcuts, there are no excuses.



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

Subjects studied and time allocations

The table below displays the weekly allocation of lessons per subject:

Weekly lesson allocation					
Subject	Year 7	Year 8	Year 9	Year 10	Year 11
English	5	5	5	5	5
Mathematics	5	5	5	5	5
Science	4	4	5	5	5
History	2	2	2	3*	3*
Geography	2	2	2	3*	3*
PDS	1	1	1	3*	3*
Spanish	3	3	3	3	3
Computing	1	1	1	3*	3*
Art	1	1	1	3*	3*
Creative arts	2	2	1	3*	3*
PE	2	2	2	3*	3*
Core PE				1	1
Total	28	28	28	28	28

* This asterisk represents options subjects. Students choose 3 options subjects during Year 10.

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 because reading, writing, speaking and listening are 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 daily in advisory groups and independently at home (reading)
2. Speak in full sentences and no slang (speaking)
3. Track the speaker/s (listening)

Twice a week there is also a 25-minute session of robust reading. Robust reading involves advisors reading aloud to their advisory group whilst the students track the text. The advisor will then ask the students questions about the text that has been read.

We use this approach because it has been shown to increase students' reading ability, fluency and vocabulary through the 'whole word method'. In robust reading students read a wide variety of books from a range of different perspectives and this encourages students to be more tolerant of others and develops their cultural capital. We want all of our students to develop a lifelong love of reading through having experience of reading a wide variety of texts.

Modern foreign languages

At Dixons Brooklands Academy, Spanish is offered as the core language. Spanish is major world language. We are firm in our belief that studying a modern foreign language will improve our students' problem-solving and critical-thinking skills, will make them more employable in the future and give them an enhanced connection to the wider world.

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 and learning should experience accelerated progress in their secondary language studies.

Personal development studies

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 Development Studies (PDS) around DfE Guidance for Personal, Social and Health Education (PSHE) and Relationships and Sex Education (RSE).

Health and sex education

This is covered during science, PDS and RE lessons. Outside agencies may 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 RE lessons.



Mountain Rescue

Mountain Rescue is a holistic, all encompassing pastoral department.

It combines the responses to all aspects of student need into one team in acknowledgement that each student is a complex, unique and – crucially – equal individual whose needs can only be met by considering and valuing them as a whole person.

Mountain Rescue incorporates all aspects of pastoral, special educational needs and disability (SEND) / inclusion, safeguarding and child protection, behaviour, transition, medical and first aid, English as an additional language (EAL), children who are looked after by the Local Authority (LAC) and mental health and wellbeing, as well as monitoring student progress and attainment.

But this list is not exhaustive – Mountain Rescue does whatever it takes for as long as it takes, when they need it and because they need it, for any and every student.

Educational visits and outdoor education

Dixons believe in developing the whole child, including their wider experiences to develop their cultural capital. To that end, throughout the year there will be a wide variety of educational visits available to the students. These will range from local visits within lesson time to nearby places of interest, to residential activities further afield.

Parents will always be given reasonable advance notice of visits and will be notified via the Dixons Brooklands Academy parent app. You will be asked to complete a consent form. Unfortunately, your child will not be allowed on the trip if the consent form is not completed and returned.

As part of the academy life and the National Curriculum, all students must take part in and experience a variety of outdoor activities. It is our aim to that during Key Stage 3 (Years 7-9), students will experience a residential activity (for up to three nights).



Homework

Students complete 60 minutes of homework per evening in Years 7-9. Except for maths this is based on revision of knowledge organisers using the read, cover, write, check method. Homework for maths is online and should take approx. 45 minutes.

In Years 10-11, students should complete at least two hours of homework per evening. This is divided into revision and knowledge application. In Year 10 students will continue to use the read, cover, write, check method using knowledge organisers. They will also have an online homework for several subjects each week including maths and Spanish, which should amount to about an average of one hour per week per subject.

Types of homework

100% sheets (provided by the academy) are used for daily homework revision which is set in Morning Meeting. Students should use read, cover, write, check to learn the content of a given section of their knowledge organisers (provided by the academy each cycle). 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 by ticking and correcting their work. Students will be given full training on this method of revision.



How to support with your child's homework

Your child should be revising from their knowledge organiser 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 organiser, so you do not need to have any additional knowledge to support them with this. Your child will have a set home learning timetable which will tell them which subject they need to complete home learning for each night. They will be expected to hand in their completed read, cover, write, check during Morning Meeting each morning.

There are also several key websites that you can refer to for additional learning opportunities for your child. For mathematics, we recommend Hegarty maths, for English, BBC Bitesize and science, Seneca Learning. If you would like any additional material, please consult your child's advisor.

Equipment

There are a number of items that students must bring to school:

Daily:

A clear plastic pencil case containing:

- 2 black pens
- 2 green pen
- black whiteboard pen
- whiteboard eraser
- pencil
- rubber
- ruler

Mathematics:

- calculator – a Casio FX83GT X

The following items will be useful to have at home:

English:

- An English dictionary and thesaurus

Languages:

- A Spanish dictionary



Assessment

Your child will complete 2 assessments per year in all subjects. These will take place in January and June. You will receive full details of how to support your child in these assessments in advance. After the assessments have taken place, you will receive a report with important information on your child's attainment including the assessment score they achieved and the average score of all students who have completed the assessment. After the assessments in June you will receive a more detailed report including both the assessment score they achieved and an indication of whether they have made expected progress based on their KS2 SAT scores. All reports will include a full guide to help you understand the information and will be sent via the MCAS app.

Parents evening

Along with reports home twice per year, you are asked to attend parents evening once per year to discuss your child's learning in their different subjects and receive clear feedback on how they can improve. This is a relaxed, positive event at where you have the opportunity to meet the teachers, ask questions and speak to our careers advisor. It is our expectation that all families attend this event. If you cannot attend for any reason, you must let the academy know so that we can follow this up with a home visit.

How we communicate with families

Our main method of communicating with families is via the MCAS app. We use this app to send home reports twice per year and you will be able to monitor your child's attendance and behaviour records. We also share regular newsletters and hold coffee mornings on a variety of topics throughout the academic year. We are able to check whether families are using the app to access this important information and offer to support to those who we can see are not reading the communications sent out.

We will also contact you via text and email. It is important that if you change your mobile phone number or email address you let the academy know immediately.

Our ability to communicate important information to families relies on families accessing the apps mentioned and keeping us up to date with contact numbers. This forms part of the agreement you will complete before your child starts at the academy.

Believe you can
and you will.



Autonomy

Autonomy is the desire to direct our own lives. This key driver will help ensure we create a disciplined and joyful school culture. We will teach students about how to learn, not just what to learn.

From the first day at Dixons Brooklands Academy, your child will be expected to pick up and keep our learning habits which we believe every student has the ability to demonstrate. In doing so, each student will thrive at our school and will have the skills they need to be successful at university.

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 their mistake. This allows the student to take the necessary next steps to improve on the following day.

Learning habits

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

Positive responses

Like a referee, sometimes teachers get things right and sometimes wrong, but they do their best with the information they have at the time. However, it is totally unacceptable for a child, as with a sports person, to disrespectfully answer back or question a decision in front of a class. It stops others from learning, and it undermines all respect for the teacher. This is a very bad learning habit to get into. Responses must be positive and fair for all parties involved.

Uniform

We will insist on perfect uniform: not nearly perfect but perfect. This is because we want children at Dixons Brooklands Academy to be proud.

Homework and deadlines

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 100% book. Please sign the planner weekly. To support students completing the homework we will offer a weekly homework club and we also open a space to complete homework at lunchtime, break time and before school. No child, therefore, has any reason not to do it. All homework must be done for the right day and time.

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.

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 each day. 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 bedtimes 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.

Equipment

We will insist that every child carries an appropriate pencil case, their planner, the right exercise books, 100% book 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.

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





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. There's no time like the present to plan a good system together. Remember, they will be going from lesson to lesson, five or six times a day: they need to be taught at home now how to be organised and responsible.

Sanctions

Our system of sanctions 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.

If any of the learning habits are not adhered to, we will let you know that your child has a 30-minute correction (detention) the same day. 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 doesn't work with children) and it must be specific to the problem.

We don't want to punish anyone. We believe that children should control themselves (it is not our job to control them). If anyone doesn't want a correction they simply sticks to the rules (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).

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!

If your child fails to attend a correction (or presents with more serious behaviour or receives three corrections in a single day) then they will have crossed our 'red line'. This means that your child will likely spend the next day in an isolated room from the rest of the school community to reflect on their behaviour. The consequences of missing a second correction, quite rightly, will be very serious and could result in suspension.

Advisory

All students have an advisor who they see each day. At least three times each year students will meet with their advisor to review their progress and to determine next steps in their learning.

Each cycle, you will either receive feedback from your child's advisor to update you on your child's progress or you will have the opportunity to meet them face to face at a parents' evening. However, you are also welcome to contact your child's advisor with any issues you wish to discuss. Please telephone the academy to arrange an appointment with them.

Individual needs

The academy encourages high aspirations, high motivation and high achievement for all. This vision applies equally to students with any special educational need. Our philosophy is to educate students as far as possible within the normal provision of the academy through access to high quality teaching which is complimented by early intervention to support students who are having difficulty reaching the expected standards. Additional support for students is coordinated by the SEND team.

The SEND team is accessible for all students and is committed to supporting learners who have identified additional needs such as dyslexia, dyspraxia, autism, learning or behavioural difficulties. At the same time, the team are there to support students who just need advice and support.

The SEND team will always be there to help and support the students by working with the inclusion team (Director of Standards, Welfare Coordinators, Behaviour Support Team and Safeguarding Officers), to coordinate interventions. Should you require any assistance or have any queries regarding the academy's provision for your child, please contact the SEND Team 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 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 optional co-curricular sessions.

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 8.30am**. It is possible to leave messages on the student absence voicemail at any time prior to 8.30am. To report an absence, please dial the main academy telephone number 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 this can be requested through the attendance team and leadership group.

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



Leave of absence

Leave of absence during term time is no longer permitted. If there is an emergency situation, you would need to book a meeting with the principal (or a member of the leadership team they designate) to discuss any prolonged absence. Any extended absence from the academy will be counted as unauthorised and can lead to a fixed penalty notice from the local authority. In order to avoid personal opinion and to ensure complete fairness for all, we refer all planned leave of absence to the authority.

Religious leave of absence

The academy community does grant the statutory leave of absence of up to two days, in order that students can observe important religious festivals.

Dress code

At Dixons Brooklands Academy we want students to be prepared for their next destination in life. Just as they will when they attend interviews for top jobs in the future, it is important that all students take pride in themselves and their appearance. There is an emphasis on being clean, tidy and presentable. This means all students must follow the uniform expectations including on their way to and from school. If a student wears the incorrect uniform, this wouldn't be fair on everyone else and, therefore, staff must issue a correction.

The Key Stage 3 uniform (Year 7 - Year 9) consists of the following:

- plain black school trousers or a plain black school skirt. No leggings or tight fit trousers. School skirts must not be rolled up. School skirts must be loose fitting.
- plain white collared shirt.
- academy tie (a choice of 4 are on offer, students are free to choose which tie they would like).
- academy jumper which may be grey or claret (maroon). Jumpers are optional.
- academy blazer.
- socks / tights must be plain black in colour and not sit above the knee. Bows on socks are not permitted.
- plain black shoes or boots which are on or below the ankle (trainers, boots above the ankle and pumps are not suitable). Students wearing the wrong footwear will be required to change into academy provided clothing / footwear.

The Key Stage 4 Uniform (Year 10 - Year 11) consists of the following:

At Dixons Brooklands Academy we are preparing students in Key Stage 4 for the professional world of work. In Years 10 and 11, students must wear appropriate business dress. Business attire refers to the clothing that employees wear to work.

Our dress code is practical and allows a choice within very clear boundaries.

- A suit (jacket and trousers / skirt / dress) must be plain grey, navy or black. No contrasting panels are allowed, and suits must be a slim, classic or regular fit (no skinny fit suits).
- A blazer should be worn at all times when moving around the academy.
- KS4 students are to wear a claret tie where their shirt has a collar. Those wearing a blouse without a collar are not required to wear a tie.

- Shirts must be plain, and cuffs and collars must match the colour of the shirt.
- Plain blouses, of any colour, are allowed but must but must be appropriate for a school setting.
- Dresses or skirts should be loose fitting, must not be rolled up and must not have a split.
- Socks / tights must be plain black in colour and not sit above the knee. Bows or frills on socks are not permitted.
- Plain black shoes or boots which are on or below the ankle (trainers, boots above the ankle and pumps are not suitable). Students wearing the wrong footwear will be required to change into academy provided clothing / footwear.
- A jumper can be worn but sweatshirts and branded sweaters are not permitted.

Expectations of appearance:

School bag:

All school bags must be large enough to hold an A4 folder and all appropriate equipment.

This includes:

- A4 Morning Meeting pack
- pencil case with a full stationery set
- planner
- any other appropriate items a student may wish to bring to school e.g. a pair of trainers to play football in during social time

A backpack is strongly recommended. Any bag which is too small to contain the above items is not allowed.

School bags must be brought to school every day.

Hair:

Hair must be one natural colour throughout

Hair must be an appropriate style for a professional environment

- shaved pattern cuts are not allowed
 - grade 1 or lower all over cuts are not allowed
- Hijabs, scarves, turbans, and top knots, worn for religious reasons, must be plain, and well secured.

The view of what hair styles, colours and accessories are appropriate, excessive or discrete is at the discretion of the Academy. We encourage all families to check with their child's Director of Standards prior to making a choice.

Jewellery

Students may wear one pair of metal stud earrings (one in each lower lobe).

No other jewellery is permitted.

This includes the following: all other kind of earrings (including stretch earrings or spikes); bracelets or necklaces - other body piercings, such as nose, upper ear, eyebrow or tongue (including plastic fill ins) - plasters may not be worn to cover any of the above.

Make-up

Make up is to be applied subtly and not be excessive in appearance.

False eye lashes and acrylic / gel nails are not permitted in school and will need to be removed.

Natural coloured nail polish is permitted. This must be subtle in appearance.

Coats

An outdoor coat is recommended.

Coats, jackets or hooded jumpers must not be worn around the academy.

Scarves are not to be worn around the academy.

Cashless catering / ParentPay

It's simple, safe and convenient and your child no longer needs to carry cash into school. 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.
- 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 academy provided a first-class education to maximise students' opportunities to live fulfilling lives and make a difference in their community.

Lunchtime

We expect **all** students to eat the healthy meal provided by the academy at lunchtime. There are a range of healthy options to accompany the meals offered, followed by dessert or fresh fruit choices. All students are expected to be seated at tables for lunch and are to eat the food provided or bring their own healthy packed lunch. The menu is reviewed regularly and student feedback is welcomed via the students leadership

Students may bring a healthy snack for break; however, students are not allowed to bring in sweets, chocolate, crisps or fizzy drinks. If a student brings in anything forbidden by the academy, items will be confiscated, and students will receive a sanction. Chewing gum is not permitted. If students are unsure whether a snack is classed as healthy, they should consult a teacher or a member of the senior leadership team before eating it in the academy.

- 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 won't have to worry about losing money at school again.
- ParentPay will soon be announcing a SmartPhone App to make payments even more convenient.

What are the benefits to our academy?

When parents use ParentPay, the benefit to school 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 school. 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 school premises.

Purpose

Purpose is doing something that matters, doing it well, and doing it in the service of something larger than ourselves. This key driver will help us to establish a genuine 3-way partnership between families, students and staff. A shared sense of purpose will ensure that Dixons Brooklands Academy becomes a truly outstanding school and that we make a success of your child's education.

Contact with parents / carers

Parents play a crucial role in ensuring their child achieves at the highest level, meets their goals 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.

Advisors contact the parents of their advisees regularly. We expect 100% attendance at parents' evenings. Advisors should always be the first point of contact for parents.

Parents are given regular information on their child's progress in every subject. Progress reports are sent home twice a year. They are posted at the end of each assessment cycle (13 weeks). 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 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 as well as a link to ParentPay.

Letters: we publish all our whole academy letters on our website and use ParentApps / MCAS to send out electronic letters to parents / carers. Please ensure you have downloaded the apps to receive important updates.

Queries: whilst we endeavour to respond to any queries or enquiries as soon as possible. We ask that non-urgent queries are emailed to info@dixonsbk.com, the academy does operate a 48-hour response policy.

Parent forum: parents will be invited to regular parental coffee mornings and parent forum meetings. We invite our parents to share their views and opinions on key elements of school life via this forum. The dates and times of these meetings will be via Parent App.

Wonder is the desire
for knowledge.



Lost property

All students at Dixons Brooklands Academy must come to school with their all their possessions including school uniform clearly marked with your child's name in order for lost property to be returned swiftly to students.

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 Dixons Brooklands 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 those 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 should speak to their Welfare Coordinator. A student does not therefore, have any need for a mobile phone in Dixons Brooklands 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 (before entering the school gates) and out of sight in their bag throughout the school day.

Any student found using a mobile phone during the school day will have the phone confiscated. If this is the students first time, the phone will be returned at the end of the school day, for a second offence, a parent must come to school to collect the phone, if this happens for a third time, the phone will remain in school for 24 hours.

Personal money

Students at Dixons Brooklands Academy are allowed to carry personal money to credit their school dinner account or if they use public transport to and from school. The school does operate a cashless catering service for students who do not wish to carry money into school.

School travel plan

Dixons Brooklands Academy is accessible via Moor Road, crossing over the metrolink. Students are reminded of the importance of road safety at all times and are encouraged to cross by the pelican crossings at all times. Given the locality of the families we serve, students are encouraged, where possible to walk or cycle to the academy. Bike racks are available for students to store their bikes securely (locks are not provided by the academy). Students are not permitted to ride their bikes whilst on the premises and must adhere to good road safety at all times.

We ask that parents/carers collecting students respect the speed restrictions and our local residents and do not block private driveways.

Causes for concern

1. Any parent / carer who has 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.

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.

You can make a
difference in your
community.



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 Centre for Growth, 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 Centre for Growth
- fantastic employment opportunities within Dixons Academies Trust

Join us in changing the lives of young people in the North.

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

Home - Academy Agreement

Dixons Brooklands Academy

The Dixons Difference is our relentless focus on student achievement, led by highly committed and highly professional staff. By creating a can-do, independent culture with an emphasis on self-discipline, we prepare our learners for future success in an ever-changing world. Our academies put students at their heart and work in close partnership with parents / carers. We value diversity and cultivate happy schools, based on strong relationships, mutual hard work, integrity and fairness.

Dixons Brooklands 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 remain to attend a same day after-school correction (detention) at the end of the academy day
- we provide a wide variety of co-curricular electives and expeditions

Parents / Carers will ensure that:

- your child attends 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 corrections after communication from the academy
- you provide a suitable environment for your child to work at home
- your child completes their homework on time and to the highest standard
- you attend advisor consultations and parent / carer evenings to discuss your child's progress, and any other meetings arranged with your support
- you read 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 ensure your child participates in co-curricular electives and expeditions
- you pay for the replacement of any equipment or books your child loses or damages

Students will ensure that they:

- work hard 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
- 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 next steps and show it to academy staff if requested
- take an active part in academy life

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:



**DIXONS
BROOKLANDS**
ACADEMY

Dixons Brooklands Academy
Moor Road,
Manchester
M23 9BP

Telephone: 0161 998 3992
www.dixonsbk.com
email info@dixonsbk.com
 [@dixons_bk](https://twitter.com/dixons_bk)