



PARENTAL HANDBOOK



Communication

The primary contact for every child is their Student Support Officer. Please be aware that often when contacting the Academy most staff will be teaching between the hours of 8.25am and 2.30pm and whilst staff will endeavour to answer queries from parents/carers as quickly as possible, at times it is not practical to do so until the end of the school day or even the following day.



As parents/carers, it can often be challenging to know who the most appropriate person to contact is. To assist, we have put together what we hope will be a useful guide.

General questions should be directed to the **Main Reception, 01977 622850**. The receptionist will be able to assist you in directing your questions to the relevant person. Main reception opens at 8.00am and closes at 4.00pm, when closed an answering machine is available for you to leave a message.

Information regarding attendance including reporting a student absence should be directed to the **Attendance Office 01977 622850** and select option **1** or email using the email address on the next page.

Information concerning your child's general well-being should, in the first instance, be directed to your child's Student Support Officer who will pass it on to the relevant personnel as necessary. Please refer to the contact details on the following page.

If you are telephoning the Academy to inform us that your child has forgotten their lunch/PE kit or if you need to get an urgent message to them, please contact the **Main Reception 01977 622850**. Please remember the academy is a busy place and contacting reception should not be used as a means to pass on non-urgent messages.

If you are enquiring about an educational visit that has been planned or you wish to speak to your child's teacher about their academic progress, please contact the Main Reception who will redirect your call as necessary.

If you wish to write to a member of staff in the Academy please indicate clearly who you wish to be the recipient of your letter and address it to De Lacy Academy, Middle Lane, Knottingley West Yorkshire. WF11 0BZ

The Academy's email address is: info@delacyacademy.org.uk

For student welfare enquiries:

Year	Name	email
Key Stage 3 Years 7, 8 & 9	Mrs Pickin	pickins@delacyacademy.org.uk
Key Stage 4 Years 10 & 11	Mr Dunwell	dunwellm@delacyacademy.org.uk

For attendance enquiries or student absence:

Year	Name	email
Key Stage 3 & 4 Years 7,8, 9, 10 & 11	Mrs Morris	morrisc6@delacyacademy.org.uk

For subject specific enquiries:

Subject	Name	Email
English	Mr Bolton	boltonA3@delacyacademy.org.uk
Maths	Mr Cassells	cassellsj@delacyacademy.org.uk
Science	Mrs Stainer	stainerL@delacyacademy.org.uk
International Studies <ul style="list-style-type: none">➤ Geography➤ History➤ MFL➤ <input type="checkbox"/> Citizenship	Mrs Rawling	rawlingk@delacyacademy.org.uk
Enrichment <ul style="list-style-type: none">➤ Music➤ Art➤ PE➤ <input type="checkbox"/> Drama	Mr Williamson	williamsonM6@delacyacademy.org.uk
Technology <ul style="list-style-type: none">➤ Design & Technology➤ <input type="checkbox"/> ICT	Mr Johnson	johnsonP5@delacyacademy.org.uk

To amend parent/carer and student personal details:

Reception	Mrs Davis-Clegg	davis-CleggB@delacyacademy.org.uk
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If you are unsure who to contact, please contact reception **01977 622850** or email info@delacyacademyacademy.org.uk.

De Lacy Academy Governors

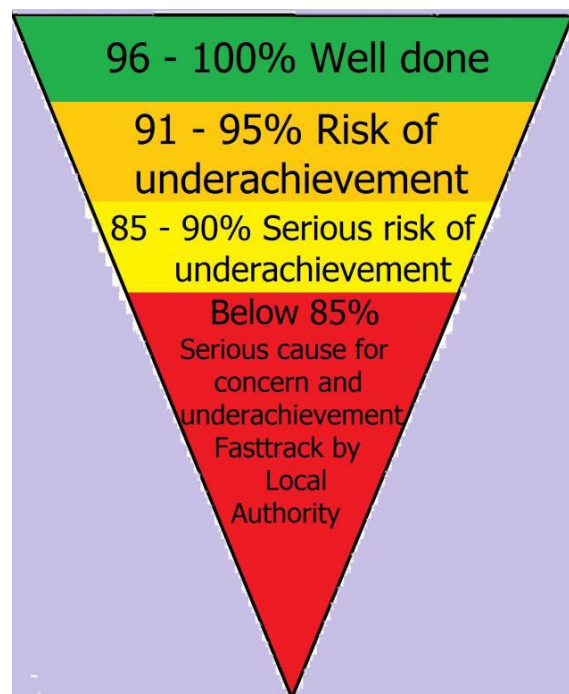
Mr R Dawson	Chair of Governors
Mrs P Smith	Vice Chair of Governors
Mrs A Rhodes	Parent Governor
Mr C Eyres	Parent Governor
Mrs V Trusch	SPTA Governor
Mr M Whittle	SPTA Governor
Mr D Berry	SPTA Governor

Attendance Information

At De Lacy Academy excellent attendance and punctuality is our aim for every student. Our Academy attendance target of 95% is the minimum that we expect for all students.

- To achieve this attendance level, a student should have no more than **9½ days'** absence in an entire academic year.
- If a student's attendance falls to 90% this is the equivalent of missing **half a day every week;**
- 85% is equivalent to a student missing around **6 weeks** in an academic year.

Full attendance maximises learning opportunities and research suggests that just **17 days'** absence in any one year = 1 GCSE grade drop in achievement.



How Parents/Carers can help

We would appreciate the full support of parents/carers in ensuring that your child attends wherever possible. This means only keeping your child off school when it is unavoidable, this helps them develop good habits for the world of work.

For example:

Illness – only keep your child at home for genuine illnesses, not minor ailments. If you're not sure, send them to school with a note and the Academy can contact you if there's a problem.

Medical/dental appointments – make routine appointments out of school time. If this is not possible, please notify us in advance and ensure that your child attends school both before and after the appointment as appropriate, signing in and out at student reception.

Family Holidays – please arrange holidays during the school holidays, not during term time. The Academy will not authorise any holidays during time term unless there are exceptional circumstances.

**If you feel there are exceptional circumstances please write to the Principal providing full details.*

Absence for other reasons - any other request for absence will be dealt with individually (for example, compassionate reasons). Please contact your child's Attendance Mentor to discuss your request in advance of any absence.

How does the Academy help?

We monitor students' attendance and punctuality very closely and will follow up unexplained absence with parents/carers, by telephone or by letter. Where a student's attendance record reaches a concerning level, we will contact you to discuss ways in which the Academy can support you and your child.

There are 190 school days each year. In order to achieve a minimum of 95% attendance I can only be absent for a maximum of 9 days

Good attendance means being in school at least 95%. Obviously 100% is best!

I NEED TO AIM TO ATTEND SCHOOL 100% OF THE TIME !

Because I am able to leave school at 2:40 p.m., I should not need any time away from lessons for routine appointments

School attendance is a legal requirement. My parents/carers can be prosecuted if I don't attend regularly

Punctuality is important. I need to be in school by 8:20 a.m. to be ready to start school promptly at 8:30 a.m.

Persistent absence means I have missed 15% of school – that is 17 days absence before school

There are 13 weeks holidays during a school year. School will not authorise time off during term time as this compromises my learning

Attendance less than 95% means I have huge gaps in my learning

Reporting Absence

If your child is too ill to attend the Academy, you should contact the Academy as soon as possible on the day of absence by telephone. We ask that you contact us each day your child is absent, unless you have already given us an indication of how long the absence will last. On your child's return, please fill in an absence note in the back of the Student Planner which your child should take to their Form Tutor.

Punctuality

Please ensure your child arrives at the Academy for 8.20am so that they are in lesson for 8.25am. Any student who arrives to lesson after 8.25am will be deemed to be late and must sign in at attendance and will be given a detention unless there is a genuine reason for their lateness supported by a note in their planner.

Leave of Absence (for holidays)

Taking time off for holidays interferes with students' learning and progress. In addition, students' exam results may be affected; they may miss important exams or controlled assessments. No leave of absence for holidays will be granted during term time. Absence taken without authorisation will lead to your child having unauthorised absences and may lead to a Fixed Penalty Notice being issued by the Local Authority. Penalty Notices are issued under the Anti-Social Behaviour Act 2006 and are £50 per parent per child if paid within 28 days.

Please support the Academy

Students' Uniform

The academy uniform has been designed in consultation with students and staff. The academy strongly encourages each student to take a personal pride in their appearance and will, as part of PSHE discuss the importance of personal appearance with them. The academy uniform has been designed to be smart, practical and comfortable. Staff are expected to check uniform as students enter and leave classes and equally, as they move around the academy. Make-up (including nail varnish) is not to be worn.

Jewellery is not permitted.

Uniform details (see also student planner)

Girls

Skirt or trousers Black

Shirt White (Light Blue -Optional for Year 11 only)

Blazer Black

Tie School colours depending on house

Shoes Black

Bag School Bag with logo (Lower School)

Jumper A plain Black V Neck Jumper or cardigan

Coat Smart Outdoor Coat

Boys

Trousers Black

Shirt White (Light Blue -Optional for Year 11 only)

Blazer Black

Tie School colours depending on house

Shoes Black

Bag School Bag with logo (Lower School)

Jumper A plain Black V Neck Jumper or cardigan

Coat Smart Outdoor Coat

PE Kit

Polo Shirt White with logo

Rugby Shirt Blue with Logo

Shorts Blue

Football Socks Blue/White

Personal Property

Students are responsible for their own personal property, including bags and coats. It is recommended that all uniform items have name tags sewn into them. Students should not leave their belongings in classrooms but have them on their person at all times. Lost property may have been handed into Student Support Mentors or to reception.

Uniform Issues

Students will not be allowed into the academy if they are not in full Academy uniform. At the discretion of the Assistant Principal Mr Wilson, students will either be sent home to come back in the correct uniform, or be admitted into the Consequence Room or be sent home to return to school with a parent or carer. When this is the case, absences will be classed as unauthorised and, therefore, subject to the processes to ensure good attendance and punctuality.

We do, however, recognise that there may be emergency situations when there are difficulties with uniform. If a problem is notified to the Academy in advance, a stock of clean uniform will be available for students to wear, this will include shoes.

PE Kit, school ties and badges can be purchased from school reception. School Uniform can be purchased locally through many outlets.

Visiting the Academy

Safeguarding students is a priority for De Lacy Academy.

All visitors must report to Reception immediately they enter the site.



PARKING

For the safety of all students we would ask that you drop your child off outside the school grounds and wherever possible do not bring vehicles onto the site.

Frequently Asked Questions

Problem	Solution
My child is ill and will not be attending school	Contact the Attendance Officer (details on contacts page) and explain the reason why your child will be absent from school that day.
I need to take my child out of school for . .	Contact the Attendance Officer or Reception (details on contacts page) and explain the reason why your child will be absent from school that day.
I want to take my child out of school for a holiday	Please note: holidays in term time are not authorised.
I am concerned that my child is being bullied	Contact your child's Student Support Officer and explain your concerns to them. They may have to refer you to another member of staff if appropriate.
My child is feeling unwell but I have still sent them into school	Write a note in your child's planner explaining this. If your child deteriorates throughout the day, the Academy will contact you if we feel your child needs

	<p>to be at home or in the event of an emergency.</p> <p>Please ensure we have the correct details to contact someone in case of an emergency.</p>
My child has had an item confiscated	<p>The Academy does not allow smart items (technology, music equipment), jewellery or make-up. Items will be confiscated and stored in The Vice Principal's Office. These can be collected at the end of the school day.</p>

Procedure for Unplanned Closure of the Academy

Introduction

The Academy will never take the decision to close or partially close lightly. We take our responsibility of remaining open seriously. However, it is sometimes necessary to close the Academy for a variety of reasons including:

- Severe weather including snow, flooding or storms.
- Accommodation problems, for example, loss of power supply, loss of water supply, heating failures or fire damage.
- Disruption to transport.
- When the health and safety of students and staff is jeopardised.

The decision to close the Academy is taken by the Principal in consultation with the Chief Executive at the School Partnership Trust and the Chair of Governors.

The Academy will, however, endeavour to remain open where possible.

Full or Partial Closure of the Academy

It is essential to ensure the continuity of education for all students where possible and several issues will be considered before deciding to close the Academy:

- Is it absolutely necessary to close the Academy?
- Could the Academy be closed to a proportion of students?

- Is it possible to relocate students to other areas within the Academy?
- Could students be relocated to an area within a neighbouring school?
- Is the problem one that may be resolved relatively quickly?

Closure Due to Severe Weather

The decision to close the Academy will normally rest with the Principal, or in their absence, a Vice Principal, and be confirmed by the Chief Executive of the School Partnership Trust and Chair of Governors, or if they are unavailable, the Vice Chair.

Where possible the decision will be made prior to 6.30 am

Factors involved in reaching the decision to close the Academy are likely to be:

- Access to the Academy, i.e. road conditions (snow, ice, flooding, obstructions etc.)
- Breakdown of the Academy's essential services (heating, electrical services, water, storm or fire damage etc.).

Closure During The Academy Day

On occasion it may be necessary for the Academy to close during the Academy day i.e. if the weather is deteriorating and there is doubt as to whether students can safely travel home later in the day. In such cases the Academy will ensure that students are collected from the Academy, they have permission to travel home unaccompanied, or that students remain on site until they are collected by a parent/carer.

Closing Procedure – Academy Responsibility to Students

The decision to close the Academy will only be taken as a last resort when no other suitable options are available. Once the decision to close has been made, the following procedure will be followed/observed:

- Students will only be sent home where it is known that parents/carers will be at home to receive them or where the student's capacity to be at home alone has been considered regarding age, ability, etc.
- Where students are accompanied to the Academy, parents/carers will be contacted to collect them. When parents/carers are unable to collect students they will only be sent home where the student's capacity to return home unaccompanied has been considered regarding age, ability, route, etc.
- Academy staff will care for students who are unable to return home until the end of the normal Academy day.
- Where students arrive at the Academy accompanied by other childcare, alone or via taxi and a decision has been taken to close the Academy, the Academy will be responsible in contacting parents/carers and provide care.

Communication

The Academy has pre-planned how parent/carers will be informed of Academy closures. The process will automatically generate:

- Notification to the following Radio stations:
 - BBC Radio Leeds.
 - Radio Aire.
 - Ridings FM who will make announcements and post the information on their websites.
- The Academy website www.delacyacademy.com. Please check regularly for updates.
- Parents/carers will also be contacted, where possible, by the Academy's text messaging system. (Please ensure we have up to date contact mobile number)
- The other method of communication is the Academy's main switchboard – 01977 622850. A message about the Academy's closure will be left on the telephone where possible.

Reopening Procedure

The decision to re-open the Academy following closure will be taken as early as possible in order to ensure that students are not away from education for longer than necessary. Where possible the decision to re-open will be taken the day prior to re-opening, in order to ensure that the re-opening message can be communicated to parents/carers and students.

Parents/carers will be informed of the Academy's re-opening via the following methods:

- The Academy website – www.delacyacademy.com
- The Academy's main switch board – 01977 622850
- Local radio stations – Radio Aire, Ridings FM, BBC Radio Leeds
- Academy's text messaging service.

Maintaining a Good Working Relationship- Complaints Procedure

The Academy will aim to provide as many opportunities to keep you informed and involved in your child's progress as it possibly can. Co-operation between parents/carers, staff and governors leads to a shared sense of purpose and good atmosphere in the Academy.

However, we recognise that there are times when things may go wrong, when concerns and differences of opinion can develop. These can usually be resolved by speaking to the right person.

Q1. What should I do if I have a concern/complaint about the Academy?

The first step to resolving any concern or complaint is to discuss the issue with the Academy. It is important to be clear about the issue that you want to discuss before approaching the Academy.

Although you may want a decision or situation to change, it is best for all parties if the discussions can end on a positive note with no bad feelings. Talking with Academy staff can help you to understand how they see the situation and give you the chance to say what it looks like to you.

While some schools can see parents who just "pop in", this is not generally possible. If you have a concern, make an appointment so you have enough time to talk things through.

Q2. Who should I contact?

This will depend on the situation. Often the Student Support Officer will be able to deal with the matter. More serious issues will require a senior member of staff or the Principal. There should always be a discussion in the hope of solving difficulties informally.

Q3. What if I am still unhappy?

Ask for an appointment with a Vice Principal or Principal.

It may help to give the Academy some days/times when you are available to help find the earliest possible appointment for both parties.

Before attending the meeting, it would be useful to put down your concerns in writing as both you and the Academy can spend the meeting time looking for a solution to the problem.

Q4. What should I expect to happen as a result of the meeting?

After the meeting the Vice Principal/Principal may need to gather further information to inform his decisions and help achieve a resolution. If this is the case, he will write to you outlining how the information gathering will progress and give details of any actions to be taken.

Q5. What if I feel the Principal hasn't answered my question or investigated my concern?

If you are still unhappy, you may, if you wish, ask the Chair of Governors to consider your concern/complaint. This is a formal process.

You will need to write to the Chair of Governors, stating that you wish to make a formal complaint. Remember to make it clear what it is that you are complaining about and what you would like the Governors to do.

Q6. What will happen next?

Normally, a small panel of Governors who have not been involved with your concern/complaint before, will meet to consider your concern/complaint. You will also be invited to meet the panel to present your case in person.

The panel will then review and/or investigate the Principal's handling of/response to your concern/ complaint and decide if it was appropriate and fair.

The panel will write to you to explain its decision.

Q7. What do I do if I am still unhappy?

If you are still unhappy you may ask the Academies Division of the Department for Education, (DfE) whether your complaint is one that can be investigated by them. To do this you need to write to them at Mowden Hall, Staindrop Road, Darlington, DL3 9BG within 10 school days of receipt of the panel's letter.

If the DfE investigates your complaint, its role is only to look at the way it has been handled i.e. whether the complaints procedure has been followed correctly. It cannot investigate the original complaint.

If you are still unhappy you may contact The Office for Standards in Education (Ofsted) or the Local Government Ombudsman.

Remember the whole process exists so that everyone's views can be heard. The aim is that the complaint should be dealt with properly and fairly.

Communications with the Academy are welcome.

Our goal is to support students in achieving their full potential because research shows that lifelong learners are more likely to be happier, healthier, have better jobs, contribute more to society and live longer and have more fulfilled lives.

Supporting Your Child

Your support is essential in helping your child to realise their full potential. Please inform us of any issues which you feel may impact upon their learning or general well-being.

Tips for a positive start to the school day:

- The beginning of the day can be a rush. Your child will need to be organised so that they are ready to learn. Encourage your child to pack their school bag and lay out their uniform before going to bed each evening.
- Try to make sure your child eats breakfast - this provides essential energy and will help him or her perform better at school. Breakfast is available for students in the restaurant from 8.00am.
- Allow plenty of time for your child to get to school - build extra time into your morning routine so that if there are transport problems he or she won't be late for registration.
- Each evening check for letters home or consent forms to sign as this will help avoid early morning panic and items being forgotten. Letters are copied onto the academy website under 'Parent Page'.

General advice

- Encourage them to attend regularly. Make doctor/dentist appointments outside school hours or in school holidays. Insist your child aims for 100% attendance.
- Contact their student support mentor if you have any concerns.
- Insist that your child is punctual and arrives at school by 8.20am.
- Check that they have the right equipment for the day. If they forget anything, equipment can be dropped off at main reception.
- Take an interest in their work by asking to see their books and signing their planner to indicate you have seen them.
- Read and sign their Student Planner each week. Check it is being used effectively.
- Insist they work hard, listen and follow instructions.
- Support them by attending their parent evening.

Equipment Check list:

- Planner
- Pens
- Pencils
- Ruler
- Eraser
- Calculator
- PE kits (on the appropriate day)



The Classroom Expectations are:

- Arrive to lessons on time and with the correct equipment
- Follow instructions the first time
- Listen to the person who should be talking
- Keep hands, feet and unkind words to yourself
- Put your hand up if you want attention

Code of Conduct

We will provide your child with a high quality education and facilities that are safe and secure. We will treat them with courtesy and respect at all times.

We expect that whenever your child is in the Academy, they behave sensibly and appropriately and always show courtesy and consideration to all members of staff and students. Remember no-one has the right to interrupt the learning of others.

In our classrooms we want your child to:

- arrive at lessons and registration on time
- bring all necessary equipment in suitable bags
eg. pen, pencil, ruler, eraser, text books, calculator, PE kit and planner
- listen to the person who should be talking
- always follow the teacher's instructions
- keep books, desks and walls free of graffiti
- work sensibly and do not disturb their classmates
- adhere to Classroom Expectations
- try to see other people's point of view
- know that eating and drinking is not allowed

Tips for Supporting Homework

- Look for opportunities to talk to your child about schoolwork. Try to find topics you're both interested in so it's more of a conversation than an interrogation. Ask your child if there's anything you can do to help with homework.
- Your child may be unwilling to show you work if they are not happy with it. They need sensitive encouragement. Too much criticism can make it difficult for them to show you work again.
- Discuss the organisation of the work.
- Do find a quiet place at home to use as a homework area. It needs a flat surface, a good light source and the right equipment e.g. pens, pencils, ruler, scissors, glue.
- Do be aware of modern teaching methods, e.g. in long division. Don't teach your child methods you used at school. It could confuse them. There will be times in the year for you to attend sessions in the Academy where we will go through the techniques that are now used in school. If you have any particular area you would like to know about, please contact Mrs Dunn and we will endeavour to facilitate this.
- Do turn off the TV - but you could have music on if they find it helpful.
- Don't give your child the answer in order to get a task finished. Instead, explain how to look up information or find a word in a dictionary.

Coursework

Not completing coursework is the same as missing an exam. It is essential that deadlines are met as coursework submitted after the set deadline is at risk of not being marked, or losing a percentage of the total marks available for that piece of work, as per the exam board regulations (these differ in each subject). Students will be given the deadlines by their teacher. These need to be written in their planner. Coursework is continual homework as it is the student's responsibility to meet their deadlines.

Coursework is a formal written element of the course and will be assessed by teaching staff and then verified by a specialist external examiner.

Controlled Assessment

Some coursework has been replaced with Controlled Assessment. This is a formal exam which takes place during lesson time and is marked by the class teacher. Students are informed in writing of the date of their Controlled Assessments. It is vital they are present in school on that day. Students may be asked to prepare for a Controlled Assessment at home (there are different levels of control in Controlled Assessment) but they cannot see the exam paper until they sit the Controlled Assessment at school. This makes Controlled Assessment a much more formal and rigid process than coursework.

Exam and Revision Guidance

How to Help with Revision and Exams

- Start revision in a positive manner. Help your child to write in the dates of their exams. Revision timetables can be found at the back of the student planner.
- Check your child's revision focus is on the subjects that is his/her weakest. Many students will start with their best subjects and leave the weak ones until the end.
- Use post-its. Try different coloured ones as reminders about vocabulary, formulae, quotes etc. Display them on mirrors, doors or around computer screens.
- If your child is stuck or seems bored, encourage him/her to use a different method of study i.e. orally or in pictures/diagrams rather than writing more notes. Using different methods uses different parts of the brain.
- Remind your child to seek help/clarification from his/her teachers at school; we provide lots of information and guidance. If your child prefers not to seek advice in the revision sessions or catch up after school, ask them to see their teacher on a one to one to get the help they need. You can also contact the teacher or Head of Department for support.
- Get your child to break revision into small chunks. It is better to do 20 minutes of focused revision than plan 5 hours and feel overwhelmed or confused with information.
- Healthy food, snacks and regular exercise will help with the revision process.
- Revision means re-looking at work; it is important that your child has all the work they need in a format they can read and understand. To move knowledge into the long term memory, your child needs to re-look at it at least three times and in a variety of different ways.
- Encourage your child to negotiate the time they spend with their friends or at work. This down time from revision will also help them process the information they are taking in. Essentially, both revision and social times need to be in moderation.
- Encourage your child to get a good night's sleep before an exam.
- They need to read their exam timetable carefully and ensure they get to the exam room in good time. There is nothing worse than arriving flustered or entering the hall after the exam has started.

After the exams

After the exams, both you and your child may feel a sense of relief, but there may also be signs of stress and anxiety if things haven't gone well. Feelings may 'catch up' with your child after the effort of studying hard, and you may need to 'let them be' for a while.

Some useful web addresses to support with common questions and problems

Parents/ carer information

<http://www.parentchannel.tv/>
<http://www.gotateenager.org.uk/default.aspx>
http://www.nspcc.org.uk/help-and-advice/for-parents-and-carers/for-parents-and-carers_wdh72917.html

Internet safety

<http://clickcleverclicksafe.direct.gov.uk/index.html>
Safety from peer pressure
http://kidshealth.org/kid/feeling/friend/peer_pressure.html
Other issues where parents can need support include concerns about misuse of drugs and alcohol, their children's relationships with other young people and healthy eating. Please use the Academy website to find out what the policies on these issues are. You also might like to visit some of these websites where help and advice is offered.

Safety from drug use

<http://www.talktofrank.com>
<http://kidshealth.org>
<http://www.nhs.uk/Conditions/Drug-misuse/Pages/Drugshame.aspx>

Safety in health matters

<http://www.nhsdirect.nhs.uk/>
<http://www.teenagehealthfreak.org/>

Relationships

<http://www.nhs.uk/Livewell/Sexualhealthtopics/Pages/Sexual-health-hub.aspx>
<http://www.brook.org.uk/more/useful-links>
<http://www.likeitis.org.uk/indexuk.html>

**Please note: De Lacy Academy takes no responsibility for the content of external web-links as they are frequently changed and updated.*