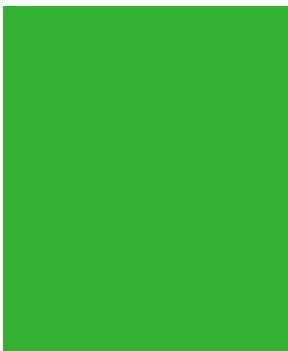




Oasis Academy Don Valley Family Handbook



Introduction

Welcome to Oasis Academy Don Valley. We guarantee that we will do whatever it takes to make sure that every student that joins our Academy achieves his or her full potential. We have extremely high expectations and, just as there are no shortcuts, there are no excuses.

At Oasis Academy Don Valley, we all focus on achieving our vision of providing an exceptional education at the heart of the community, developing students with both the character and competence to have a positive impact on the world.

We define character and competence in the following ways:

Character	Competence
To have a clear understanding of right and wrong in today's society	To have academic skills and knowledge which give access to university or the career of choice
To have a range of experiences to draw upon	To have academic qualifications that stand up to the test of time
To have the determination and resilience that it takes to be successful	

In order to achieve our vision our practice is thoroughly rooted in the following five core values.

Our Values

Pride

We endeavour to be proud of what we achieve

Respect

We respect our similarities and our differences

Enthusiasm

We approach everything we do with enthusiasm

Courage

We approach every opportunity with courage

Hope

We have a deep sense of hope for the future

At Oasis Academy Don Valley, we have created an impressive culture of success through the operation of strict routines and protocols, an unwavering focus on outcomes, and by offering the very best teaching and support.

Our students learn, behave and are well mannered. Our teachers teach with skill and rigour, showing great courtesy. Staff and students enjoy what they do together.

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

If you have any questions, something is unclear or if there is, any information you feel should be included please contact your child's Advisory teacher or their Year Group Pastoral Manager.

If you wish to make an appointment to meet with myself as Principal, please contact my PA, Mrs B Eaton.

Academy Contact Details:

Oasis Academy Don Valley
Leeds Road
Sheffield
S9 3TY

Telephone: 0114 2200400

E-mail: info@oasisdonvalley.org

Website: www.oasisacademydonvalley.org

Twitter: Follow us [@oasisdonvalley](https://twitter.com/oasisdonvalley)

The Academy reception is open between 8:00am and 4:00pm during term time.

Key Secondary Staff - 2022-2023

Mr Pape	Academy Principal
Mrs Gormal	Deputy Principal
Mr Hinchliffe	Associate Deputy Principal
Mrs Fitzpatrick	Assistant Principal
Miss Harvey	Assistant Principal
Mr Wainwright	Assistant Principal
Ms Abdulkarim	Assistant Principal
Miss A Thompson	SENDCo
Miss Croker	Safeguarding and Inclusion
Mr Mills	KS3 Phase Lead
Miss Towne	Head of Faculty, English
Miss Hemmen	Second in English
Mr Ramster	Director of Maths
Mr A Matthews	Director of Science
Miss Berriman	Second in Science
Miss Evans	Head of Faculty, Technology
Miss Kelley	Head of Faculty, PE and Performance
Mr Fish	Head of Faculty of Humanities
Miss Snape	Teacher of English
Miss Tolley	Teacher of English
Miss Fowler	Teacher of English / Raising Standards Leader
Miss Stanbra	Teacher of English
Miss Grundy	Teacher of English
Miss Kelly	Teacher of English
Miss Diallo Naji	Teacher of Maths
Miss Denheim	Teacher of Maths
Dr King	Teacher of Maths
Miss Aramburu	Teacher of Maths
Miss Shahid	Teacher of Maths
Miss Hinchliffe	Teacher of Science
Miss Balding	Teacher of Science
Miss Diallo Najih	Teacher of Science
Miss Kelshaw	Teacher of Art
Miss Hardcastle	Teacher of Art
Miss Senior	Teacher of Technology
Miss Stafford	Teacher of Technology
Miss Salter	Teacher of Geography
Miss Nelmes	Teacher of Geography
Miss Khan	Teacher of Geography
Miss Harper	Teacher of MFL
Miss Rooney	Teacher of MFL
Miss Kofler	Teacher of MFL
Mr Staniland	Teacher of Music
Mr Ward	Teacher of PE
Mr Khan	Teacher of Computer Science & Business

Miss Horsfall	Pastoral Manager
Miss Benefer	Pastoral Manager
Mr Amir	Pastoral Manager
Mr Sekani	Pastoral Manager
Mrs Bellamy	Attendance & Welfare Officer

Term Dates 2022-23

Thursday 1 September

Monday 31 October

Tuesday 3 January

Monday 20 February

Monday 17 April

Monday 5 June

Friday 21 October

Friday 16 December

Friday 10 February

Friday 31 March

Friday 26 May

Friday 21 July

The Academy will also have some scheduled INSET days, confirmation of these will be shared at the beginning of the academic year. These will be shared via the Academy website and calendar.

Oasis Academy Don Valley – Unique Features

We believe that there are specific features of the education that we offer that are unique to Oasis Academy Don Valley and when combined ensure that the educational experience that your child has here is exceptional.

1. Learning focus

- ❖ The progress our students make is of paramount importance to us as an Academy, with the clear mantra that for every student, one year's teaching leads to them making at least one-year's progress. To support this, we have very clear end of year expectations, which are shared with parents
- ❖ We have taken the opportunity to map key skills and knowledge across the curriculum ensuring that students can see a clear purpose in their learning and where all subjects can link together
- ❖ Curriculum planning focuses on the progression of skills and knowledge as a through with staff working closely to ensure there is clear understanding of progression within the curriculum

2. Focus on Teaching and Learning

- ❖ We focus on supporting all members of our Academy to be the best that they can be and strong support is in place to ensure that our classroom practice is exceptional. This will ensure that we can deliver on our mantra of one year's teaching securing at least one year's progress for our students.
- ❖ We invest in the professional development of our staff and have made Teaching and Learning CPD a priority for all teachers and support staff.
- ❖ We are an evidence-based Academy who deliver lessons underpinned by cutting edge research in both cognitive science and educational improvement.

3. Conceptual Development

- ❖ As an Academy, we have invested time and resource into developing the structure of the curriculum ensuring that the individual components of the curriculum are connected into a purposeful journey understood by staff and students.
- ❖ To support the delivery of our knowledge rich curriculum we ensure that our students develop a full and interconnected understanding of the content and concepts taught.

4. Values Driven

- ❖ From the moment children join OADV we expect them to live our values and these underpin everything we do within the Academy
- ❖ We believe embedding this approach instils strong learning habits children to become better qualified, more successful and happier

5. Strong Pastoral Care

- ❖ Through our community and advisory structures, we ensure that children are known and given the support and challenge that they require
- ❖ All children will be part of an advisory group who meet daily to focus on the development of skills and knowledge central to academic success and support the development of the children
- ❖ Through our family/community structures, children develop an understanding and a feeling of being part of the wider academy. Through this structure, children begin to enjoy healthy competition taking part in wider family/community competitions and activities. Family structures help children to understand their part in the Academy as a whole and the role they play in a much deeper way
- ❖ Advisory teachers are a student's coach, mentor, tutor and teacher. Advisory teachers will guide students in learning how to arrange their time, plan homework and develop key learning skills

6. OADV Entitlement

- ❖ Through the OADV entitlement, we develop the character and Cultural Capital of our students. The OADV entitlement is a planned progressive programme which supports children as they develop through the Academy, this includes the entitlement to:
 - High quality enrichment activities
 - High-quality first-hand experiences
 - Residential activities

7. Development of Key Academic Knowledge

- ❖ Through our planned Advisory time, students will develop key academic knowledge, which underpins the curriculum. This will include:
 - Advisory novel study
 - Math mastery morning meetings
 - Vocabulary development sessions
 - Effective knowledge organiser us
 - Pride in presentation and development of academic skills

8. Literacy across the curriculum

- ❖ As an Academy we have two key foci which run throughout the academic year which are:
 - Development of a love of reading through advisory novel study.
 - Developing oracy – encouraging students to speak in full sentences – students are provided with opportunities to debate and present on a regular basis
 - We also have a key literacy foci each half term which will be developed across all subjects which links to basic skills

9. Parents as Partners

- ❖ We recognise that without the support from our families the progress of our children cannot be maintained. To ensure a consistency of approach all children from the Academy, parents, and Academy Leaders sign an Academy home agreement to indicate our shared commitment to an exceptional education
- ❖ Individual children's learning is shared and celebrated through learning showcase events, during parents' evenings and through regular consultations and students' progress, will be shared with parents three times a year to ensure they are clearly aware of the progress their children are making.

The Academy Day

Students are expected to be through the Academy gates by 8.20am and ready to line up and walk to their morning meeting at 8.27am.

Some students will be expected to arrive at the Academy as early as 8:00am for booster session (e.g., Rise and Read, Lexia, Homework catch up, Morning Maths).

All students begin their day with Morning Advisory with their Advisory Teacher, where they will ensure that all children are ready for the Academy Day, including checking uniform and equipment. Here we will strengthen Academy culture; reaffirm academy value expectations; and provide appreciations / recognition. **A copy of the school day for Year 7 is below:**

Day/Time	08.30-08.45	08.45-09.45	09.45 - 10.00	10.00-11:00	11:00-1200	12:00-12.30	12.30-13.00	13.00-13.30	13.30-14.30	14.30-15.00	15:15-16:15
Mon	Morning Advisory	P1	B	P2	P3	P4a	L	P4b	P5	Advisory	Enrichment
Tue	Morning Advisory	P1	R	P2	P3	P4a	U	P4b	P5	Advisory	
Wed	Morning Advisory	P1	E	P2	P3	P4a	N	P4b	P5	Advisory	
Thu	Morning Advisory	P1	A	P2	P3	P4a	C	P4b	P5	Advisory	
Friday	Morning Advisory	P1	K	P2	P3	P4a	H	P4b	P5	Advisory	

Year Advisory programme:

Y7 programme	Monday	Tuesday	Wednesday	Thursday	Friday
AM (15 mins)	Numeracy	Versatile vocabulary	Assembly – personal development	ERIC (everyone reading in class)	Numeracy
PM (30 mins)	Character Education	ERIC (everyone reading in class)	The Day	PRIDE assembly	OADV Challenge

There are optional after Academy enrichment sessions until 4.15pm, these may be compulsory for those students who are not making as much progress as we would like and/or regularly fail to meet homework deadlines.

Advisory

All students have an Advisory Teacher who they see during for 15 minutes each morning to check that they are ready for the days learning and for 30 minutes during the afternoon advisory sessions.

Curriculum

By curriculum, we mean all the planned activities that we organise to promote learning and personal growth, as well as the activities we provide beyond the classroom to enrich student's experiences. It also includes the 'hidden curriculum' – the values and attitudes that the students learn from the way they are treated and are expected to behave.

Learning is organised effectively, with planning based on the prior attainment of students and the next steps they need to take. In order to ensure that students are successful, a range of teaching and learning experiences will be planned for, including knowledge-based learning, dynamic and meaningful feedback and marking, active learning and practical activities. We will engage and nurture student's interest by offering first-hand experiences and embedding learning by applying it in real life contexts.

There will be a strong focus on the sharp development of reading, writing and mathematics so that students can confidently access a broad, stimulating and challenging curriculum throughout Key Stage Three and Four. A culture of reading and a love of literature will be embedded through the planned use of high-quality texts. Students will develop as skilled mathematicians through a blend of practical activities, knowledge-based learning, practice and resilience.

Curriculum Structure

We are committed to ensuring that our students receive a broad and balanced curriculum offer that fully enriches their cultural experience. To this end, the subjects studied by students, and the amount of time committed, will be as follows:

Subject	Hours Per Week Studied
English	4 hours
Mathematics	4 hours
Science (Biology, Chemistry and Physics)	4 hours
History	2 hours
Geography	2 hours
Ethics, Theology and Philosophy	1 hour
MFL	2 hours
Art	1 hour
PE	2 hours
Music	1 hour
Technology (Inc. Textiles, Resistant Materials, Computing and Food Technology)	2 hours
Total	25 Hours Curriculum Time

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 the key literacy skills of reading, writing, speaking and listening, as they 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 book in their possession (reading)
2. Speak in full sentences and no slang (speaking)
3. Track the speaker/s (listening)

There is also a minimum of 30 minutes two times a week during ERIC (Everyone Reading in Class) sessions, where students will take part in Academy Novel study. Here students will study a high-quality text each term and are expected to complete tasks such as discussing their reading and demonstrating their understanding. Advisors are required to model reading aloud, facilitate class discussion and check reading logs. It is expected that students will read for, at least, 30 minutes at home three times a week.

Numeracy

The Academy subscribes to the Maths Mastery process of Teaching, as part of this programme students will take part in Maths Meetings at least twice a week. The focus of these sessions will be the development of basic arithmetic skills through taking part in drills where the four mathematic operations are practiced to mastery.

Oasis Academy Don Valley Cultural Enrichment Programme

At Oasis Academy Don Valley, we are committed to ensuring that the highest quality academic curriculum is offered which is underpinned by a strong pastoral programme. In addition, there will be a strong focus on building 'cultural capital' for every single student, through a rich and robust programme of enrichment, which makes up the Oasis Academy Don Valley entitlement.

Educational Visits & Outdoor Education

During the year, there are a wide variety of educational visits available to the students. These range from local visits within lesson time to nearby places of interest, to residential activities further afield.

As part of the Academy life and the National Curriculum, all students must take part in and experience a variety of outdoor activities. During Years 7, 8 and 9, a residential activity will take place and every student is encouraged to participate in these experiences.

Homework

All students in the Academy are given homework in all subjects each week, this will be shared via Class Charts.

How to support with your child's homework.

Students should be completing 30 minutes Reading at least three times a week (this will be monitored by their Advisory Teacher) and Hegerty Maths (from the website – the number of tasks may vary but should take, in total, approximately 30 minutes) in addition to the homework set in the student planners. It is important that you encourage your child to read challenging books. Your child's Advisory Teacher will be able to help support the selection of a challenging book.

Alongside reading, your child should be revising from his/her knowledge organisers every night, which contains the key information your child needs to learn in order to be successful within each of his/her, subjects during each teaching and learning cycle. 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 organisers, so you do not need to have any additional knowledge to support them with this.

Your child's Advisory Teacher will explain the best way to use the knowledge organiser and they will spend time in Advisory time familiarising students with what is expected. Your son/daughter's teachers will also spend time in lessons explaining how the information contained in the knowledge organisers relates to the learning that is taking place in class.

Students should take a small section of their knowledge organiser for the subject they are studying, read it aloud, cover it and write what they remember into their practice books. This process can then be repeated until they memorise it.

This approach will allow your child to make the very best of their study time at home and it will equip them with the study skills and knowledge they need to be successful in their future careers at Oasis Academy Don Valley.

Assessment Cycle

Each half term, teachers will report on the academic progress made by each student, as measured against the Oasis Academy Don Valley Year group expectations. The Oasis Academy Don Valley Year group expectations for all subjects have been developed using Key Stage 2 expectations and mapping backwards from GCSE courses. This will ensure that progression and expectations support students to make rapid and sustained progress year on year with staff embedding the mantra of 'One year's teaching **secures** at least one year's progress.

Academy culture and behaviour for learning

From the first day at Oasis Academy Don Valley, all students will be expected to pick up and behave in line with our values, which we call the Don Valley way, we believe every student has the ability to do. In doing so, each student will thrive at our Academy and will have the skills they need to be successful.

The Don Valley Way - Our Values

Pride

We are proud of what everyone achieves

How we show pride

We wear our uniform with pride

We are proud to share our learning and what we achieve

We are proud to represent our academy, community and family positively

We arrive at the Academy every day with the correct equipment ready to learn

We are proud to be OADV

Respect

We respect our similarities and differences

How we show Respect

We are kind to one another and treat everyone equally

We follow all instructions first time and never answer back

We listen and share ideas

We take care of our equipment and environment

We behave in line with our Academy Values at all times

Enthusiasm

We approach everything we do with enthusiasm

How we show Enthusiasm

We are always on task in class and focus on our learning – we always give 100%

We work hard on homework and hand it in on time

We have strong attendance and punctuality

Courage

We approach every new opportunity with courage

How we show Courage

We will always try new things

We always try our best and do not give up

We are not afraid of failure as it helps us to learn

We always ask for help when we need it

Hope

We have a deep sense of hope that the future can be transformed

How we show Hope

We know we can achieve anything if we work hard enough

We are always patient and will persevere

We always want to be our best and encourage others to be theirs

We have high expectations and accept no excuses. Whilst sometimes this may be challenging, we expect our students to live by our values 100% of the time. If they do this, their hard work will be recognised. However, if any of the values 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 mistake. 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; our values must be followed in all classes and every day.

Rewarding and Recognising Good Behaviour, Effort and Attitude

We believe it vital that praise and rewards should have a considerable emphasis within the classroom and so students will achieve recognition for a positive contribution to Academy life.

Promoting positive behaviour is the responsibility of all staff and can include:

- ❖ Verbal praise
- ❖ Regular encouragement
- ❖ Positive feedback in books and student planners
- ❖ Phone calls to parents/carers
- ❖ Good news post cards
- ❖ Achievement Credits logged on Class Charts

Commending good behaviour and praising good work is the most important aspect of our Behaviour for Learning policy. Achievement credits will be awarded when any student demonstrates behaviours in line with our Academy Values, some examples include:

- ❖ An outstanding piece of work
- ❖ Consistently good work
- ❖ Consistently high level of effort
- ❖ Significant improvement
- ❖ Outstanding contribution in a lesson
- ❖ Excellent test result

Advisory Teachers give regular feedback on the achievement points gained by their Advisory group. 'Individual Curriculum Leaders will monitor the number of praise points given out by staff in their department, to ensure praise is a regular feature of every lesson.

Sanctions

The following is a list of the most commonly applied sanctions:

After school corrections – These are held centrally on Monday-Friday from 3.15-4.15pm.

Students who are removed from lessons and placed with another class are placed into an after-school correction the same evening. Parents/carers are informed via a text message, which is sent to the first named contact. If your child is unable to attend the **correction** due to a prior appointment, such as doctors or dentist, it is important to ring the school to inform them. Failure to attend the correction after school will present your child with an opportunity to repeat the correction the following day. If your child fails this opportunity, they will be placed in an Academy Leadership Correction for 90-minutes.

Punctuality correction sessions – Students who are late to the Academy will attend a 30-minute Punctuality correction after the Academy day.

Equipment - It is important that students come to the Academy each day equipped to learn and engage fully in lessons. Equipment is checked each morning in Morning Advisory. Students who do not have the

correct equipment will receive a red card sanction, which may lead to an after-Academy sanction on the same day. Equipment is available to purchase from students service each day before 8:27am line-up.

Homework – Students are issued with a knowledge organiser which clearly states which subjects need to be completed. Failure to complete homework results in a same day after Academy correction. There are opportunities for students to complete their homework at after-school enrichment. The timetable for this will be shared in the new academic year.

Placing on report – A student can be placed on report at the discretion of the Inclusion Team or member of the Leadership Team. A student will normally be placed on report for a week for unsatisfactory conduct or work. This is not so much a punishment, rather a means of drawing a student's attention on his/her conduct and offering support for improvement. The report will be signed at the end of each lesson, seen by parents and a member of the Pastoral Team daily and reviewed by a member of the Inclusion team at the end of each week.

Reflection – This is an exclusion from the normal Academy routine. Students remain in the out of circulation throughout the day and are given their timetabled work to do.

Fixed term external exclusion – This is a formal suspension from the Academy by the Principal, which is then reported to the Academy Council and the Local Authority.

Permanent exclusion – This is a permanent suspension from the Academy by the Principal, which is then reported to the Academy Council and the Local Authority.

Uniform

Uniform is worn as a sign of commitment to the Academy Community and its ethos. The Academy is judged on the appearance of its students and, therefore, we expect parents and students to co-operate with us to promote the highest standards of appearance, manners and behaviour.

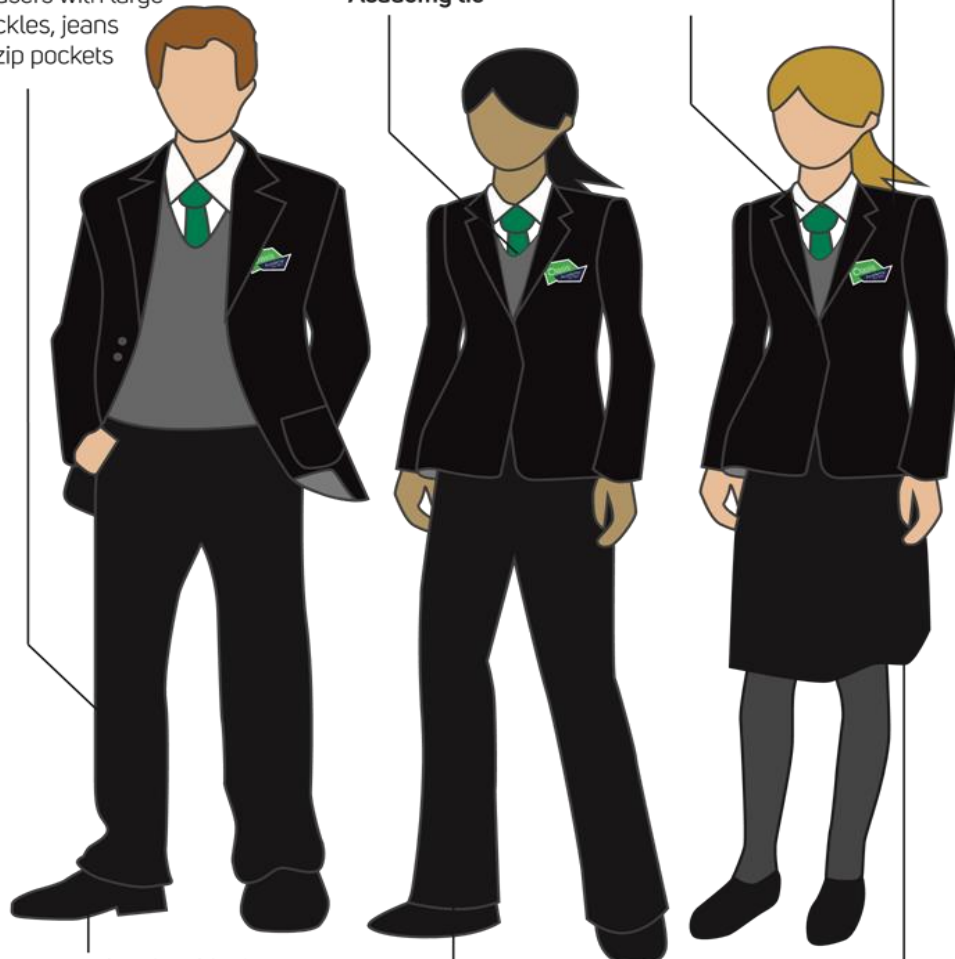
UNIFORM

Trousers: must be black tailored school trousers. Not permitted: tight trousers, leggings, trousers with large buckles, jeans or zip pockets

Academy tie

Shirt: plain white buttoned shirt

Academy blazer



Shoes: must be plain black leather and low heeled. Not permitted: trainers, canvas shoes, boots, shoes with logos, open toe shoes

Socks/Tights: plain black / grey socks or plain black / grey tights

Skirt: must be plain black knee length, not tight. Not permitted: above knee length

PE

Academy PE Kit – shorts, round neck t-shirt and zip up top in Academy colours.

This is custom made for the Academy please ask at Reception for further details on how to order.

Headscarves

We recognise that a number of girls in our Academy would like to wear a head scarf. If so we ask, that is plain in colour green/white/black and that it does not have brooches or other accoutrements on it.

Jewellery

Could parents please note that in line with our uniform policy we ask if children are going to wear earrings this is limited to one pair, which **must be small studs only**. This is a safety issue so we would ask that all parents ensure their child wears only the appropriate earrings.

Academic Equipment

Student iPad

At the beginning of each year, students are issued with an iPad, it is an expectation to bring this fully charged every day. Applications on iPads will support your child with learning tasks, monitoring their progress, being notified of homework and to be able to contact staff and learning resources.

There are a number of items that students must bring each day to the Academy:

Daily:

A pencil case containing:

- ❖ Two black pens
- ❖ Two purple pens
- ❖ Pencils
- ❖ Rubber
- ❖ Ruler
- ❖ iPad

The following items will be useful to have at home:

- ❖ English: An English Dictionary
- ❖ Languages: A German Dictionary

Personal Property

It is not appropriate for students to bring items of personal property into the Academy. Parents should also be aware that, due to the requirements of certain practical subjects, students may be required to remove items of jewellery during the Academy day. Oasis Academy Don Valley does not accept any responsibility for loss or damage, however caused, to items of personal property, jewellery brought into the Academy by students or brought with students on Academy trips and outings. Parents are therefore, advised to ensure that students do not bring such items onto the Academy premises

Daily Attendance

It is essential that all students arrive at the Academy in plenty of time to organise themselves for the start of their day. Students are allowed into the Academy from 8:00am to work in supervised areas and to attend our free breakfast club.

Students wishing to stay after the Academy day finishes to complete homework must be in the designated areas. Alternatively, they must be registered at one of the published subject catch-up or Enrichment sessions.

Absence – Attendance at school

At Oasis Academy Don Valley, we expect all students to attend regularly in order to take full advantage of the educational opportunities available to them. Regular school attendance and educational attainment are inextricably linked. We recognise that regular attendance at the Academy is essential for good learning and continual progress and ensures that students get the best possible outcomes from their period in compulsory education. All Academy staff will work with students and their families to ensure each student attends the Academy regularly and punctually.

We expect all of our students to aspire to achieve 100% attendance and appreciate the full support of parents and carers in encouraging this. The Academy has targets to improve attendance and students play an important part in meeting these targets.

If your child is unable to come to the Academy please call the attendance line, via the main school number, 0114 2200400 on each day of absence.

If we have not been given a reason for the absence of a student, a member of the Inclusion Team will make contact with the first named contact alerting them that the student is not in the Academy. We ask parents to notify the Academy as a matter of urgency detailing the reason for absence. This is to ensure the safe wellbeing of the student.

Any absence interrupts the continuity of a student's learning. Government legislation states that 'only exceptional circumstances' warrant an authorised leave of absence. Parents/carers are urged not to take their children out of the Academy during term time. Family holidays should not be arranged during the Academy term time. Similarly, parents are asked to try to arrange medical appointments out of the Academy hours.

Requests for absence must be made in advance by completion of the Absence Request Form. This is to be completed by the adult with parental responsibility and with whom the child usually resides. A full explanation of the exceptional circumstances is required for the Principal to consider.

If the Academy refuses to authorise an absence and the child is still taken out of the Academy, this will be recorded as an unauthorised absence. If a child has ten or more unauthorised sessions of absence within a 6-month period, parents may be subject to court proceedings or a Penalty Notice may be issued per child and payable by each parent. If the Local Authority issues a Penalty Notice, there is no legal right of appeal.

Lunchtime

The Dining Hall (Heart Space)

The heart space is open from 8.00am before school for breakfast and during the morning and lunch breaks.

Our Catering Manager devises a varied menu that includes vegetarian dishes on a daily basis. All food served at the Academy meets with the latest guidance from the School Food Trust.

Family Dining is a crucial part of Academy life. We expect students to eat the healthy meals provided by the Academy at lunchtime. There are vegetables and salads to accompany the meal, followed by dessert or fresh fruit. All students are seated formally at tables for lunch and are expected to eat the food provided.

Students may wish to bring a packed lunch rather than purchase food from the heart space. However, students are not allowed to bring in sweets, chocolate or fizzy drinks. If a student brings in anything forbidden by the Academy, items will be confiscated, and students will receive a sanction.

MCAS/Cashless Catering

The Academy operates a cashless system for purchases in the dining hall. It is possible to "load" money onto the system either on-line or by taking cash into the Reception before the start of the Academy day. Students place their finger in a reader at the register and the amount is deducted from their balance. It is possible to view what your son/daughter has bought and their present balance when you log into ParentPay.

It is simple, safe and convenient and your child no longer needs to carry cash into school. ParentPay is an online payment system for Academies and 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 MCAS stores.

Working in partnership

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.

Parents' Consultation

Parents' evenings are an opportunity to consult with teachers about the progress your child is making. Five-minute appointments enable teachers, parents and students to discuss progress to date and strategies for improvement.

Advisors contact the parents of their Advisees regularly. We expect 100% attendance at parents' consultations, we have up to two parents' evenings for each year group. Advisors should always be the first point of contact for parents.

The Year 7 Parents' Evening will take place on communicated through the Academy Website and Calendar.

If you have any serious concerns about your child, please do not wait until parents' consultation to raise them. The Pastoral Team, Advisory Teachers and subject teachers can be contacted via the Academy reception.

Reports

Parents are given regular information on their child's progress in every subject. Progress reports take place three times in the year. They are posted at the end of each assessment cycle (13 weeks). This contains additional information including attendance, behaviour and homework.

If your child is not doing as well as expected in any subject area, we will tell you why and give details of actions that we are taking and actions that your child should take to improve.

Contact with Families

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.

Newsletter: Our Academy newsletter is sent to parents every two weeks via the students. Our Newsletter includes a list of upcoming events for parents to be aware of. Our Newsletter is also posted on our website.

Letters: The majority of Whole letters that are distributed by the Academy are sent home with students. Whole Academy letters are also posted on the academy website, as well as being issued to students to take home. Letters for individual families will generally be posted to the contact address.

Calendar

Oasis Academy Don Valley has a live calendar that can be accessed via the Academy website.

Twitter and Facebook

The Academy makes regular updates using twitter @oasisdonvalley and Facebook links to our official pages can be found on our website's homepage.

Lost Property

When students come to the Academy, we do 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 students lose any items, they should ask at the Reception if it has been found.

Named items will be returned to students via Advisors; it will clearly help us to return items to their owners much more readily if everything is named. Please, therefore, ensure that all of your child's clothing and personal belongings have their name clearly displayed on them.

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

Smart Technology

If students need to make contact with home, they are allowed to use the phone in Reception. Therefore, a student does not have any need for a mobile phone whilst in the Academy. If a family feels that a student needs one for the journey to and from the Academy, then the phone must be switched off and signed into student services each morning and collected again at the end of the Academy day.

Any student found using a mobile phone during the day would have the phone confiscated. It will not be returned until the end of term or until a parent comes into the Academy to collect it. The student will also receive a suitable sanction.

I-Pods and MP3 players are not required in the Academy. Any student who brings any of these items into the Academy should keep it switched off and leave it in their bag.

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

Personal Money

There is no need for students to bring personal money into the academy.

Car Parking

In the interests 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.

Causes for Concern

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.

All such instances will be recorded, where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation. Parents will be kept fully informed of the situation and the final outcome

Please Note

In the case of any serious or urgent matter, should any parent wish to come into the Academy to discuss directly any concerns that they may have the Academy will endeavour to have a senior member of staff available

Should this not be possible, full details will be taken and forwarded to the appropriate senior member of staff without delay

Medical requirements

If your child has any special, medical requirements please inform Miss C Dalton, the Academy's Director of Inclusion.

Medication

A member of Academy staff must administer all medication that needs to be taken during the Academy day. An 'Administration of Medicines in Schools' form must be completed for each request for medication to be administered. The Academy cannot administer any medication, which is not prescribed

Please note that medication will only be administered during lesson change over, break times and lunchtimes, to avoid any disruption to learning.

First Aid or Illness

Students who become ill or have an accident in the Academy should inform a member of Academy staff. The Academy is able to offer basic first aid and deal with minor ailments, but it is not possible to prescribe paracetamol or other medication.

When students need to go home, the Academy will telephone a parent or emergency contact and make appropriate arrangements. Students are never sent home without permission from a parent or other responsible person.