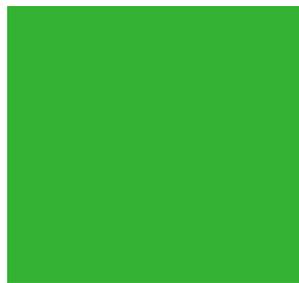




# OADV - Secondary Parent Handbook

Date: September 2018



## 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

To have a clear understanding of right and wrong  
in today's society

To have a range of experiences to draw upon

To be determined and have resilience

To be able to make positive choices

To be a good person

### Competence

To have academic skills and knowledge which give  
access to understanding or the career of choice

To have academic qualifications that stand up to  
the test of time

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.

Students learn, behave and are well mannered. 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 be 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 Miss Z Horsfall our Year 7 Pastoral Manager.

If you wish to make an appointment to meet with me, 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](mailto:info@oasisdonvalley.org)

Website: [www.oasisacademydonvalley.org](http://www.oasisacademydonvalley.org)

Twitter: Follow us @oasisdonvalley

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

### Key Secondary Staff

Mr Pape	Academy Principal
Mrs Michels	Deputy Principal
Mr Quarterman	Head of Faculty, Maths
Miss Towne	Head of Faculty, English
Mr Hinchliffe	Head of Faculty, Science
Miss Stokes	Head of Faculty, Technology
Miss McCalla	Head of Faculty, Humanities
Mr Mills	Teacher of PE
Miss Dalton	SENDCo & Director of Inclusion
Miss Horsfall	Pastoral Manager
Mrs Bellamy	Attendance & Welfare Officer

### Term Dates 2018-2019

Monday 10 September	Friday 26 October
Monday 5 November	Friday 21 <sup>st</sup> December
Tuesday 8 January	Friday 15 February
Tuesday 26 February	Friday 29 March
Monday 15 April	Friday 24 May
Monday 3 June	Wednesday 24 July
<b>The Academy will also be closed on the following dates</b>	
Friday 19 October	Training Day
Monday 7 January	Training Day
Monday 25 February	Training Day
Friday 19 April	Bank Holiday
Monday 22 April	Bank Holiday
Monday 6 May	Bank Holiday

## 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, strong support is in place to ensure that our classroom practice is strong and delivers on our mantra of one year's teaching is at least one year's progress
- ❖ Teaching and Learning is the focus of the majority of CPD all Academy staff receive.

### 3. Conceptual Development

- ❖ To support the development of our children's character, each term there is a focus across the Academy on the development of concepts that enrich the students understanding. These concepts are underpinned by fertile research questions and are developed across all subjects allowing students to make clear links and develop a strong understanding of the concept.

### 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 ultimately supporting 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 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
  - 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 this with all children from the Academy, parents, children 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 3 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 Meeting with their Advisory Teacher, where they will ensure that all children are ready for the Academy day, including checking uniform and equipment. Strengthening Academy culture; reaffirming academy value expectations; and providing appreciations / recognition.

Day/Time	08.30-08.45	08.45-09.45	09.45 - 10.45	10.45-11:00	11:00-1200	12:00-13:00	13:00-13:45	13.45-14.15	14.15-15.15	15:15-16:15
<b>Mon</b>	Morning Meeting	P1	P 2	<b>B</b>	P3	P4	<b>L</b>	ERIC	P5	Enrichment
<b>Tue</b>	Morning Meeting	P1	P2	<b>R</b>	P3	P4	<b>U</b>	ERIC	P5	
<b>Wed</b>	Morning Meeting	P1	P2	<b>E</b>	P3	P4	<b>N</b>	ERIC	P5	
<b>Thu</b>	Morning Meeting	P1	P2	<b>A</b>	P3	P4	<b>C</b>	ERIC	P5	
<b>Friday</b>	Morning Meeting	P1	P2	<b>K</b>	P3	P4	<b>H</b>	Pride Assembly	P 5	

Advisory Programme		
Day	AM	PM
Monday	SMSC/Pastoral Assembly	ERIC
Tuesday	Maths Meeting	ERIC
Wednesday	Readiness for Learning Checks	ERIC
Thursday	Maths Meeting	ERIC
Friday	Readiness for Learning Checks	Pride Assembly

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 ERIC (Everyone Reading in Class) sessions. At least 3 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 Advisory teacher to update you on their 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 Advisory teacher with any issues you wish to discuss. Please telephone the Academy to arrange an appointment with them.

### 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

Although the Academy will be small at first, we are keen to ensure that students still 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
Humanities (History, Geography, RE)	4 hours
MFL	2 hours
Art	2 hours
PE	2 hours
PSHE (Health Curriculum)	1 hour
Technology (Inc. ICT 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 four 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 completing a reading log. 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 must participate in these experiences.

#### **Homework**

All students in the Academy are given homework in all subjects each week, this is written in their student planner.

How to support with your child's homework.

Students should be completing 30 minutes Reading at least 3 times a week (this will be monitored by their Advisory Teacher) and Mathematics 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 100% book 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 100% book, so you do not need to have any additional knowledge to support them with this.

Within each 100% book are each subject's knowledge organiser, 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. 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.

A homework timetable is printed on the front of their 100% book, which sets out the subjects they should focus on each evening. They should spend 20 minutes revising each subject.

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 years teaching is at least one year's progress.

### **Academy culture and behaviour for learning**

From the first day at Oasis Academy Don Valley, all child 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 1<sup>st</sup> 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 detention due to a prior appointment, such as doctors or dentist, it is important to ring the school to inform them. Failure to attend the detention after school will result in a day in isolation.

**Punctuality reflection 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 Advisory time. 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.

**Homework** – Students are issued with a knowledge organiser which clearly states which subjects need to be completed and subject based homework is written in planners. Failure to complete homework results in a same day after Academy correction.

**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 pastoral team at the end of each week.

**Internal isolation** – 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.

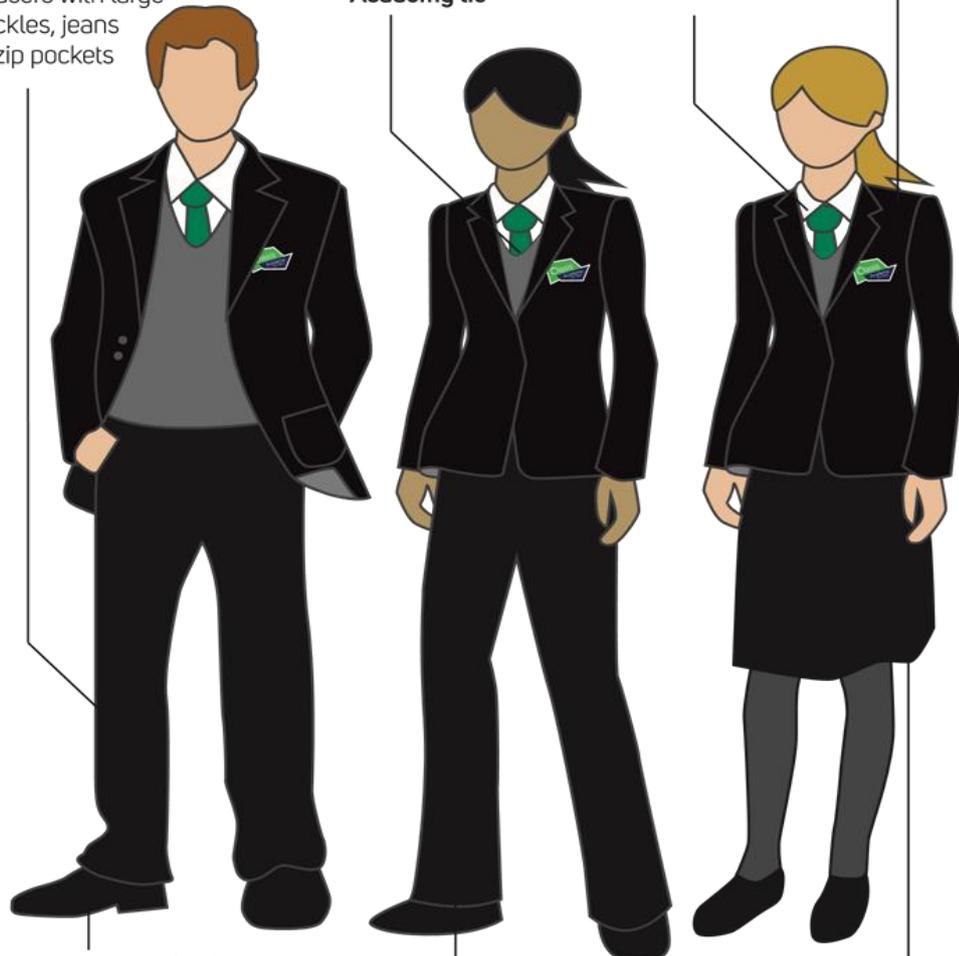
## UNIFORM

**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 decouplements 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 Planner

At the beginning of each year, students are issued with a planner. Both Advisory teachers and parents are expected to sign the student's planner each week. In this way, the parent can see comments from the Advisory teachers or from subject teachers and parents can also communicate with the Advisory teachers if they wish. The planner is a very important document and students are expected to take great care of it. If the planner is defaced, a student will be expected to replace it at a cost of £5.

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

Daily:

A pencil case containing:

- 2 black pens
- 2 purple pens
- Pencils
- Rubber
- Ruler

The following items will be useful to have at home:

- English: An English Dictionary
- Languages: A Spanish 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 only.

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 10 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 meal 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 only bring a packed lunch if agreed one term in advance with the Principal. 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.

### Parent Pay/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 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 pupils?

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

### 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. Ten-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 Tuesday 23rd October 2017.

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 3 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 remain, switched-off and out of sight, in his / her locker throughout 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.