

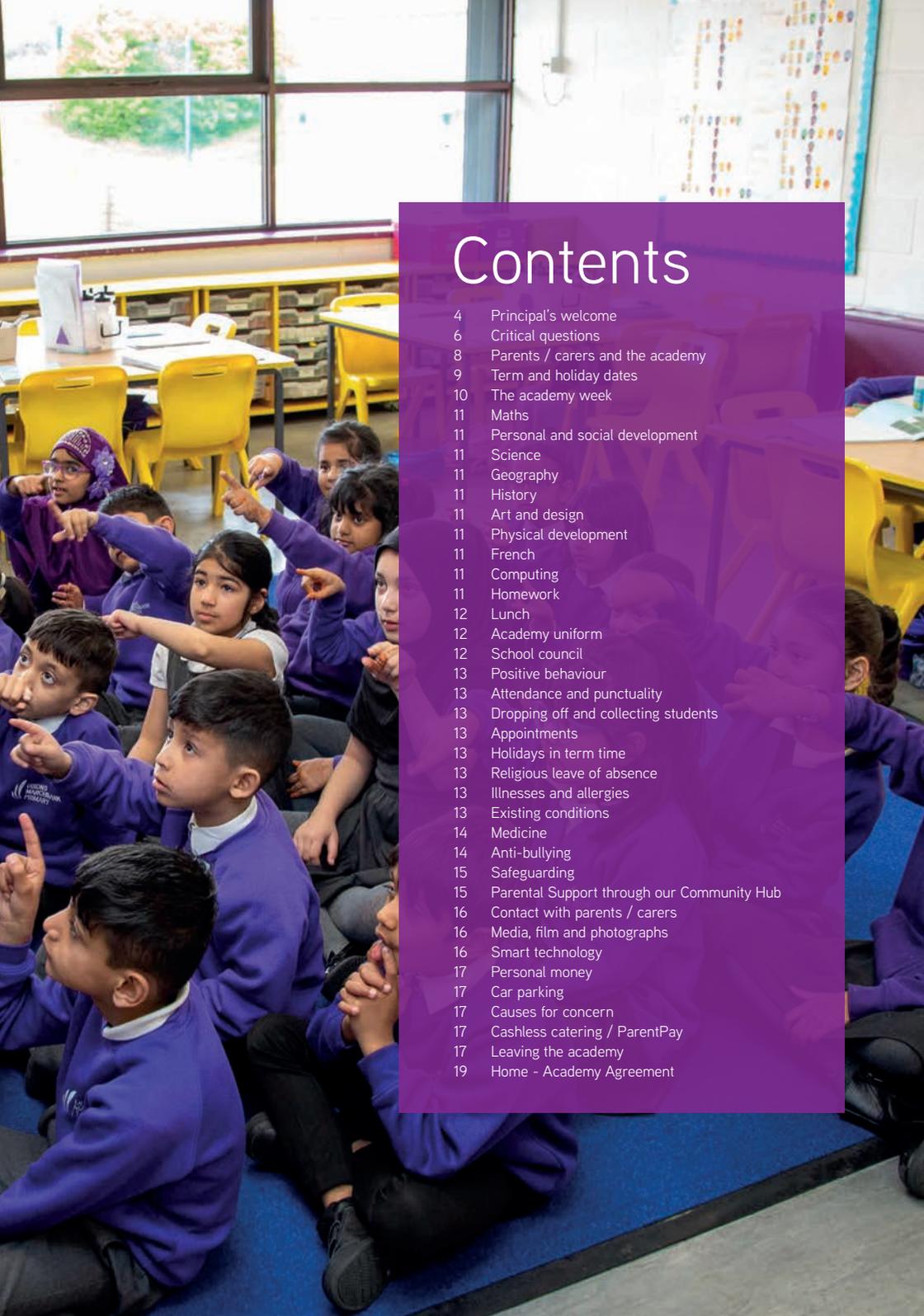


**DIXONS
MARCHBANK
PRIMARY**

Family Handbook 2023/24







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Welcome to Dixons Marchbank Primary

We guarantee that we will do whatever it takes to make sure that every student at Dixons Marchbank Primary achieves their full potential. We have extremely high expectations and, just as there are no shortcuts, there are no excuses.

Students work hard to become the very best that they can.

At Dixons Marchbank Primary, our academy vision is that “by the age of 11 our students will be confident, articulate and resilient individuals who have aspirations to succeed on the next step of their journey.”

Our practice is thoroughly rooted in this approach and in the following three core values:

1. Commitment

Always working to the best of our ability for the benefit of ourselves and our community

2. Enjoyment

Being engaged, positive and purposeful in our learning

3. Teamwork

Being responsible for myself and working together to help everyone achieve

At Dixons Marchbank Primary, we believe in working together with parents to achieve the very best for our students. We are committed to providing the best educational experience for all of our students and we believe that home and school working together as a team, ensures that our students do the very best they can. The focus in our school is on giving all students the opportunity to achieve their full potential. This means providing exciting lessons so they make the best progress they can in their studies, but also providing guidance and support so they can develop as happy, well-balanced individuals who can make the right decisions for themselves.

Visitors often comment on the friendly atmosphere in our school and, of course, the amount of learning that happens on a daily basis. The wealth of visits out of school, after school clubs and visitors into school all add to the enriched curriculum we offer and help students to make the most of their time here. Our students are polite, caring and welcoming individuals who want to do their very best.

We look forward to working with you to ensure that your child receives the best education possible. Please do not hesitate to contact me if you have anything you wish to discuss.

Helen Haunch
Principal



From the moment a student arrives at Dixons Marchbank Primary, we ask them to live our values: commitment, enjoyment and teamwork.

CRITICAL QUESTIONS

Why do we exist?

To challenge educational and social disadvantage in the North

How do we behave?

Work hard - determined to get things done

Be good - behave with integrity and honesty

Be nice - show humility and be a positive team player

What do we do?

We establish high-performing non-faith academies which maximise attainment, value diversity, develop character and build cultural capital

How will we succeed?

Academic rigour

Aligned autonomy - finding the optimal balance between consistency and self-determination

Talent first

It is important to give our children the right start academically and socially whilst opening their minds to possibilities as yet unknown.



DIXONS
MARCHBANK
PRIMARY

Parents / carers and the academy

Learning is a lifelong journey that develops a child, which we all play a crucial part in. At Dixons Marchbank Primary, we value and support the vital role played by parents in the education of our students.

Students whose parents take a keen interest in their school work and support them at home, tend to do much better at school.

You can help your child at home by:

- talking with and listening to your child – ask your child about their day
- talking to your child's class teacher about their work
- doing practical activities with your child, like cooking, shopping and gardening
- taking your child to places of interest such as the library and local attractions
- providing your child with materials to write, draw and paint at home
- playing games with your child such as snakes and ladders
- reading to and with your child and discussing the books
- controlling the amount of television that your child watches
- ensuring your child has adequate sleep

We will aim to help you by providing:

- an up-to-date academy website and Twitter account detailing information about academy events
- curriculum workshops and open days to inform parents about our curriculum and learning strategies
- information about what your child is learning each term
- parent and teacher feedback evenings, phone calls home and school reports

The academy welcomes parents' views and contributions; there are many events that parents are invited to. Please do call the office to ensure that the person you would like to talk to is available should you wish to meet a member of staff.

If you have a query or problem, the class teacher should be able to help you in the first instance. Please contact the class teacher directly or ask the school office staff to make an appointment on your behalf. After school, at pick-up time, is usually the best time to have a discussion about your child's progress, as before school, the teacher will be preparing lessons for the day.



Term and holiday dates 2023/24

2023 Term 1: Thursday 31 August 2023 to Friday 20 October 2023

Holiday – Saturday 21 October to Sunday 5 November 2023

2023 Term 2: Monday 6 November 2023 to Tuesday 19 December 2023

Holiday – Saturday 18 December 2021 to Monday 3 January 2022

2024 Term 3: Wednesday 3 January 2024 to Thursday 8 February 2024

Holiday – Friday 9 February 2024 to Sunday 18 February 2024

2024 Term 4: Monday 19 February 2024 to Friday 22 March 2024

Holiday – Saturday 23 March 2024 to Sunday 2 June 2024

2024 Term 5: Monday 8 April 2024 to Friday 24 May 2024

Holiday – Saturday 25 May 2024 to Sunday 2 June 2024

2024 Term 6: Monday 3 June 2024 to Friday 19 July 2024

Holiday – Saturday 20 July 2024 onwards

Additional holidays / closures not included above

Monday 28 August 2023 - Bank Holiday

Tuesday 29 and 30 August – Training Days

Monday 27 November – Data Day

Tuesday 2 January 2024 - Training Day

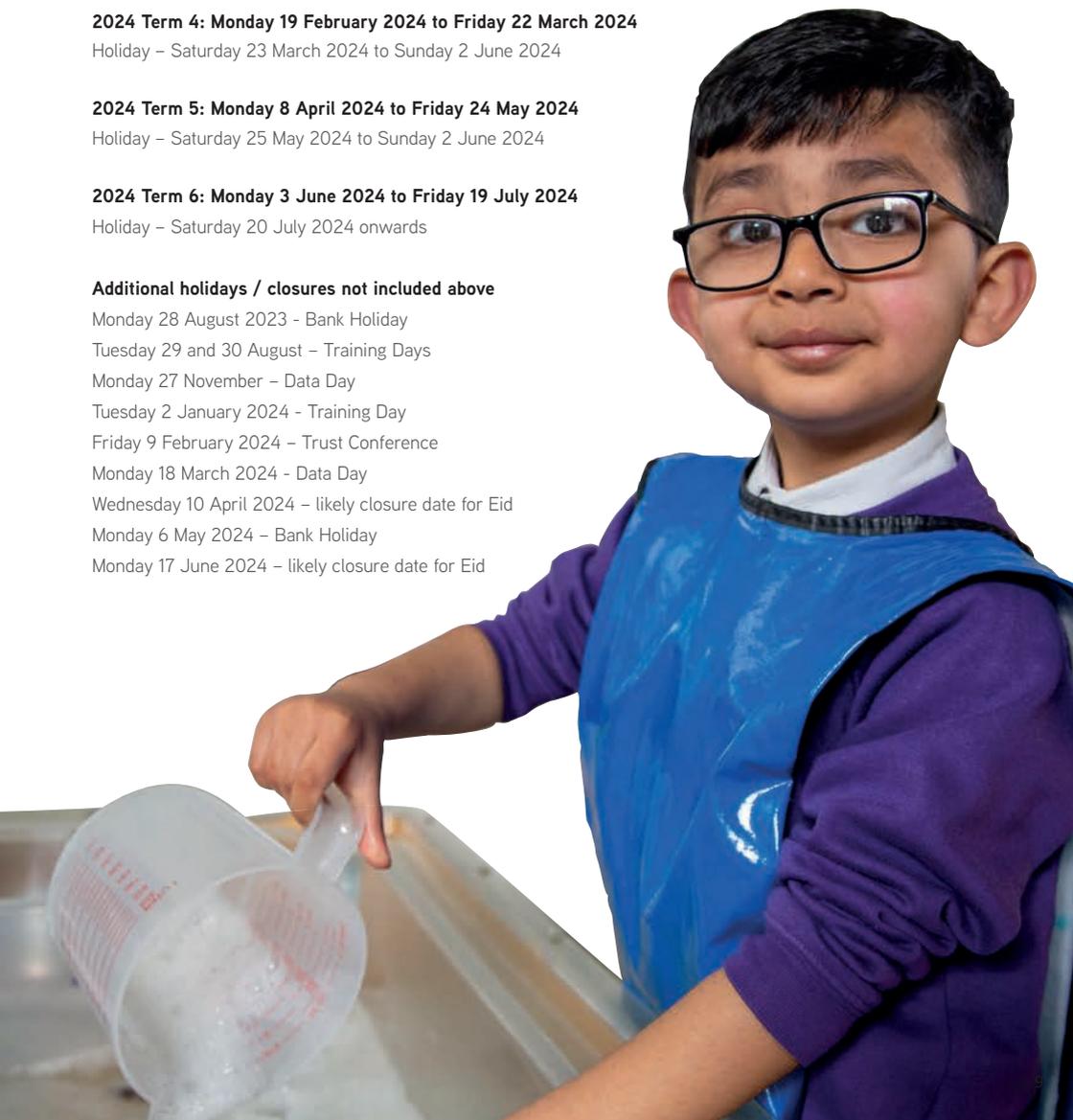
Friday 9 February 2024 – Trust Conference

Monday 18 March 2024 - Data Day

Wednesday 10 April 2024 – likely closure date for Eid

Monday 6 May 2024 – Bank Holiday

Monday 17 June 2024 – likely closure date for Eid





The academy week

At Dixons Marchbank Primary, we ensure students have more time to acquire the skills, knowledge and understanding needed to be successful, as well as more opportunities to participate in a wide range of curriculum activities.

For Nursery students:

Morning Nursery

The academy doors open to students at 8.25am and are closed at 8.40am. After that time, you must take your child to the main office reception where a late mark will be applied to the register.

The doors will be open from 11.25am and are closed at 11.30am. After that time, your child will be taken to the main office for collection.

Afternoon Nursery

The academy doors open to students at 12.20pm and are closed at 12.35pm. After that time, you must take your child to the main office reception where a late mark will be applied to the register.

The doors will be open from 3.20pm and are closed at 3.25pm. After that time, your child will be taken to the main office for collection.

30hr Nursery

The academy doors open to students at 8.25am and are closed at 8.40am. After that time, you must take your child to the main office reception where a late mark will be applied to the register.

The doors will be open from 3.20pm and are closed at 3.25pm. After that time, your child will be taken to the main office for collection.

For Reception to Year 6 classes

Breakfast club is available from 8am every day.

The academy doors open to students at 8.25am and are closed at 8.40am. After that time, you must take your child to the main office reception where a late mark will be applied to the register.

School finishes at 3.15pm, however a range of after school clubs are available Monday - Thursday from 3.15pm - 4.15pm.

Doors close at 3.25pm or 4.15pm if your child attends an after school club. After that time, your child will be taken to the main office for collection and a late collection mark will be recorded.

Maths

At Dixons Marchbank Primary we believe that a firm grounding in mathematics is essential for a successful future. The teaching of mathematics is skilled and focused to ensure pupils leave Dixons Marchbank Primary as confident mathematicians and resilient problem solvers. Mathematics teaching follows the mastery approach where students use concrete manipulatives visual tools and varied fluency to support problem solving. Talk and vocabulary is at the heart of our curriculum. The teaching sequence builds on prior knowledge from previous years. Recap is used to ensure gaps from learning are addressed.

Learning is a lifelong journey that develops a child, which we all play a crucial part in.

Personal and social development

Through personal and social development activities, students learn how to care for themselves, one another and their environment. Throughout the year, students will become confident and develop a positive self-image. Students will be able to model good behaviour when working alone and in small groups. Students will also learn how to understand their feelings and the importance of looking after their mental wellbeing.

Science

Science helps students to understand the world in which they live. Students are given opportunities to ask and answer their own scientific questions, carry out experiments and test their ideas.

Geography

In geography lessons, students learn about local, national and global environments, including different communities.

History

History lessons help students to discover their personal history as well as studying events from the past.

Art and design

Through quality provision, provided by a specialist art teacher, and a wide range of resources, students learn how to paint, draw, craft and model. Students learn about artists, sculptors and designers. Students also learn how to evaluate and improve their work.

Physical development

Students are taught the importance of being fit and healthy. Our students learn how to make healthy food choices and engage in PE in order to develop their balance, coordination and gross motor skills. PE is delivered by a qualified sports coach.

French

Students will be taught French in KS2 in order to master a modern foreign language early in their school career.

Computing

Our students learn how to communicate ideas with a variety of technologies in order to prepare them for a successful life in the 21st Century. Students have opportunities to learn essential computing skills including how to programme and debug; using the internet for research; designing presentations; using digital hardware and software. Students are also taught the importance of e-safety and how to keep safe online.

Homework

The purpose of homework at Dixons Marchbank Primary is:

- to develop an effective partnership between the academy and parents / carers in helping to raise the achievement of students
- to reinforce and consolidate skills, particularly in literacy and numeracy
- to encourage students, as they get older, to develop the confidence and self-discipline needed to study on their own

Lunch

All students are given a choice of three different meals every day and are encouraged to try a wide range of tasty, healthy food. Payments are completed online through ParentPay - please call the office for more information.

Free school meals

All students in Reception and Key Stage 1 (KS1) are currently entitled to free school meals. Key Stage 2 (KS2) meals cost £2.30 per day.

Nursery children attending for 30 hours per week are charged £1.90 per day.

Milk and snacks

Early Years Foundation Stage (EYFS) - milk and snack - no charge

KS1 - free snack, milk optional: £40 per year

KS2 - fruit, vegetables or yoghurt may be brought from home

Water at lunch

Pupil Premium students - free milk

Please inform us if your child has any allergies. Water will be available to all students should they need it during the day and students will be provided with a water bottle.

You could also be entitled to support towards the cost of uniform and school expeditions. To benefit from this entitlement, you must fill in a free school meals form. The school receives extra money for students who are eligible for free school meals; this amounts to an extra £6000 per child over their time at primary school. This extra funding can have a significant impact on students' learning, so please check your entitlement. If you qualify for Free School Meals, you will also receive other benefits such as some free uniform items and discounted school trips and visits.

Academy uniform

Our academy has a uniform that all students are expected to wear. All uniform needs to be clearly labelled with the student's full name. We encourage students to take responsibility for their own uniform.

Dixons staff will take no responsibility for lost uniform.

Lost property will be returned if named and, if not, kept in the lost property box.

Compulsory uniform

Purple jumper or cardigan with academy logo
Grey long trousers, skirt, pinafore dress
or shalwar kameez

White shirt

Black, purple or grey hijab - elasticated and plain

Plain black shoes (no colours or flashing lights)

PE kit

Plain black or grey shorts

Plain white t-shirt

Plain black or grey tracksuit bottoms

Plain black trainers (no patterns or flashing lights)

Purple jumper or cardigan with school logo

You will receive information about PE days during the first week of school. Students should wear their PE kits on their PE day.

Students will also need a warm, waterproof coat in wintery weather. If students wear wellingtons to school in adverse weather, they must change into school shoes inside.

No jewellery is permitted other than one small pair of plain studs and one plain watch. Smart watches are not permitted as they can cause safeguarding issues. Long hair must be tied back. Boys are not permitted to have fashion cuts (e.g. shaved letters or patterns). All students will also require a Dixons Marchbank Primary book bag. There is no room in cloakrooms or trays for larger bags.

School council

Representatives from each class regularly attend meetings held to discuss items on the agenda drawn up from suggestions made by the children themselves about key issues affecting them in school.

Positive behaviour

We have a Behaviour Management Policy which is consistently applied by all adults who work in our school. It is available from school if you wish to see a copy. Our Behaviour Management Policy is linked to our three core values:

Commitment Enjoyment Teamwork

Attendance and punctuality

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

It is essential that students arrive at the academy in plenty of time to organise themselves for the start of their day. When a student is absent from the academy with no advance notice e.g. due to illness, parents / carers must call the school office between 7.30am and 8.30am.

During the school day, all visitors must report to the academy office. Students who arrive late, after 8.40am, need to report to the academy office. We record punctuality and attendance and recognise this accordingly. We take punctuality seriously as, if a child is just five minutes late into class at the start of the day, this can affect them for the rest of the morning. We have found that children are embarrassed entering their lessons late and as they miss the start of the lesson, it can both be unsettling and affect learning. If a student has repeated absence or poor punctuality, parents will be invited in to school to speak with the principal.

Dropping off and collecting students

Students attending breakfast club need to arrive between 8am and 8.15am in order for children to have time to eat their breakfast. All students attending breakfast club will use the office entrance. All students need to be in school before 8.40am when the gates and doors will be promptly closed. Drop off and collection at 3.15pm will be from all the labelled external doors.

For our reception students, the academy is legally obliged to obtain written confirmation of the names of the adults who will collect students from school.

We are not permitted to allow an adult to collect a child unless we have permission from the child's parents. Please telephone the academy office if you are sending someone else to collect your child. For health and safety reasons, students in Reception must be collected by an adult, they will not be permitted to leave with someone who is under 18.

Appointments

Parents have a duty to ensure their child of compulsory school age receives suitable full time education. Parents should let us know of any foreseen absences from school (e.g. hospital appointments) in advance. Please try to make routine dental and non-emergency medical appointments after school or during the holidays.

Holidays in term time

Absence due to holidays or extended visits taken during term time can seriously hinder academic progress and attainment. Any absence from school for holiday requires a written request from the parent and a meeting with the principal. **No holidays will be authorised during term time.** Unauthorised absence will be reported to the local authority. Any unauthorised absence may result in a fine.

Religious leave of absence

The academy community does grant the statutory leave of absence of up to two days, in order that students can observe important religious festivals. Requests for such leave of absence are obtainable directly from reception via the Application for Leave of Absence form.

Illnesses and allergies

If your child becomes ill during the day, or has any serious accident at school, we will inform you or the emergency contact as soon as possible. If we are unable to contact anyone and it is necessary for your child to go to hospital, they will be accompanied by a responsible adult.

We have trained first aiders in the academy who can deal with minor injuries. If your child receives first aid, we will send an email informing you of the details of the incident.

Existing conditions

If your child has been diagnosed with an allergy or medical condition, please complete the medical form in your welcome pack. Please let us know of any major illnesses or conditions suffered by your child (e.g. allergies, asthma, convulsions, diabetes, etc.) as soon as the illness is diagnosed.



Medicine

Our first aiders can administer some medicines in school. To ensure that medicines are correctly stored, and correct documentation is received, we politely ask the following:

- All medicines and the correct medicine spoon must be handed into the school office (which opens at 8.00am) in the morning.
- The 'medicines in school' form must be completed and signed by a parent / carer.
- Medicine should be fully labelled with your child's full name, class and date of birth.

Anti-bullying

At Dixons Marchbank Primary, we recognise that bullying is a serious issue that can have an impact on the wellbeing of the victim. Therefore, we treat accusations of bullying very seriously. We educate our students on what bullying is, and the difference between bullying and falling out with your friends. Where an accusation of bullying is received, we treat each case individually; fully investigating the circumstances and interviewing all parties involved to ensure that we fully understand what has happened. We then take appropriate steps, depending on what has happened.

Online cyber bullying incidents are dealt with, even when these occur outside of school, as these can also have a serious effect on the wellbeing of students.

Our staff are trained on what bullying is, how to deal with it and we have a pastoral team in school who work with students and families to support with any bullying issues that may arise. Bullying is rare in our school, but that does not mean we think it cannot happen, and we always take any concerns seriously. We believe in a 'prevention rather than cure' approach and students are taught explicitly about bullying in assemblies, in PSHE lessons and in the classroom.

There are many organisations who give information and support around bullying issues:

- www.childline.org.uk/
- www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/
- www.youngminds.org.uk/young-person/coping-with-life/bullying/
- www.nationalbullyinghelpline.co.uk/

We would always ask parents to speak to the class teacher, in the first instance, if they have any concerns regarding bullying and their child.

Safeguarding

Safeguarding is central to everything we do. There are many ways in which we can support families, and this is always what we try to do, using a non-judgemental manner and a child-centred approach. If you have any concerns about any child (anyone under 18), please feel free to contact the safeguarding lead (principal) or the deputy safeguarding lead (vice principal). There are many excellent websites that help explain safeguarding in more detail, please log onto www.nspcc.org.uk/ as one example.

We work closely with Early Help, and we offer many different types of courses to enable parents to become more effective and consistent at home. Attendance on courses can be arranged through our parent involvement officer. Where we have a safeguarding concern, we never apologise for taking advice from social services: the safety of our students is paramount, and we sometimes need expert guidance and advice when a child makes a disclosure in school. We always then work closely with any external agencies and our families to ensure that the child is safe and protected.

Parental Support through our Community Hub

At Dixons Marchbank, we work hard to address any barriers a family maybe facing which could hinder a student's learning. We support the whole family, not just the child.

A variety of outside agencies form part of our support network.

The NHS school nursing team offer drop-in sessions that families can access, and the NHS run a wellbeing group for victims of domestic abuse.

Bradford College offers sewing and beauty courses in our Community Hub. Realise Education offers hairdressing. There are a variety of healthy eating and cooking classes, as well as Starting Solids workshops throughout the year offered by HENRY. Our school has been an ESOL provider for twenty years. As well as learning maths and English through ESOL, people learn functional skills which help them in all walks of life. The age ranges of people accessing our courses is 18 year old to people who have retired. Our courses take-up and completion numbers are very good. Our parental involvement worker, Sameera Khan, is always on the lookout for funding and aims to make courses and activities low cost or free.

Where attendance is a barrier to learning, our school follows the Bradford Council staged process Attendance Policy which assists in identifying conflicts early. An early help assessment is arranged with the early help co-ordinator and the parents of the child. Support may be offered in the way of free breakfast club, free food from our Re-Think Food stall, help with applying for benefits, referring families to early help workers, parental courses such as Family Links, HENRY or inviting them to coffee mornings or Stay and Play sessions if they have children under three years of age at home. The children at school are supported by mentors and teachers. If specialist support is needed for the child, then the school's SEN Co-ordinator will be notified and will support the family.

The Early Years Alliance, Bradford Under Fives and Perinatal support services provide a wealth of information, training, and workshops for parents. If parents are worried about their child's language development, we can refer the child to the speech and language department to ensure that the child has had some support even before they start Nursery.

All of our courses, stay and play sessions and workshops are offered to the community. We are working for the betterment of the community as a whole, regardless of whether the children attend our school.



Contact with families

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.

We have up to two parents' / carers' evenings every year, but if you would like to discuss your child's learning, please make an appointment with their class teacher.

Other ways the academy may communicate with you:

MCAS service: used to pass information to parents about important issues such as school closures in bad weather and to send general messages and updates home. We also use the MCAS app to share your child's attendance data, reports and consent preferences. This service does not cost you any money and we recommend you add this service to your phone to ensure you receive immediate updates.

Please ensure that you update the academy with any changes of mobile number or email 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. There is also a link to Twitter to keep you up-to-date with daily events and activities in school.

Contact

You can call the reception during office hours to make an appointment.

We are always working to the best of our ability for the benefit of ourselves and our community.

Media, film and photographs

From time to time, the academy receives requests from the media to take photographs and / or films of academy events and activities. Photographs are also used for social media, such as our school Twitter account. In the majority of cases, most parents are happy for their children to be photographed providing that appropriate safeguards are implemented, which, of course, are always observed by us. Photos and images of our students remain anonymous and students are referred to as "academy students".

Parents will receive a permission form to complete which will detail your preferences in relation to the use of photography and film of your child.

Smart technology

If students need to make contact with home, we will use the phone in reception. A student does not, therefore, have any need for a mobile phone in the academy. Any student found using a mobile phone during the day will have the phone confiscated. It will not be returned until an adult comes into school to collect it.



Personal money

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

Car parking

In the interests of the safety of students, parents are not allowed to bring their cars into the academy grounds either in the morning or at the end of the school day. Parents should not park in front of the school gates or on white zig-zag lines at any time during the day.

Cashless catering / ParentPay

ParentPay is simple, safe and convenient, and your child no longer needs to carry cash in school. ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities. 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 child's items at school using ParentPay.

What are the benefits to parents and students?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24 hours a day seven days a week.
- The technology used is of the highest internet security available ensuring that your money will reach school 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 child won't have to worry about losing money at school again.

What are the benefits to our school?

When parents use ParentPay, the benefit to school is

huge. You will help us to reduce workload for all staff and create more time to lend to educational support and the smooth running of the school. Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the school premises.

Causes for concern

1. 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.
2. All such instances will be recorded.
3. Where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation.
4. Parents will be kept fully informed of the situation and the final outcome.

Please note:

1. In the case of any serious or urgent matter, should any parent wish to come into the academy to directly discuss any concerns they may have, the academy will endeavour to have a senior member of staff available.
2. Should this not be possible, full details will be taken and forwarded to the appropriate senior member of staff without delay.

Leaving the academy

If, for any reason, you have to withdraw your child from the academy, we require the information in writing to the principal, at least one month before the leaving date. We also need to know which school your child is transferring to as this enables the leaving procedures to be put in place and necessary documents drawn up.

TRAIN TO TEACH WITH DIXONS

We are looking for people who have a strong desire to inspire and transform the lives of young people.

Located in Dixons Centre for Growth, home of Bradford Research School, our School Direct programme offers you:

- school based training in our successful, aspirational and dynamic academies
- placements where you will train to teach with students who learn and behave exceptionally well
- an innovative and high quality programme based on current educational research
- bespoke subject knowledge development
- coaching that helps you to make faster progress
- tremendous support from our academies and Dixons Centre for Growth
- fantastic employment opportunities within Dixons Academies Trust

Join us in changing the lives of young people in Bradford and Leeds.

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

Home - Academy Agreement

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

Dixons Marchbank Primary will ensure that:

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- students have the best possible education by providing a suitable curriculum and individual support
- we set challenging targets for student to aspire to and review them regularly
- we provide parents / carers with regular reports and opportunity for discussion about their child's progress
- we provide reading books to inspire a love of reading
- we contact home if there are concerns about students' behaviour, progress or attendance
- we provide a wide variety of expeditions

Parents / carers will ensure that:

- your child attends every day, on time at 8.40am, unless they are ill. If your child is ill, you ring the school between 7.30am and 8.30am to report your child's absence
- your child does not take extended family trips or holidays during term-time

- you support the academy's policies and regulations on behaviour and uniform including providing a PE kit
- you provide a suitable environment for your child to work at home
- your child completes their homework on time and to the highest standard
- you read with your child every week
- you support your child in participating in extra-curricular activities and expeditions
- your contact details are up-to-date and you let reception know if your contact details change
- you pay for the replacement of any books or equipment your child loses or damages

Students will ensure that they:

- work hard and expect to learn in every lesson and around the academy
- attend regularly, arrive on time and wear the correct uniform
- behave responsibly both at the academy and travelling to and from the academy
- read every evening and complete any tasks set to the highest standard
- treat all adults and students with respect
- be polite at all times
- respect the academy building and equipment and leave all rooms tidy after using them
- do not undermine the safety of others
- take letters and messages home and deliver them to their parents / carers

Failure to keep to the agreement will result in disciplinary action and ultimately a loss of place at Dixons.

Student name:

Student signature: Date:

Parent / carer signature: Date:

Principal signature: Date:



**DIXONS
MARCHBANK**
PRIMARY

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