



**DIXONS  
FAZAKERLEY  
ACADEMY**

# Family Handbook 2024/25



**RESPECT**  
We value each other.  
We promote the hopes,  
qualities and achievements  
of every member of our community.

Climbing  
together,  
climbing  
higher.



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# Welcome to Dixons Fazakerley Academy

At Dixons Fazakerley Academy, we are completely committed to providing all our students with an excellent education; one that broadens their minds and maximises their life chances for the future. We promise to empower students so that they can pursue and acquire the powerful knowledge and positive behaviours they require to succeed in society.

Every student is entitled to a high-quality education and the opportunities this provides; this is why we are so committed to doing whatever it takes to help students forge a path to university or a genuine, high quality alternative.

We are relentless in our work with students and families. Our expectations are incredibly high and this requires dedication and support from all members of our school community.

Underpinning our mission, we have three core values that help shape who we are and what we do at Dixons Fazakerley Academy. We strive to always demonstrate the following:

## **1. Determination**

We never give up. No matter how challenging things get we keep climbing.

## **2. Integrity**

We do the right thing because it is the right thing to do. We do this even when people are not watching.

## **3. Respect**

We value everyone. We promote the hopes, qualities, and achievements of every member of our community.

Finally, although we will always do our best to provide an outstanding all-round education, we cannot be perfect and occasionally we will get things wrong. So, if you have any reason for concern, please do not hesitate to contact our academy; you will always find someone who is able and willing to help.

**Chris Wilson**  
**Principal**

From the moment a student arrives at Dixons Fazakerley Academy, we ask them to live these values: determination, integrity and respect.



# CRITICAL QUESTIONS

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## Why do we exist?

To challenge educational and social disadvantage in the North

## How do we behave?

As a highly professional team, together:

- we **work hard** on the things that matter, with humility
- we are **good** and **kind**
- we are motivated by **mastery, autonomy** and **purpose**

## What do we do?

Within our communities, we work together to create joyful, rigorous, high performing schools, which maximise attainment, value diversity, develop character and build cultural capital

## How will we succeed?

**Talent first:** people, more than strategy, create value – we all belong and grow together

**Academic rigour:** with powerful knowledge, our students shape their own future

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



## The peaks

Dixons Fazakerley Academy is a secondary school serving students aged 11 to 16 located in the suburb of Fazakerley in North Liverpool. During their five years with us, students move through two distinctive key phases described below. In each phase, students are supported to meet, and exceed, age-related expectations whilst preparing for the next stage in their education.

### **Lower peak – independent students Year 7, 8 and 9**

Students are supported to be responsible learners and develop subject knowledge to make informed decisions about their future.

This peak marks an important transition for primary students as they embark on the secondary phase of their education; they truly begin to develop and demonstrate our driver of autonomy. Reading remains a key focus as students develop the fluency to be more self-directed in their enjoyment of a wide range of texts from different cultures, genres and time-periods.

Year 7 marks the beginning of secondary education where students bring and build on the wealth of knowledge learnt and retained at primary school. During this phase, and continuing through Years 8 and 9, students will develop a greater sense of responsibility and independence both at school and home.

### **Upper peak – expert students Year 10 and 11**

Students are supported to become subject specialists and critical academics in readiness for further education and having a great life.

Year 10 and 11 students will continue to study a rich and broad curriculum, underpinned by rigorous academic reading whilst deepening their understanding of chosen subjects. Reading for enjoyment and fulfilment supports both their academic and personal development and allows students to access the best of what has been thought and written. In this phase, students manipulate both the linguistic and physical aspects of oracy to suit a variety of different contexts and purposes; they become fluent, confident, and articulate speakers. The driver of purpose is manifested through student leadership as students from upper peak support their younger peers in a variety of ways through paired reading and tutoring to mentoring and guidance. By the end of this phase, students will be prepared to sit both high tariff GCSE and vocational qualifications and have mastered the knowledge and skills of each subject domain in readiness for study at A-Level and beyond.

# Term and holiday dates 2024/25

## **Autumn Term 2024: Monday 2 September to Friday 20 December**

Half term: Monday 21 October to Friday 1 November

Christmas break: Monday 23 December to Friday 3 January

## **Spring Term 2025: Monday 6 January to Friday 4 April**

Half term: Monday 17 February to Friday 21 February

Easter break: Monday 7 April to Monday 21 April

## **Summer Term 2025: Tuesday 22 April to Friday 18 July**

Half term: Monday 26 May to Friday 30 May

### **Additional holidays not included above**

Monday 5 May - bank holiday

### **Staff training, data and planning days**

Tuesday 27 August (staff training - students not in school)

Wednesday 28 August (staff training - students not in school)

Thursday 29 August (staff training - students not in school)

Friday 30 August (data day - students work from home)

Thursday 14 August (staff training - students not in school)

Friday 15 November (staff training - students not in school)

Friday 14 February (data day - students work from home)

Thursday 6 March (data day - students work from home)

Friday 7 March (data day - students work from home)



# Key staff

## Senior leadership team

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Chris Wilson	Principal
Dani Kelly	Senior Vice Principal
Sophia Kokosalakis	Vice Principal
Joseph Ollerton	Vice Principal
Andrew Roberts	Assistant Principal
Gareth Jones	Assistant Principal
Helen Zeqaj	Assistant Principal
Samantha Foley	Assistant Principal
Lisa Dwyer	SENDCo

## Mountain rescue / learning support

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Sophia Kokosalakis	Designated Safeguarding Lead
Dani Kelly	Senior Vice Principal with responsibility for inclusion
Lisa Dwyer	SENDCo and Deputy DSL
Andrew Roberts	Assistant Principal with responsibility for attendance
Rachael Sayer	Safeguarding Officer
Jennifer Simms	Mountain Rescue Co-ordinator

# The academy week

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

## Year 7

8.30 - 8.50am	Morning Meeting
8.50 - 9.15am	DFA Reads
9.15 - 10.10am	Lesson 1
10.10 - 11.05am	Lesson 2
11.05 - 11.20am	Break
11.20 - 12.15pm	Lesson 3
12.15 - 1.05pm	Lesson 4
1.05 - 1.40pm	Lunch
1.40 - 2.35pm	Lesson 5
2.35 - 3.30pm	Lesson 6*

## Year 8

8.30 - 8.50am	Morning Meeting
8.50 - 9.15am	DFA Reads
9.15 - 10.10am	Lesson 1
10.10 - 11.05am	Lesson 2
11.05 - 11.20am	Break
11.20 - 12.15pm	Lesson 3
12.15 - 1.05pm	Lesson 4
1.05 - 1.40pm	Lunch
1.40 - 2.35pm	Lesson 5
2.35 - 3.30pm	Lesson 6*

## Year 9

8.30 - 8.50am	Morning Meeting
8.50 - 9.15am	DFA Reads
9.15 - 10.10am	Lesson 1
10.10 - 11.05am	Lesson 2
11.05 - 11.20am	Break
11.20 - 12.15pm	Lesson 3
12.15 - 1.05pm	Lesson 4
1.05 - 1.40pm	Lunch
1.40 - 2.35pm	Lesson 5
2.35 - 3.30pm	Lesson 6*

### Year 10

8.30 - 8.50am	Morning Meeting
8.50 - 9.15am	DFA Reads
9.15 - 10.10am	Lesson 1
10.10 - 11.05am	Lesson 2
11.05 - 11.20am	Break
11.20 - 12.15pm	Lesson 3
12.15 - 1.05pm	Lesson 4
1.05 - 1.40pm	Lunch
1.40 - 2.35pm	Lesson 5
2.35 - 3.30pm	Lesson 6*

### Year 11

8.30 - 8.50m	Morning Meeting
8.50 - 9.15am	DFA Reads
9.15 - 10.10am	Lesson 1
10.10 - 11.05am	Lesson 2
11.05 - 11.20am	Break
11.20 - 12.15pm	Lesson 3
12.15 - 1.05pm	Lesson 4
1.05 - 1.40pm	Lunch
1.40 - 2.35pm	Lesson 5
2.35 - 3.30pm	Lesson 6*

- All students must arrive at the academy by 8.30am at the very latest.
- All students begin their day with Morning Meeting which includes retrieval practice, literacy, and numeracy, strengthening of school culture, value expectations reset, and appreciations / recognition.
- Same day corrections (detentions of up to one hour) start at 3.30pm on Monday to Wednesday; and 2.35pm on Thursday and Friday.

\*Students finish at 2.35pm on Thursday and Friday – there is no lesson 6 on these two days.  
Staff stay until 3.40pm on Thursday for CPD and leave at 2.35pm on Friday.

# Mastery

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

## Teaching and learning

At Dixons Fazakerley Academy, our mission is simple: we want all children to succeed at university, or a real alternative, thrive in a top job and have a great life.

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

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

Our teachers have real respect for their learners as people with ideas of their own. They are passionate about teaching and learning, and able to present challenging learning tasks. Their expertise allows them to 'read' their classrooms and to be more responsive to learners. They are extremely flexible and take every opportunity to maximise learning. They are great seekers and users of feedback.

In our classrooms, we use schemes of work and lesson plans, we value knowledge, skills and understanding.

We insist on good learning habits day in and day out with high expectations and no excuses. This mantra is an important part of our teaching and sets the tone for the learning that follows. It should always be upbeat and enthusiastic, setting the scene at the start of each lesson.

We expect all students to make outstanding progress over their time at Dixons Fazakerley Academy. This will result in nearly every student succeeding in achieving at least eight good GCSEs including English and mathematics; the majority will achieve the English Baccalaureate.

## Curriculum

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

Our GCSE curriculum is broad and balanced with a strong core in the EBacc - English, mathematics, science, triple science, French, Spanish and history or geography. As well as the EBacc, all students will study RE and can choose three further options from a range of high value subjects such as: computing, art and design and sport.

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

We value each other. We promote the hopes, qualities and achievements of every member of our community.



There are four key principles underpinning the design of the academy's curriculum:

- All students have access to a broad, balanced, and coherent curriculum that supports learning.
- A strong core ensures that basic skills are embedded at an early stage so that students are able to access the wider curriculum.
- A curriculum which is knowledge rich and focuses on the EBacc and other high value qualifications.
- An extended curriculum ensures all students have access to catch-up, extension and enrichment.

## Subjects studied and time allocations

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

Weekly lesson allocation					
Subject	Year 7	Year 8	Year 9	Year 10	Year 11
English	10	10	10	10	10
Literacy	1	1	1		
Mathematics	10	10	10	10	10
Science	8	8	8	10	10
History	4	4	3	6**	6**
Geography	4	4	3	6**	6**
RE	2	2	4	4	
Personal Development Studies	1	1	1	1	1
Spanish / French	4	4	4	6**	6**
Computer Science	2	2	2	4**	6**
Art & Design Technology	3	3	3	4**	6**
Drama	2	2	2		
Music	2	2	2		
PE				4**	6**
Core PE	4	4	4	2	2

\*\* This asterisk represents options subjects.

Personal development studies lessons will be during different timetabled lessons throughout the year and is one lesson per fortnight.

## Literacy

Our duty is to develop students who are confident readers, writers, speakers and listeners, who value these life skills and strive to improve them. We recognise that it is the responsibility of all staff from all subject areas to teach literacy skills because reading, writing, speaking and listening are integral to all subjects.

In order to raise the profile of literacy across the curriculum, to support students with their learning and to raise standards across the curriculum, there are three 'literacy' expectations of all students at all times.

1. **Reading book in their possession (reading)**
2. **Speak in full sentences and no slang (speaking)**
3. **Track the speaker (listening)**

Reading opens the gates to worlds beyond our horizons and every student will be supported to become a fluent and confident reader at Dixons Fazakerley Academy. We embrace this mission each and every day with 20 minutes of DFA Reads in the middle of our day.

During DFA Reads students read a selection of books which form the Dixons Fazakerley Academy canon and these allow students to immerse themselves in stories which depict a range of countries, cultures, time periods and themes. Advisors read the texts to students and will explain new and interesting vocabulary and also ask students questions about the narrative and themes.

In Year 7 all students complete a reading programme matched to their reading age and level of need. Students receive intensive phonics interventions in the form of Lexonik Leap and Advance, phonics and cultural capital education via our in house reading programme and / or shared class reading of a novel from the Dixons Fazakerley literary canon. We are committed to ensuring all students at Dixons Fazakerley are excellent readers and this work during DFA Reads time is best complimented with daily reading aloud at home with families. Your support in this matter is crucial and appreciated.

## **Modern foreign languages**

At Dixons Fazakerley Academy, French and Spanish are offered as the core languages. The language that Year 7 - 9 students study, for the most part, will be informed by the language they have previously studied during the primary phase of their education.

Both French and Spanish are major world languages – their combined first-language speakers total over 550 million. We are firm in our belief that studying a modern foreign language will improve our students' problem-solving and critical-thinking skills, will make them more employable in the future and give them an enhanced connection to the wider world.

The focus should be on the development of listening, speaking, reading and writing skills, on the development of cultural awareness and understanding, and on language awareness. It therefore does not matter which language is studied at secondary school; those who have experienced effective primary language teaching and learning should experience accelerated progress in their secondary language studies.

## **Personal development studies (PDS)**

We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. We have designed Personal Development Studies (PDS) around DfE Guidance for Personal, Social and Health Education (PSHE) and Relationships and Sex Education (RSE). Students receive weekly PDS lectures delivered by a specialised member of staff which are then followed up by seminars in advisory / tutor time by their advisor.

## **Health and sex education**

This is covered during science, PDS and RE lessons. Outside agencies may come into the academy to talk about diet, hygiene, exercise, and relationships and sex. The facts of life are taught in science lessons as part of the National Curriculum and backed up with discussions on relationships and moral values in RE lessons.

## **Co-curricular**

We provide a varied and rich programme of extra-curricular electives. All students in Years 7, 8, 9 and 10 will be encouraged to attend extra-curricular electives each week. These include public speaking, drama, dance, chess, music, art, STEM and sport. Students will also have the option of attending subject clubs, student-led societies and matches for those representing the academy in sport.

At Dixons Fazakerley Academy, involvement in extra-curricular electives is just as important as academic study. Our electives enable students to commit to the wider life of the academy and immerse themselves fully in our culture.

## **The summits**

The summits are one of our distinctive features at Dixons Fazakerley Academy and enhance and enrich the academic curriculum. They provide each student with a sense of purpose so they become well-rounded individuals who will thrive at university, in the professional world of work and ultimately, in life.

Throughout the course of their time at the academy, students will pledge to meet each of our summits, which will enable them to gain confidence, learn new skills, develop a sense of pride, exercise leadership, meet new people and increase their sense of responsibility and commitment.

The summits provide students with the opportunity to commit to the wider life of the academy and, therefore, immerse themselves fully in our culture from Year 7 through to Year 11. They are also important milestones for each child and create valuable experiences which support their learning in other areas.

## **Educational visits and 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.

Parents will always be given reasonable advance notice of visits and will be informed as to which visits are compulsory and those that are optional. If a visit takes place within the normal academy day and within a 1-mile radius of the academy, then we will inform parents / carers of the visit by text or a note in their child's planner.

As part of the academy life and the National Curriculum, all students must take part in and experience a variety of outdoor activities.

## **Homework**

Homework is a key part of the expectations at our academy because the evidence is clear: regular,

effective homework leads to better outcomes for young people. Research has demonstrated that students who complete regular homework make, on average, 5 months' more progress than those who do not. This can make all the difference to our students' learning and is a vital part of helping every student leave Dixons Fazakerley Academy with the option to pursue university or a meaningful, real alternative.

All of our homework will be run through the 'Carousel Learning' website, except for maths which will be run through an online programme called 'Sparx'. Each week, our academy website will be updated with the relevant links to each Carousel Learning homework and students will be expected to click on those links, enter their full first name and surname and then complete two activities. The first activity is to revise the core knowledge from the topic students are studying by using the online flashcards. Once students are confident they remember this knowledge, they will complete a multiple choice quiz to check their understanding. Students can complete the quiz up to five times; we expect students to achieve an 80% pass mark for each quiz on Carousel. The quiz is self-marking, so feedback is immediate for students. Homework for each subject on Carousel will take no longer than 30 minutes to complete.

Sparx, the platform we use for maths, is an intuitive programme that uses algorithms to set homework that is tailored to the current knowledge and performance of each individual student. Therefore, the homework will be just challenging enough to help each student get a little bit better without it being so difficult that they cannot complete the maths questions.

### **How to support with your child's homework**

Students must complete 30 minutes reading each night.

Homework is a vital part of every student's education, so we expect deadlines to be met and will be tracking completion of homework as part of our usual routines.

For students who are unable to access the homework online at home we have a computer room available as a silent homework space for 1 hour immediately after school each day.

You can support your child by reminding them to complete their homework and by asking them questions about the topics they have been learning about in school.





## Dream team

During Cycle 3 each year, students write their own reports detailing their successes and next steps from the academic year. Students then deliver this in a presentation to their 'dream team': their 'belay partner' (supportive peer); family members; advisor and any other key adults.

## Golden Tickets

Golden Tickets are issued in every single lesson at Dixons Fazakerley and recognise exceptional contributions from one student in particular. Students gain Golden Tickets by answering and asking interesting and relevant questions, helping peers and being exceptionally helpful and respectful in lessons. We believe in genuine recognition not gimmicky praise and the Golden Tickets are greatly valued by students across the academy.

## Equipment

### Daily:

A pencil case containing:

- two black pens
- two green pens
- black whiteboard pen
- pencil
- rubber
- ruler

Mathematics:

- calculator – a Casio FX83GT X

(calculators can be purchased through the mathematics department at a reduced price of approx. £5)

The following items will be useful to have at home:

English:

- an English dictionary and thesaurus

Languages:

- a French dictionary
- a Spanish dictionary

# Autonomy

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

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

We have high expectations and accept no excuses. Whilst sometimes this may be challenging, we expect our students to live by our learning habits 100% of the time. If they do this, their hard work will be recognised. However, if any of the learning habits are not met, a same-day correction will be issued. It is vital that this is served on the same day so that the student is given the opportunity to reflect on his / her mistake. This allows the student to take the necessary next steps to improve on the following day.

## Learning habits

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

### Positive response

Like a referee, sometimes teachers get things right and sometimes wrong, but it is totally unacceptable for a child to answer back or question the decision in front of the class. It stops others from learning and it undermines all respect for the teacher. This is a very bad learning habit to get into.

### Uniform

We will insist on perfect uniform: not nearly perfect but perfect. This is because we want children at Dixons Fazakerley Academy to be proud. Evidence suggests that sloppy uniforms lead to sloppy behaviour and sloppy learning habits for many students.

### Homework

We will insist on all homework being completed on time and to a good standard, neatly and with pride. Please see the homework timetable in your child's knowledge navigator. Please sign the planner weekly. We run a weekly homework club and we also open a space to complete homework at lunchtime, break time and before school. No child, therefore, has any reason not to do it. All homework must be done for the right day and time.

### On-task

We will insist on focused learning in class. When a teacher has carefully planned a lesson and other students are trying so hard, it would be unfair for a child to cause a distraction from learning for themselves or others.

### Punctuality

We will insist on punctuality to school and to each and every lesson. Every child should be ready for line up and morning meeting, with all of the equipment they will need by 8.20am each day. A child will be considered late if they do not arrive within 3 minutes to the start of each lesson. Please support this by keeping to bedtimes and preparation time in the morning before school. Your child will worry about this at first, but will soon pick up the good habit.

### Equipment

We will insist that every child carries an appropriate pencil case, their planner, reading book, the right exercise books, 100% book and textbooks (where relevant) to every lesson. At first, you could help by packing bags with your child, but you should expect them to check their timetable each night and learn for themselves very quickly.

The academy ensured all students succeeded at university, or a real alternative, thrived in a rewarding career and had a purposeful and happy life.





## Expectations of our families and sanctions

Over the summer, you could help your child arrange a shelf with labels so that they can always pick up the correct book at the right time for the next day. There is no time like the present to plan a good system together. Remember, they will be going from lesson to lesson, six times a day: they need to be taught at home now how to be organised and responsible.

Our system of sanction is very simple, and we are counting on your support. If you are worried about it, the best way to avoid it is to make sure your child picks up the learning habits and sticks to them every single day. Please use some of the summer to get them into the right frame of mind.

If any of the learning habits are not adhered to, we will contact you by text or the MCAS app that day and let you know that your child has a 20-minute, 40-minute or 60-minute correction (detention) that night. If a student has been placed in Mountain Support this would result in a 60 minute correction that day. Additional sanction may be required for persistent poor adherence to the learning habits – this would be discussed with you if it was necessary.

If your child fails to attend a 20-minute correction then it will be escalated to a 40-minute the following day. If your child fails to attend a 40-minute correction then it will be escalated to a 60-minute correction the following day. If your child fails to attend a 60-minute correction, they will spend the next day in Mountain

Support working independently and engaging with behaviour support interventions offered by the wider team.

The evidence from the UK and abroad suggests that the **sanction must be immediate** (a detention three days later does not work with children) and it must be specific to the problem. Please make sure no one gets a correction on their first day at school!

We do not want to punish anyone. We believe that children should control themselves (it is not our job to control them). If anyone does not want a correction they simply stick to the rules (they do not answer back, wear the wrong uniform, fail to do satisfactory homework, go off-task in lesson, arrive late or forget their equipment).

Our system is simple and fair so that students should not get a correction in the first place. If a correction is given, please do not see it as 'the end of the world'. Your child simply does the 20 minutes and gets a totally fresh start the next day!

Due to transport issues, please remember to explain how important it is that your child does not get a correction: there may be no bus after the correction, and you may have to make arrangements to get them home. Please do not blame us for this, rather discuss how inconvenienced your child made you. This will further develop good learning habits and consideration for you and the family.

## Advisory

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

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

## Individual needs

The academy encourages high aspirations, high motivation and high achievement for all. This vision applies equally to students with any special educational need. Our philosophy is to educate students as far as possible within the normal provision of the academy, which includes a strong teaching model and early intervention with extra teaching and individual attention for students who are having difficulty reaching the expected standards. Additional support for students is provided under the direction of the Mountain Rescue department.

The Mountain Rescue department is for all students with any form of additional need or for students who just need advice and support.

Our experienced team will always be there to help and support the students. Should you require any assistance or have any queries regarding the academy's provision for your child, please contact the Mountain Rescue department who will arrange to meet with you.

## Daily attendance

It is essential that students arrive at the academy in plenty of time to organise themselves for the start of their day.

Students wishing to stay after school to complete homework must be in the designated areas.

Alternatively, they must be registered at one of the

published subject catch-up sessions or optional extra-curricular electives.

## Absence

When a student is absent from the academy with no advance notice, for example because of illness, parents must telephone the academy that same morning, and each subsequent morning, to inform us of the reason for absence before 8.30am. It is possible to leave messages on the student absence voicemail at any time prior to 8.30am. To report an absence, please dial the main academy telephone number and select the appropriate option.

Please note that only emergency appointments for dentists, opticians, and doctors should be during school hours. Routine appointments must be made out of school hours. When it is known in advance that an



absence is to be requested for such appointments, a leave of absence form must be completed. This can be requested from reception.

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

## Leave of absence

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

## Religious leave of absence

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

Requests for such leave of absence are obtainable directly from reception in the form of a LOA with a reply slip, which parents need to complete and return.

## Dress code

As with all schools, the academy has a dress code that all students are expected to follow. There is an emphasis on being clean, tidy and presentable. We are preparing students for the professional world of work. Students should recognise that conflict over the dress code is inappropriate. Our dress code is practical and allows a choice within very clear boundaries. Failure to adhere to the uniform policy will result in a correction.

## Lunchtime

Family Dining is a crucial part of academy life. We expect all 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 bring a healthy snack for break; however, students are not allowed to bring in sweets, chocolate, crisps or fizzy drinks. If a student brings in anything forbidden by the academy, items will be confiscated, and students will receive a sanction. Chewing gum is not permitted. If students are unsure whether a snack is classed as healthy, they should consult a teacher or a member of SLT before eating it in the academy.

## ParentPay / Cashless catering

It is simple, safe and convenient and your child no longer needs to carry cash into school. ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities, uniforms, music lessons and fees. You simply top-up your ParentPay account online by debit or credit card, or in cash through PayPoint stores. Your ParentPay balance can be used immediately to pay for any of your children's items at school.

### What are the benefits to parents and students?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24hrs a day 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, debit card or cash.
- Full payment histories and statements are available to you securely online at any time.
- Your children won't have to worry about losing money at school again.
- ParentPay will soon be announcing a SmartPhone App to make payments even more convenient.

### What are the benefits to our school?

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

We never give up.  
No matter how challenging  
things get, we keep  
climbing.



# Purpose

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

## Contact with parents / carers

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

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

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

Other ways the academy may communicate with you:

(Please ensure that you update the academy with any changes of mobile number or e-mail address)

**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.

**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.

**Principal updates:** whole school letters are also posted on the academy website and emailed home to families.

**My child at school (MCAS) App:** We encourage all parents to download the MCAS app which will give you access to your child's attendance, timetable and any messages from the academy

## Drop-in surgery

Whilst we endeavour to respond to any queries or enquiries as soon as possible, the academy does operate a 48-hour response policy. In addition, every Friday, 3.30pm to 4.30pm, a member of the Senior Leadership Team will be available to discuss any issue regarding your child. There is no appointment required. If you would like to arrange an appointment with a member of the Senior Leadership Team outside of this allocated time, please speak to one of our administrators located in reception.

## Lost property

All students at Dixons Fazakerley Academy must come to school with all their possessions including school uniform clearly marked with their name, in order for lost property to be returned swiftly. Items that are not named



We do the right thing because it is the right thing to do. We do this even when people are not watching.



are placed in lost property. These are held until the end of term and then put on display for the students to look at. Any unclaimed property will then be disposed of.

## **Media, film and photographs**

From time-to-time, we receive requests from the media to take photographs and or films of academy events and activities. In the majority of cases most parents are happy for their children to be photographed providing those appropriate safeguards are implemented which of course, are always observed by us. Photos and images of our students remain anonymous and students are referred to as 'academy students'.

If you do not wish your child to be photographed or filmed, for public relations purposes, please contact the Principal. In the event that we do not hear from you we will assume that we have your permission.

If you have any queries in respect of this issue, please call the academy.

## **Smart technology**

If students need to make contact with home, they are able to speak to a member of staff. A student does not therefore, have any need for a mobile phone in school. If a family feels that a student needs one for the journey to and from the academy, then the phone must remain switched off (before entering the school gates) and out of sight.

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

## **Personal money**

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

## **School travel plan**

Dixons Fazakerley Academy is accessible across

Longmoor Lane and Sherwoods Lane. Students are reminded of the importance of road safety at all times and are encouraged to cross the dual carriageway on Longmoor Lane by the pelican crossings at all times. Given the locality of the families we serve, students are encouraged, where possible to walk or cycle to school. Bike racks are available for students to store their bikes securely. Students should enter the school site via the pupil entrance on Sherwoods Lane. Students are expected not to ride their bikes whilst on the school premises and adhere to good road safety at all times.

We ask that parents collecting students to respect residents on Sherwoods Lane and do not block private driveways. To ensure the safety of students, the main school gates will remain closed from 2.30pm to 3.15pm. Parents arriving early to collect students must call and arrange this beforehand.

## **Car parking**

Dixons Fazakerley Academy has accessible visitor car parking for 13 cars and two disabled spaces. Visitors are reminded not to park on the grassed areas of the school grounds. There is a separate staff car park which is accessible for after hours school lettings.

## **Causes for concern**

Any parent who has concerns about any aspect of the academy, be it curriculum based, pastoral or administrative, is encouraged to contact the academy at the earliest possible opportunity to register their concern. 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.

## **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.

# Home - Academy Agreement

## The Dixons Difference

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 Fazakerley Academy will ensure that:

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- students have the best possible education by providing a suitable curriculum and individual support
- we provide parents / carers with regular reports and opportunity for discussion about their child's progress
- we set regular homework
- we contact home to acknowledge students' successes
- we contact home if there are concerns about students' behaviour, progress or attendance
- we contact home immediately if students are to be retained for more than 10 minutes after the end of the academy day
- we provide a wide variety of co-curricular electives and expeditions

### Parents / carers will ensure that:

- your child attends every day, on time, unless they are ill
- your child does not take extended family trips or holidays during term-time
- your child has the correct learning equipment

needed for the day, including PE kit when necessary

- you support the academy's policies and regulations on behaviour and uniform including same day after-school corrections (detentions) until 4.30pm after communication from the academy
- you provide a suitable environment for your child to work at home
- your child completes their homework on time and to the highest standard
- you attend advisor consultations and parent / carer evenings to discuss your child's progress, and any other meetings arranged with your support
- your contact details are up-to-date and you let reception know if your contact details change
- your child participates in co-curricular electives and expeditions
- you pay for the replacement of any equipment or books your child loses or damages

### Students will ensure that they:

- work hard and follow the learning habits in every lesson and around the academy
- attend regularly, arrive on time, wear the correct uniform and bring the correct equipment
- behave responsibly both at the academy and travelling to and from the academy
- complete all homework to the highest standard and hand it in on time
- treat all adults and students with respect
- are polite at all times and open the door to let an adult through first
- respect the academy building and equipment and leave all rooms tidy after using them
- do not undermine the safety of others
- take letters and messages home and deliver them to their parents / carers
- keep their planner up to date with homework and next steps and show it to academy staff if requested
- take an active part in academy life

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

Student name: .....

Student signature: ..... Date: .....

Parent / carer signature: ..... Date: .....

Principal signature: ..... Date: .....



**DIXONS  
FAZAKERLEY**  
ACADEMY

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