



North Oxfordshire Academy

The best in everyone™

Part of United Learning

Parents' Handbook 2016-2017



Principal's Welcome



Mrs Sara Billins

I hope you will find this handbook useful and informative and that it will answer any questions you may have about the day to day organisation of the academy and our expectations of our students.

We always put student learning first at North Oxfordshire Academy and that is why we aim to get the basics right each and every day. Properly equipped students with outstanding attendance, punctuality and behaviour create the climate in which the best learning can take place. We will always strive to make them perfect and know that you will work with us to achieve this.

Good communication between home and the academy is vital, so if after reading this if there are any questions which remain unanswered please do not hesitate to get in touch.

For further information on the academy policies and procedures please see the website <http://www.northoxfordshire-academy.org/>

Our Values, Vision & Ethos

<p>United Learning Values</p>	<ul style="list-style-type: none"> • Ambition – to achieve the best for ourselves and others; • Confidence – to have the courage of our convictions and to take risks in the right cause; • Creativity – to imagine possibilities and make them real; • Respect – for ourselves and others in all that we do; • Enthusiasm – to seek opportunity, find what is good and pursue talents and interests; • Determination – to overcome obstacles and reach success.
<p>Our Vision</p>	<p>The academy will inspire our students to become well balanced, enquiring and responsible citizens.</p> <p>We will</p> <ul style="list-style-type: none"> • through excellent teaching and a personalised curriculum, work together to set challenging targets, encouraging our young people to aim high and achieve high • develop resilient, independent learners who are creative thinkers, self motivators, team workers and confident communicators • foster a cohesive community where staff, students, parents and the wider community work together for the good of all. • develop our site and facilities to allow for innovation and excellence using new technologies to deepen and enrich learning • Work with all who are part of our community to promote an ethos of lifelong learning
<p>Our Ethos</p>	<ul style="list-style-type: none"> • A positive emotional climate- all are welcomed and valued • A relentless focus on high standards • Set no limits; accept no excuses

Term Dates 2016-2017

Term 1 : Monday 5 September 2016 - Friday 21 October 2016

Term 2 : Monday 31 October 2016 - Thursday 15 December 2016

Term 3 : Tuesday 4 January 2017- Friday 10 February 2017

Term 4 : Monday 20 February 2017 - Thursday 6 April 2017

Term 5 : Monday 24 April 2017 - Friday 26 May 2017

Term 6 : Monday 5 June 2017 - Friday 21 July 2017

Inset days

(No school for students)

- 3 January 2017
- 2 May 2017
- 7 July 2017

Non PEP Thursdays

- 6 October 2016 (students leave at 2.00pm)
- 15 December 2016 (students leave at 2.00pm)
- 6 April 2017 (students leave at 2.00pm)
- 13 July 2017 (students leave at 12.30pm)

Times of the Academy Day

08.20	-	08.30	Students arrive at school
08.30	-	09.50	Period 1
09.50	-	11.30	Period 2 (including break – 20 minutes)
11.30	-	12.50	Period 3
12.50	-	13.35	Lunch
13.35	-	14.00	Tutorial
14.00	-	15.20	Period 4 (including pm registration in class)
15.20*			End of the day for students

*15:30 on Thursday due to PEP PRO

*Students finish at 14.50 on Friday with no Tutorial period.

Once students have been given their timetable, they should keep it with them at all times. It is advisable to keep a copy in the home where it can be easily seen. The academy runs a 2 week timetable so please assist in keeping track of this with your child. The timetable will include the class code, subject, teacher and room number. Please make a note of the day/s when your child has PE so that you can ensure that the PE kit is brought into school.

Break and Lunch

At North Oxfordshire Academy, we believe that students should eat healthily and have the opportunity to be active during their lunchtime. We ask that if parents provide pack lunches, they consider the contents to be part of a healthy diet and nutritious diet. **Energy drinks are banned** from the academy and we strongly discourage sugar based fizzy drinks in pack lunches.

It is extremely important that all students eat a healthy lunch as it aids concentration and increases energy levels for their afternoon lessons. The catering staff have worked with the Sport department and external nutritional advisers to ensure the right options are available. All our lunch menus are on the website.

All students have the option to sit in our restaurant or hall, depending on style of lunch wanted, to enjoy their meal with friends. Alternatively, they can sign up to the many different clubs on offer.

Break sittings

09.50am - 10.10 am KS3/5

11.10am - 11.30 am KS4 (10&11)

Lunch sittings

12.50pm - 13.30pm

Sixth Form take breaks in the sixth form area



Uniform

We consider that uniform is important for several reasons:

- It provides students with a sense of identity and pride in their academy.
- It enhances the appearance of students and therefore the reputation of the academy.
- It helps to instil in students a sense of purpose when they put on their uniform in the morning.

All uniform must purchased through Cross Embroidery

Our Uniform:

Blazer: Navy blue Academy blazer with North Oxfordshire Academy badge; girls to have college identity strip above academy badge which must be ironed or sewn on at home. Blazer sleeves are worn unrolled.

Shirt: Boys: A light blue long or short-sleeved shirt suitable for a tie.

Girls: A light blue revere shirt (folded down collars)

No visible undergarments to be worn e.g. long sleeve t-shirts

Trousers/Skirt: Plain navy tailored trousers (ankle length) or navy skirt (knee length with NOA emblem on and visible at all times)

There are 2 designs available purchased from Cross Embroidery only
(No denim, "skinny fit trousers", cords, combats, leggings or tracksuits)

Belts must be plain black or navy with no big buckles. (no logos or oversize buckles)

Jumper: Grey jumper with navy/sky blue stripes. The jumper is optional, but if students decide to wear a jumper, it must be the academy jumper.

Tie (Boys Only): Each college will have a different coloured stripe on their tie. This will enable staff to recognise which college each student belongs to. The tie is a clip on tie.

Footwear: Must be flat plain black shoes (no boots) suitable for the academy. There should be no canvas, suede, logos, stripes or patterns on footwear. If you are in any doubt about the academy rules regarding footwear please speak to a Pastoral Leader before purchasing shoes.



Purchasing NOA Uniform

The uniform items your child will need must be purchased at Cross Embroidery, Banbury. Pre-ordering is advised so please ensure you visit the store before mid August.

Light blue school shirts for both boys and girls can be purchased at high street stores such as Tesco, ASDA and Marks & Spencer.

Cross Embroidery

Phone 01295 270555

Email: sales@crossembroidery.com

Address: Units 5&6 Lower Cherwell Street

Banbury

Oxfordshire OX16 5AY



Cross Embroidery

Examples of appropriate footwear



Examples of inappropriate footwear



Other items

Jewellery: 1 stud (less than 5mm in diameter) per ear and a watch are permitted. No other jewellery may be worn.

Body Piercing & Tattoos:

There must be no visible body piercing and/or tattoos.

Please ensure your child does not wear the following: visible metal piercing retainers, expanders, stretchers, bars, hooped earrings & ear cuffs.

Head Scarf: These must be plain navy or black only.

Nail Varnish: No coloured nail varnish is to be worn in the academy, only clear nail polish or French manicures are acceptable. No fake nails including acrylics may be worn.

Make up Years 7, 8 and 9 - no make-up at all allowed
Years 9, 10 and 11 - only light foundation and mascara may be worn (no false eye lashes).

Hair: To be natural - no colour, extensions, hair sculpture, decorative shaved patterns etc

Tights Blue, black or natural colour. No leggings or patterned tights allowed.

Please note that jewellery will be confiscated and returned to the student at the end of the academic day or if necessary you will be asked to collect from the academy. Nail varnish, false nails and make up must be removed upon request. Failure to do so will result in being placed in isolation until the items are removed.

Only allow students to have new piercings at the start of the summer holidays to allow them the correct time to heal.



PE Kit

PE kit must be brought to **all lessons** even if students are excused. Students will be expected to participate in student observation, coaching etc. Failure to bring kit will result in consequences leading to detentions.

The PE kit is an essential part of each student's equipment. The PE Curriculum contributes to the development of a student's general health and fitness, as well as building up team work skills. All students are expected to bring their PE kit for PE lessons. Boys play rugby as part of their curriculum.

Boys

Rugby shirt* - Navy with sky blue
Polo shirt* - Sky blue
Shorts - Navy
Track suit bottoms (Navy)
Academy Tracksuit* - Navy (Optional)
Socks - Navy/sky blue hoops
Footwear - Trainers/football boots

*** All with academy badge**

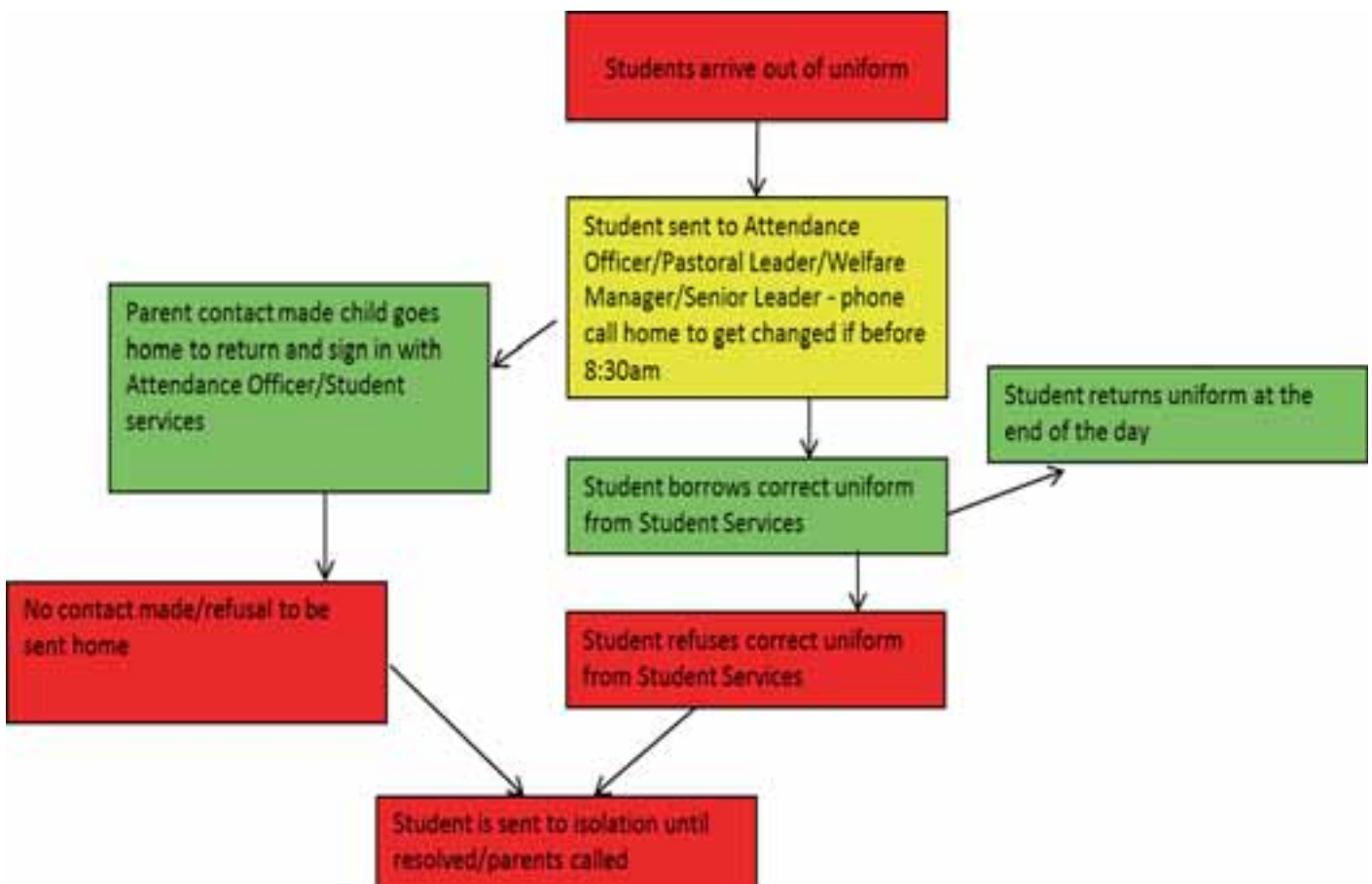
Girls

Hooded sweatshirt* - Navy
Polo shirt* - Sky blue
Shorts/Skort - Navy
Track suit bottoms (Navy) Leggings can only be worn for **GCSE Dance** and **must be accompanied** by shorts.
Academy Tracksuit* - Navy
Socks - Navy/sky blue hoops
Footwear - Trainers

*PE kit is available from Cross Embroidery, Units 5&6 Lower Cherwell St, Banbury.
(Tel – 01295 270555)*

Out of Uniform Procedures

If your child arrives out of uniform – any part, the following will happen:



Essential Equipment

We need to ask for the support of parents in encouraging your child to come to the academy fully equipped and ready to learn. We have high expectations of our students, and if students fail to bring the correct equipment to school vital learning time is lost. We expect our students to take responsibility for their learning, and we also realise that future employers would expect workers to arrive at the workplace with the correct equipment.

There will be consequences for students who regularly fail to come to the academy with the correct equipment.

Your child should leave home each morning with the following equipment:

An appropriate school Bag (preferably a backpack) Vital to keep the paper planner, pencil case, books, homework folder and other equipment safe.

PE Kit Please check with your child when PE is timetabled, so they pack their kit.

Pencil Case Students need more than just a pen. They also need a pencil, coloured pencils, ruler, eraser and sharpener. A calculator is also useful. The best way to look after this equipment is to keep it in a pencil case.



Attendance

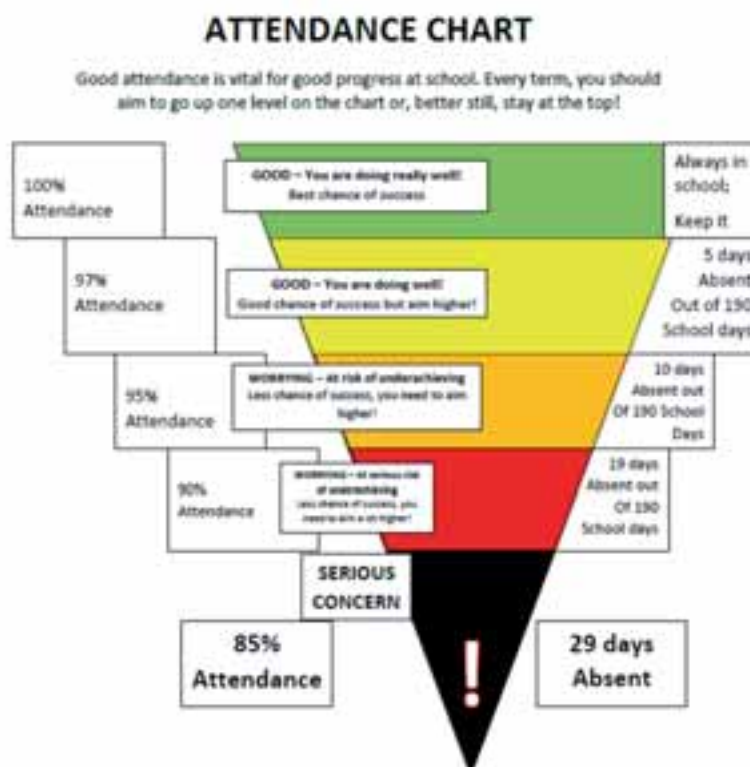
Research has proven the link between student achievement and attendance. Children who come to school regularly are far more likely to achieve great GCSE results and carry on their education to university level.

If a student has attendance of below 90% they are classed as being persistently absent. It is the responsibility of all parents and carers to ensure their children attend school each day.

North Oxfordshire Academy expects all of its students to attend regularly and punctually. Every student at NOA should have an attendance of at **least 97%**. If a student's attendance falls below this level the academy will take steps to engage parents and, in some cases, external agencies, to address the reasons for poor attendance.

In cases of illness, when a child cannot be sent to school, parents are requested to call the school absence line **(01295 234214)** on every day of absence before 8:30 am. It is normal practice at North Oxfordshire Academy to request medical notes and proof of medical appointments.

North Oxfordshire Academy expects that family holidays be taken during school holiday periods. Following government guidance, it is the policy of North Oxfordshire Academy **not** to authorise requests to take holiday in term time. If a student takes leave which is not authorised, or extends after the authorised period, a penalty notice warning will be issued. If a student fails to return on the given date we may remove them from the school roll.



If you are in the **WORRYING section on this chart:**

You need to improve your attendance otherwise a meeting will be arranged with your parents

If you are in the **SERIOUS CONCERN section on this chart:**

Possible court action - Your parents may be fined and receive a criminal record

Punctuality

- Students are expected to arrive by 8:20am and to be in their classes ready for the 8:30am start of the day. Students arriving after 8:30am will have a late mark and receive a lunch time detention. If the student arrives after the register closes (9:30am) they will receive a **U mark** (which counts as unauthorised absence). We want our students to develop proper habits of getting up and ready for school and here on time. Parents play a vital role in ensuring these habits are in place.
- Students arriving to lessons **more than 5 minutes late** will receive a C3 consequence (30 minute detention with the faculty).
- If a student arrives late to the Academy on two or more occasions during any one week they will receive a 30 minute lunchtime detention. Failure to attend this will result in a 1 hour Pastoral Leader detention.
- If students fail to attend two or more detentions in any one term, a letter will be sent home giving a 2 week monitoring period to improve.
- If there is still no improvement a referral may be made to the Attendance & Engagement Service using evidence collected from the monitoring period including refusal to take up the collection service.
- Any student with 6 or more U marks may be referred to the Attendance & Engagement Service and parent/carer may be issued with a Penalty Notice Fine of up to £120 per parent.



Behaviour for Learning (B4L)

Key points about the policy:

- Our teachers will make their expectations clear and enforce B4L fairly and consistently.
- We will provide guidance and support to help our students to reflect on their behaviour and make the right choices.
- When a student receives a C3 , they will have to serve the detention the same day in that faculty area. Parents will be informed of the detention via a phone call from the teacher that has issued the consequence, this may be after school.
- If a student does not attend a detention, the parents will be informed via a phone call from the department that has set it and will be required to attend a meeting the following morning before the student is allowed to return to lessons.
- The Student Support Team will be available to answer queries from parents and students with regard to behaviour for learning. At busy times, Welfare Managers may need to call parents back to answer a query.
- If a student begins to receive a high number of incidents, a range of intervention and support strategies will be used to support them. This may include being placed on a Monitoring Report with clear targets for improved behaviour.
- We will provide parents with your child's behaviour record on request.
- If parents have concerns following a consequence they should reply directly to the Sleuth email or contact the relevant Pastoral Leader.

Confiscation:

The academy has a legal right to search students if there is a concern that they have brought in items that should not be in the academy. These searches will be done by a member of the academy leadership team. Items of concern will be confiscated until such a time when a parent can come to the academy. If the items are illegal then Thames Valley Police will be involved and the student may face permanent exclusion.

Restraint:

The Academy can use reasonable force to remove disruptive children from the classroom where they have refused to follow an instruction to do so, prevent a pupil behaving in a way that disrupts a school event or a school trip or visit, prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others; prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and restrain a pupil at risk of harming themselves through physical outbursts. We have several key members of staff who are restraint trained and use of it is always recorded and parents informed.

“Reasonable force – using no more force than needed. Restraint means to hold back physically or bring a pupil under control” (Use of reasonable force advice or head teachers, staff and governing bodies, DFE, July 2013, pg 4)

B4L Classroom Consequences

First Misbehaviour	Verbal Warning*	C1
Second Misbehaviour	Verbal Warning*	C2
Third Misbehaviour	Removal from Class to a behaviour lead	C3 30 minute department detention the same day
Fourth Misbehaviour	If you fail to reach the behaviour lead or if you disrupt the class you are moved into, SLT will be called and you will then face a day in Internal Isolation	C4 A day in Internal Isolation

**If the student after receiving the warning consequences (C1, C2) demonstrates a positive behaviour change, then the teacher has the right to remove them.*

Academy B4L Rules

I will demonstrate good learning skills by:
Arriving on time to class and line ups (late arrival will incur an instant C3)
Doing as I am asked first time
Listening carefully whilst others are speaking
Allowing others to get on with their work
Showing respect to others by keeping my hands, objects and comments to myself
Always doing my best



Behaviour Around the Academy

As a respectful member of North Oxfordshire Academy I will:

Wear my uniform correctly at all times

Keep the Academy tidy

Eat and drink **only** in the restaurant or hall

Walk around the Academy in a calm sensible manner

Move around the Academy on the left hand side of corridors and stairs

Clear my table after eating in the restaurant

Line up in silence outside my classroom

Remove all outdoor clothing when entering the building

Serious Incidents

The following behaviours may lead to any number of the following sanctions: Community Service, Parent meeting, Academy hour detention, Internal Isolation, Fixed term exclusion, Governors Warning, Permanent Exclusion.

Verbal or physical abuse of staff

Swearing

Fighting

Possession or use of alcohol or drugs

Bringing a dangerous item into the Academy

Malicious setting off of the fire alarm

Deliberate damage or theft to property

Smoking in the Academy

Bullying or Racist behaviour

Truancy

Making malicious unfounded allegations against a member of staff

Walking out of class without permission

Internal Isolation

Internal Isolation is used when a student has failed to settle down after a C3 removal into the behaviour leads classroom. The Internal Isolation Officer enters the C4 after the follow up with the On Call member of staff. This is also used if a student collects more than one C3 in a day or can be used where a student has behaved in a more serious manner as an alternative to exclusion from school.

A phone call home will be made to inform parents of the incident and that a day in Isolation is needed to reaffirm expectations of behaviour. Students have break and lunch at a different time and in the internal isolation area.

Students are expected to work in silence throughout the day and the day has to be 'passed' by the Internal Isolation Officer. Failure to pass the day will result in a parent meeting.

The Pastoral team are responsible for placing students in Internal Isolation in agreement with a member of SLT. Students with an educational, health and care plan should not be placed in Internal Isolation without consultation with the Director of Inclusion - who may make alternative arrangements. The isolation day runs from 10am – 4pm and students should not be in school before this time. Students should arrive in full uniform via the side Link entrance at 10am. The day will consist of a restorative meeting, community service as well as mirroring work being completed in their lessons that day.



Reports System

These are issued by the tutors, directors of faculty, pastoral leaders and SLT after weekly monitoring of the generated B4L data. The flow chart below shows examples the report card process:



Phones & Electronic Devices

Information for Parents

Mobile phones are a useful form of technology which enhance communication and can be very useful organisational tools. However, they can also be a significant nuisance during the school day and can affect learning. Parents need to consider whether there is a real necessity for their child to bring a mobile phone to school. Parents needing to contact their child are asked to do so only in an emergency and outside lesson times. At all other times a message can be conveyed via a call to student services.

The academy will take no responsibility for mobile phones brought to school which are subsequently lost or damaged.

1. Mobile phones may be used in the canteen, hall or playground before or after school and at break and lunch only.
2. They must be turned off and kept in bags at all other times.
3. They may not be used anywhere else in the academy including the courtyard and corridors
4. It is not acceptable for mobile phones to be on silent mode or to be kept in pockets.
5. Headphone wires may not be worn under clothing.
6. Mobile phones may be used in lessons for academic work with the permission of the teacher. An example of this might be to use a translation APP in a language lesson.

Mobile phones may not:

1. Be used for listening to music in lessons whilst working.
2. **May never** be used in school for photography or filming including 'selfies'.
3. **May never** be used for social networking of any kind.
3. May not be used to make phone calls home except at the end of the school day. In an emergency, calls home may be made from student services or welfare managers.

Consequences of Misuse

Failure to adhere to this policy will result in the phone being confiscated and held until the end of the day. Refusal to do so will result in a ban from having a mobile phone in school for the duration of that academic year. Students who engage in cyber bullying will be banned from having a mobile phone in school for the duration of that academic year.

The Principal has the right to look at the content of a mobile phone if there is suspicion of cyber bullying.

Manners & Etiquette

At North Oxfordshire Academy we aim to ensure students are able to present themselves in the best possible light to prospective further education providers and employers. First impressions count and one of the first things that is noticed is a person's manners and etiquette.

We aim to promote these values, ensuring that all North Oxfordshire Academy students adhere to the following guidelines:

- Stand behind their chairs and greet their teacher and sit down when invited to. At the end of the lesson stand behind their chairs and only leave when told to.
- Greet teachers in the corridor with good morning or good afternoon for example.
- Open and hold doors for staff and other students.
- Say 'please' and 'thank you' at the appropriate time.
- Say 'Please may I?' rather than 'I want to'.
- Ask politely if you may take your blazer off .
- Always answer the register with 'Yes miss/sir'.
- If you mishear something say 'pardon?'.
- Never swear on the academy premises.
- Always put rubbish in the bins provided both in and out of the academy.
- Offer to clear up rubbish even if it's not yours.
- Do not interrupt conversations; wait to be spoken to.
- Knock before entering a room or office and wait to be called in or for someone to open the door.
- Respect the local community; you are still representing your school even when you are not here.

NOA Parental Support

School can never be a substitute for great parenting and it is important we work in partnership to get the very best from your child. Research has shown that when parents or carers adopt the following approaches and activities, children's progress and experience of secondary school is greatly enhanced.

- Getting up at the same time or earlier than their child in the morning, preparing breakfast and sending them to school on time, in the correct uniform and with the proper equipment.
- Having a copy of their child's timetable so they can check that they are prepared for lessons such as PE.
- Discussing their child's day after the end of school and taking an interest in their child's subjects, activities and progress: what have they learnt? Have they received any rewards or consequences?
- Ensuring their child has a quiet place to complete homework, emphasising the importance of homework with their child and checking whether they are completing it.
- Insisting on good manners and a zero tolerance of swearing in the home, at school and in the wider community.
- Sitting and eating together as a family on a regular basis.
- Providing a range of books in the house and encouraging their child to read.
- Watching television together and discussing the news or documentaries.
- Visiting places as a family or exercising together.
- Insisting their child contributes to family chores.
- Insisting on consistent bedtimes to ensure their child has 8 -10 hours sleep a day. (Research shows that children who go to bed later than 9pm have, on average, lower Maths and English grades as well as having a negative impact on their concentration and behaviour in lessons.)
- monitoring the use of the internet and social media in the house and on their child's phone.
- Ensuring their child has a warm waterproof coat in the winter especially if they walk to school.

Bullying and e-Safety

The academy takes bullying seriously. If you feel your child is being bullied or is bullying others please do not hesitate to contact the Welfare Team.

This team will then investigate the allegations and decide on the best form of action to take. We believe that our students should be educated around the effects of bullying and NOA takes pride in being a restorative academy. This can allow all parties that have been involved to have their voice heard and be part of the restorative process.

The academy's protocols around reporting bullying are shared with students each September so they are aware of whom to talk to and throughout the year the academy reinforces its ethos - **all welcomed and valued** - through a number of awareness raising events and assemblies. Cyber Safety features heavily in the PSHE programme of the academy and the academy will involve other agencies if needed around students' behaviours over social networking.

If you require any support around what you can do as a parent to avoid cyber bullying and unsafe behaviours, please do contact the academy for additional information.



The Go 4 Schools reporting and homework system - access

Please use the Go4schools education system to access your child's grades and reports. The intention is to remove the necessity of printing reports three times a year and to allow more current information to be accessed by parents.

To access the system you will need to use the E-mail address we currently use to contact you. Please ensure you have given NOA a valid E-mail address. Each E-mail we have on the system will give independent access to a student's details. To access your child's information please;

Type Go4Schools into your website browser and enter the website

Choose the parents button in the top right corner



Please enter your E-Mail address into the box provided and choose the 'Please send me a password' button

First-time User?

If you haven't logged on to GO 4 Parents and Guardians before, type your email address and click the "please send me a password" button. (Please note that you need to provide an email address that has been registered in GO by the school(s) that your child/children attend.)

Email address:

Please note, if you are having problems with your password please contact your child's school. For Data Protection reasons we are unable to divulge or set passwords for parents ourselves.

Please check your E-mail account for the password.

Now type your E-mail address and this password into the Welcome boxes provided on the same web page as before.

Welcome

Welcome to the GO 4 Schools login page for Parents and Guardians. If you have been provided with access by your child's school you can use GO 4 Schools to access their reports and to see their attainment, attendance and, for many schools, their behaviour records too.

Email address:

Password:

Remember my email address

You should now have access to your child's details including homework set.

If you would like help please contact Mr N Culley at the E-mail address below

nick.culley@northoxfordshire-academy.org

Reading at NOA

At North Oxfordshire Academy, we are proud to have a strong ethos of reading. We understand the value of fluent reading for educational purposes but we are also keen for students to develop a wider love of reading that will last them a lifetime.

Accelerated Reader

Accelerated Reader is a computer based program that supports reading by allowing students to take quizzes after finishing a book. The quiz score is recorded and students can win prizes for their participation. This promotes their confidence and encourages students to challenge themselves. Achievements are celebrated in assemblies and in English lessons. Prizes include vouchers, invitations to small group sessions with visiting authors and a Kindle Fire.

Reading for pleasure

There are a range of ways that your child will be involved with reading for pleasure here at the academy:

KS3 students read for 20 minutes at the beginning of each English lesson

Dedicated Library lessons are held once per fortnight. The teacher will hear your child read and offer support and guidance on improving their reading level and in book choice.

One tutor period per week is dedicated to reading for pleasure.

Book club is held every Friday in the Library

Literary Legends – A reading challenge open to students of all ages.

Banbury Literary Live – our very own 2 day literary event, held in November, where students have the opportunity to meet famous authors and share their own experiences of reading and writing.

Reading Interventions

Each full term (Christmas, Easter, Summer), all students sit a test that tracks their progress in reading. If your child has a reading age below national averages and does not have SEN intervention, they will be placed on a reading support programme with a member of staff and retested after 6 weeks to make sure that they have caught up.

Reading at home

All students are encouraged to take their reading books home with them and read independently. It is recommended that your child spends at least 20 minutes per day reading at home.

Ways to support your child with reading:

Do not give them words if they are struggling with them – encourage them to sound them out or use a dictionary (online is fine).

Discuss your enjoyment of reading – don't be tempted to tell them you find it boring (even if you do!).

Encourage your child to stick to a book even if they struggle to get into it: read at least 1 chapter. Reading to them is a great way to engage them in the story more quickly.

Vary how you do the reading: they read to you, you read to them, take 'parts' and read dialogue together.

Ask them questions about characters, events and themes. Get them to predict what might happen next.

Urge them to turn off electronic devices and televisions whilst reading so that they can become absorbed more easily. Just before bed is a really good time to encourage children to read.



Rewards at the Academy - In-class

At North Oxfordshire Academy we firmly believe that the most important factor in encouraging positive behaviour and highly successful learner outcomes is through constant and consistent positive recognition and celebration of doing the right thing at the right time.

Gold medal students will receive:

- A food voucher to redeem and use in the canteen.
- A raffle ticket for entry in the Learner of the Term prize draw to win an iPad mini.

Gold Medal Nomination for Learner of the Week and Home Learner of the Week

- * Outstanding learner outcomes
- * Exceeding expected progress
- * Highly independent learning
- * Consistently outstanding behaviour for learning.

Silver Medal Positive phone call home

- * Better than expected learner outcomes
- * Making better than expected progress
- * Independent learning
- * Very good behaviour for learning – consistently better than expected.

Bronze Medal Postcard posted home

- * Good learner outcomes
- * Making good progress
- * Some independent learning
- * Consistently good behaviour for learning.

Going the extra mile – rewarding enrichment at NOA

Taking opportunities to extend personal experiences and develop a wide range of skills are highly regarded by employers and places of further education. We support students in this journey of lifelong learning by providing incentives to take on different challenges and get involved in new activities that benefit themselves and their community.



- Stage 1.
 - Students in Years 7 - 10 will be given an enrichment passport in tutor time in September.
 - One tutor session will be spent reading the booklet and talking about each section and what the evidence of completing the activity criteria would look like. Evidence could include - a photo taken on their phone, a note from their parent, a note or email from a teacher. The passports will be kept by the tutor in a secure place and will be the responsibility of the tutor.
- Stage 2.
 - Once per half term the tutor will spend a session reviewing progress and students will have an opportunity to complete the reflection sections of their booklet. Students who are not achieving the criteria are to be reported by the tutor to the Youth Work team who will target these
 - As students complete the sections in their passport, they will present their 'evidence' to their tutor who will sign off the criteria has been completed in the passport booklet. This should happen on a reading day in tutor time.
- Stage 3.
 - Students who complete all their passport criteria, achieve the Academy attendance target and have zero B4L will be eligible to attend a free trip from the rewards trip menu in July of the academic year.
 - All relevant achievements will be logged in the 'Record of Achievement' and used at Academy graduations and to write CVs and College/University applications.

Parents' Meetings

There will be a parent evening and parent morning at the end of each whole term e.g. Christmas, Easter and towards the end of the summer term. You are welcome to come to all three if you wish to, but our expectation is that you will **attend at least one over the academic year**. You will have the opportunity to make appointments to see your child's subject teachers to discuss progress and any concerns there may be from either side.

Progress reports are available via the Go 4 Schools system and will not be printed off, however behaviour and attendance information will be printed and available to collect on arrival at the academy for your meetings.

The parent evenings and mornings for 2016-17 will be held on the following dates:

15th December 2016 **4:00pm – 7.30pm** and 16th December 2016 **9am – 12 noon**

6th April 2017 **4:00pm – 7.30pm** and the 7th April 2017 **9am – 12 noon**

13th July 2017 **2:00pm – 7.30pm**



Home Learning

We believe that the **development of independent learning skills** allows our students to take more ownership of their education. Promotion of these skills at an early age will help to prepare them for GCSE, A level and beyond and will also support them in their journey to success across the different subject areas.

Home Learning:

- Allows students to prepare for their learning in class, or review topics already taught
- Develops student's independent learning and literacy skills
- Provides opportunities for parents to engage with their child's education
- Enables students to stretch themselves, extending their learning where possible

Knowledge Organisers

Students will be set work each week from their Knowledge Organisers. These are A3 sized subject specific sheets which contain all basic information for the topic taught that term. Students will be tested on their recall of this information in their lessons. Subjects may set additional tasks and projects at their discretion. Details of tasks set can be accessed via the Go 4 Schools login and webpage.

Support in school

We offer support in Home Learning Club after school in the Library until 4.30pm everyday. Also different subjects offer subject specific support and to find out more your child should check weekly tutor notices for further details.

Tips for Effective Home Learning:

- Make sure your child has a quiet, well-lit place to do homework. Avoid having your child do homework with the television on or in places with other distractions.
- Help your child with time management. Establish a set time each day for doing homework. Do not let your child leave tasks until just before bedtime. Think about using a weekend morning or afternoon for working on projects.
- Be positive about their work. Tell your child how important school is. The attitude you express about homework will be the attitude your child acquires.
- Stay informed. Communicate with your child's teacher via parents meetings about the quality and quantity of homework.
- Encourage your child to use the school library. This is open during break time, lunch time and after school. There are lots of resources that can support your child in completing their tasks.

Go 4 Schools – Homework details for Students and Parents

The Go for Schools homework system will replace the Show My Homework system from September 2016.

Parents and students will be able to view the homework set by teachers in the academy. Each student will receive a password to access their account and parents will be able to use the same password they have previously set up for reports (if you have not yet accessed the Go 4 Schools system please follow the instructions given in this handbook earlier).

The Go 4 Schools system will give the following information:

Dates homework has been set

The name of the teacher setting the homework

A description of the task with any information needed such as time needed to complete

Due date and days left before due date

A homework history

The view will be similar to this:

Ongoing and recent (within 7 days) homework tasks

Due	Subject	Task	Status	Grade/Mark	Set
Mon, 14 Mar 2016	Science 11WD4/ScA,11WD4/ScB	AQA Additional B2b mastery speaking test Guidance time: 30-60 min.	Pending	n/a	Tue, 01 Mar 2016 by Ms S Cliff
Fri, 18 Mar 2016	History 11D/H1	Revision/Mastery Tests Guidance time: 100-200 min.	Pending	n/a	Wed, 13 Jan 2016 by Mr J Whitney

Extended Homework tasks with minimum guidance time being 60 minutes

Due	Subject	Task	Status	Grade/Mark	Set
Fri, 18 Mar 2016	History 11D/H1	Revision/Mastery Tests Guidance time: 100-200 min.	Pending	n/a	Wed, 13 Jan 2016 by Mr J Whitney

Homework tasks due at least 7 days ago (Pending/Incomplete)

Due	Subject	Task	Status	Grade/Mark	Set
Mon, 18 Jan 2016	Science Additional 11WD4/ScA,11WD4/ScB	B1b GCSE Biology Mastery Speaking Test Guidance time: 30-60 min.	Pending	n/a	Mon, 11 Jan 2016 by Ms S Cliff
Fri, 18 Dec 2015	History 11D/H1	Revision/Mastery Tests Guidance time: 100-200 min.	Pending	n/a	Tue, 17 Nov 2015 by Mr J Whitney
Thu, 17 Dec 2015	English Language 11w/En3	Literature Guidance time: 340 min.	Pending	n/a	Tue, 10 Nov 2015 by Ms C Howlett
Mon, 23 Nov 2015	Child Development... 11C/Cv1	Toys Investigation – Mrs Emma Guidance time: 30-45 min.	Pending	n/a	Mon, 16 Nov 2015 by Mrs J Emma
Fri, 20 Nov 2015	Science Additional 11WD4/ScA,11WD4/ScB	ISA Speaking tests (W band) Guidance time: 60-120 min.	Pending	n/a	Mon, 02 Nov 2015 by Mrs J Ruffell
Thu, 05 Nov 2015	Science 11WD4/ScA,11WD4/ScB	B1a Speaking Test Guidance time: 30-60 min.	Pending	n/a	Tue, 20 Oct 2015 by Ms S Cliff
Tue, 03 Nov 2015	English Language 11w/En3	Exam Practise Guidance time: 120 min.	Pending	n/a	Thu, 22 Oct 2015 by Ms C Howlett
Thu, 15 Oct 2015	English Language 11w/En3	Exam Practise Guidance time: 30 min.	Pending	n/a	Thu, 08 Oct 2015 by Ms C Howlett
Wed, 07 Oct 2015	English Language 11w/En3	Exam Practise Guidance time: 45 min.	Pending	n/a	Fri, 02 Oct 2015 by Ms C Howlett
Wed, 30 Sep 2015	Science Additional 11WD4/ScA,11WD4/ScB	C2a Atomic structure. Guidance time: 20-30 min.	Pending	n/a	Wed, 23 Sep 2015 by Mrs C Gribble

Show more

Homework history

Due	Subject	Task	Status	Grade/Mark	Set
Wed, 03 Feb 2016	Child Development... 11C/Cv1	Ideas for Activities to be used in Observations Guidance time: 60 min.	Complete	n/a	Mon, 25 Jan 2016 by Mrs A Foreman
Fri, 15 Jan 2016	Health & Social Care 11Y/H1	Qualification Pathways Guidance time: 60 min.	Complete	n/a	Tue, 12 Jan 2016 by Mrs A Foreman

Colleges

The College system is a valuable part of Academy community life. Students are allocated to a College on entry to the Academy and participate in a variety of competitive activities that promote leadership, creativity and collaboration. Students can gain points for their College through their participation in these events. Points can also be achieved through all aspects of the school by a pupil demonstrating excellent learning, leadership and values.

Each College is named after a University that is a learning centre of excellence for different core subject areas. Each College has an elected committee team made up of representatives from Years 7 to 11 who are led by a student College Captain. There are annual elections each year for these places on this team and these students are responsible for leading and organising College activities.

When your child arrives at the academy they will be placed into a college. These colleges are identified by colour strips on ties or the college name on the blazer. The different colleges compete in competitions throughout the year and celebrate success each term.



Tutors and Colleges

Every student has a tutor who is responsible for the initial well-being of your child and monitors his or her progress, attendance and behaviour. The tutor is the first point of call for information sharing with your child. They are responsible for the delivery of the PSHE curriculum, supporting the development of learning skills and other tutor activities. Each term the tutor groups will work on the **value statement** for that term, identifying world citizens and behaviours that represent the value.

Term 1-	Respect
Term 2-	Confidence
Term 3-	Creativity
Term 4-	Determination
Term 5-	Enthusiasm
Term 6-	Ambition

Pastoral Leaders

There are clear structures at North Oxfordshire Academy to monitor the progress, well being and personal development of every student. The key role and point of contact for you, as parents, is the academy Pastoral Leadership Team. Each pastoral leader is responsible for a year group. They work in partnership with the Welfare Managers and are a point of contact for you:

Year 13	Miss Beth Hall – Beth.Hall@NorthOxfordshire-Academy.Org
Year 12	Mr Jason Young – Jason.Young@NorthOxfordshire-Academy.Org
Year 11	Mrs Hilary Grady - Hilary.Grady@Northoxfordshire-Academy.Org
Year 10	Miss Jo Bekhradnia - Jo.Bekhradnia@Northoxfordshire-Academy.Org
Year 9	Mr Cashel Chilvers - Cashel.Chilvers@Northoxfordshire-Academy.Org
Year 8	Ms Vicky Yaxley – Vicky.Yaxley@Northoxfordshire-Academy.Org
Year 7	Mr David Shakespeare - David.Shakespeare@Northoxfordshire-Academy.Org

The Tutor Programme

Tutor time is very important at North Oxfordshire Academy as it provides your child with a staff mentor at the school. It is also not just a time to take the register and have a chat, but **is a valuable learning opportunity with the same expectations as any other lesson**. The timetable for tutoring is shown below.

Tutor Time:

- Links the student and home with school.
- Connects the student with school staff and with other students.
- Monitors academic and personal progress of the students in their tutor group.
- Provides information to other staff about their tutees.
- Delivers PSHE.
- Delivers learning guidance, which improves successful learning outcomes for students.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
YEAR 7	Podcast Tutor notices Rewards/ B4L Attendance 1:1s	Assembly	Learning Guidance	PSHE
YEAR 8	Podcast Tutor notices Rewards/ B4L Attendance 1:1s	Assembly	Learning Guidance	PSHE
YEAR 9	Podcast Tutor notices Rewards/ B4L Attendance 1:1s	PSHE	Assembly	Learning Guidance
YEAR 10	Podcast Tutor notices Rewards/ B4L Attendance 1:1s	PWD (personal wellbeing development)	Assembly	Learning Guidance
YEAR 11	Podcast Tutor notices Rewards/ B4L Attendance 1:1s	PWD (personal wellbeing development)	Learning Guidance	Assembly

The weekly podcast is a recorded message that provides students with college news and highlights important issues for discussion by staff and students.

PSHE Development

The aim of personal, social and health education (PSHE) is to give children the knowledge, skills and understanding they need to lead confident, healthy and independent lives. Through a mixture of learning opportunities, including the involvement of outside professionals, our students will develop their understanding of personal and social issues; and tackle many of the moral, social and cultural issues of today.

It is during PSHE in tutor time that your child will learn about the following themes:

- Drugs
- Sex and Relationships
- Family Relationships and Celebrating Diversity
- Healthy Living and Managing Risk
- Enterprise Skills
- Personal Finance
- Citizenship – life in modern Britain

Elements of PSHE also appear in other areas of academy learning: assemblies, special projects and other subjects areas through the year.

Full details of the PSHE program is available on the Academy website.

We believe this programme is unique to North Oxfordshire Academy. No other school in Banbury provides such a range of high quality learning experiences as part of the main curriculum. Our vision is: To provide a wide range of experiences for our students offering opportunities to develop new skills, insights, interests and talents, while providing space for undiscovered potential to be unlocked and lives enriched.

How does the PEP programme work?

Each Thursday afternoon during Period 4 all academy students have a PEP session as a normal lesson.

The aim is that students become “**professional**” in one enrichment area and work towards an outcome such as an exhibition, a recognised award, or an additional qualification.

PEP is an option choice for Year 7-9 and in Year 12-13 involvement is through support or mentoring roles.

Why are we doing PEP at NOA?

To develop wider skills for personal growth and in preparation for life in the world today both in terms of employment, and further education

- To develop new ways of learning
- To challenge, excite and stimulate
- To raise aspirations and to raise achievement

A few examples of the 40+ activities on offer include: Costume Design, GSCE Astronomy, Sports Development, Ceramics, Masterchef, Chess, Elite Sports, Student Vox Box, Pop Masterclass, String Ensemble, Rock Choir, Gardening for Beginners, Young First Aider, Swimming.





The NOA Experience

Equipping each and every student with the necessary skills so that they can make informed choices that enable successful outcomes into viable quality employment and for personal wellbeing and preparation for adult life.



What are my dreams? What type of things do I like doing? What careers can I chose from? What skills do I have?

What choices are there post 16/18? How can I start my CV & evidence my skills? What careers match my aspirations?

What is the reality behind the different careers & choices?

How do I gain the right experience, right skills, make the right choice, at the right time & for the right career?

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<ul style="list-style-type: none"> PSHE/Careers Tutor programme Industry specific assemblies Summer camp challenge - team building Personal Enrichment Programme (PEP) Student Leadership (Diversity Ambassadors and Library Assistants) Students Receptionists programme STEM club events (Smallpiece Trust) Banbury Literary Live Pantomime trip After school clubs ABC Week – skills Music – peripatetic 1:1 College system engagement programme Animal Care course 	<ul style="list-style-type: none"> PSHE/Careers Tutor programme Industry specific assemblies Outward Bound – engaging in learning STEM club events (Smallpiece Trust) Personal Enrichment Programme (PEP) Student Leadership (Diversity/ Peer Ambassadors and Library Assistants) Library Assistants Banbury Literary Live After school clubs Army or Police Cadets Apprenticeship Fair (Milton Keynes) ABC Week – skills Music – peripatetic 1:1 College system engagement programme 	<ul style="list-style-type: none"> PSHE/Careers Tutor programme Big Bang Fair at NEC (STEM Careers) Future First assemblies University residential GCSE programme Oxbridge workshop Young Oxford Ambassador programme Personal Enrichment Programme (PEP) Student Leadership (Diversity/ Peer Ambassadors) Future First assemblies Army/ Police Cadets Apprenticeship Fair (Milton Keynes) ABC Week – skills Business in the classroom Duke of Edinburgh Newquay challenge visit Brilliant Club Music – peripatetic 1:1 Shakespeare Schools 	<ul style="list-style-type: none"> PSHE/Careers Tutor programme University/ FE visits and lectures 1:1 careers guidance World of Work programme STEM trips and projects Student Leadership (Junior Prefects and Peer Ambassadors) Banbury Literary Live Future First assemblies Army/ Police Cadets Apprenticeship Fair (organised at NOA) ABC Week – skills Business in the classroom Duke of Edinburgh Newquay challenge visit Brilliant Club Music – peripatetic 1:1 Shakespeare Schools 	<ul style="list-style-type: none"> PSHE/Careers Tutor programme Future First assemblies Careers guidance Careers psychometrics and profiling National Skills Show Voluntary work experience Careers workshops in CV/interview skills Student Leadership (Senior Prefects, Sports and Music leaders) Banbury Literary Live After school clubs Army or Police Cadets Apprenticeship Fair (organised at NOA) 1:1 Apprenticeship interviews with AIM Business speakers Music – peripatetic 1:1 	<ul style="list-style-type: none"> Careers guidance CV/interview workshops Assessment Centre day HE assemblies Oxbridge university trip and residential visit University Fair Career Ready programme External mentorship Mandatory work experience week Student Leadership (Peer Mentoring, Youth Workers and Buddy Reading, Head girl and boy) Workers and Buddy Reading) Banbury Literary Live Apprenticeship Fair (organised at NOA) 1:1 Apprenticeship interviews with AIM Business in the classroom/speakers Music – peripatetic 1:1 Youth work qualifications 	<ul style="list-style-type: none"> Careers guidance CV/interview workshops Careers assemblies UCAS support University Fair Career Ready programme Internships Investment 20:20 trip External mentorship Student Leadership (Peer Mentoring, Youth Workers and Buddy Reading, Head girl and boy) Bursary for University Open Days Banbury Literary Live Apprenticeship Fair (organised at NOA) 1:1 Apprenticeship interviews with AIM Business in the classroom/speakers African Wild Trails – conservation challenge

Inclusion Faculty

The NOA inclusion faculty reflects the national changes to SEN to ensure that students are getting the best support available.

We expect teachers and support staff to have high expectations of all students, whilst offering high levels of support and quality lessons. Outstanding student support in all aspects of school life supports the North Oxfordshire Academy's core values of enabling the young people we work with to be the best they can be.

We have a skilled and experienced team of professionals in The Link, who work closely with a strong pastoral and welfare team to ensure that each individual child receives bespoke and appropriate support. Our team is committed to raising awareness of issues affecting pupils with special educational needs.

The support programmes offered to pupils are flexible and varied. After assessing a child's needs, support may include small group work, literacy/numeracy interventions, mentoring, bespoke resources or support from a teaching assistant in the classroom.



Youth Club

The NOA Youth Work team provide a range of after school clubs for all students at the Academy.

Youth Clubs

Mon - 3.20 - 4.45pm Youth Club

Tues - 3.20 - 4.30pm Community Gardening

Wed - 3.20 - 4.45pm Girls Club

Thurs - 3.20 - 4.45pm Youth Club

Fri - 3.20 - 4.45pm Baking Club

Open to all year 7, 8, 9 and 10 students



Welfare Managers and Support

This highly trained and dedicated team work closely to ensure that your child is able to make rapid progress in their learning and is able to overcome barriers to learning and achieving.

This team is also the academy's Safeguarding (Child Protection) team, so if you have any safeguarding concerns do not hesitate to contact them at the academy. If your child's well-being becomes a concern please also contact this team:

Senior Welfare Manager (KS4 + 5) - Mrs Emma Blane - Emma.Blane@northoxfordshire-academy.org

Year 8 & 9 - Ms Rachel Ealey - Rachel.Ealey@northoxfordshire-academy.org

Mrs Jo Dowden - Jo.Dowden@northoxfordshire-academy.org

Year 7 - Ms Donna Duffy - Donna.Duffy@northoxfordshire-academy.org

Family & Young People Support Worker - Mrs Louise Manley - Louise.Manley@northoxfordshire-academy.org

The Academy Senior Leadership Team

Mrs Sara Billins Principal
Sara.Billins@northoxfordshire-academy.org

Ms Marianne Blake Vice Principal (Curriculum Achievement and Standards)
Marianne.Blake@northoxfordshire-academy.org

Mrs Ellie Jacobs Vice Principal (Teaching & Learning)
Ellie.Jacobs@northoxfordshire-academy.org

Mr Nick Culley Assistant Principal (KS4 Progress & Achievement)
Nick.Culley@northoxfordshire-academy.org

Ms Rebecca Jones Assistant Principal (Inclusion)
Rebecca.Jones@northoxfordshire-academy.org

Ms Leanne Mills Assistant Principal (Training & Development)
Leanne.Mills@northoxfordshire-academy.org

Ms Louisa Wilkinson Assistant Principal (Student Ethos and Enrichment)
Louisa.Wilkinson@northoxfordshire-academy.org

Mr Adam Leyburn Assistant Principal (Director of Sixth Form)
Adam.Leyburn@northoxfordshire-academy.org

Mrs Sophie McFarlane Assistant Principal (Behaviour & Student Welfare) (Secondment)
Sophie.McFarlane@northoxfordshire-academy.org



Contact us

North Oxfordshire Academy

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Banbury

OX16 0UD

Tel: 01295 224300

Email: enquiries@northoxfordshire-academy.org

In the event of student illness please call the Student absence line: 01295 234214



*A positive emotional climate
- all are welcomed and valued*

A relentless focus on high standards

Set no limits; accept no excuses



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