



**Dashwood  
Banbury  
Academy**

# **Parents' Handbook 2020-2021**

# Principal's Welcome



Mrs Amy Rogers

Welcome to our Dashwood community 2020. It is with great pleasure that I write you to inform you of all the vital information you will need to know for this academic year.

I hope you will find this handbook useful, 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 pupils.

On the next page you will find our Vision, Values and Mission Statement outlining the framework to our school. Every member of the Dashwood community follows these core values. They live and breathe them daily.

We always put pupils' learning first at Dashwood Banbury Academy and that is why we aim to get the basics right each and every day. 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 adhere to this.

The year 2020/21 is focused around continuing to develop our curriculum. We will be developing engaging, focused lessons which provide challenge and core skills your child will need in their future years. It will also build in a catch-up programme and support for pupils well-being to deal with the aftermath of the COVID-19 pandemic.

For further information on the academy policies and procedures, please see our website: [www.dashwood-aspirations.org](http://www.dashwood-aspirations.org)



# Dashwood Banbury Academy

an Aspirations Academy

## OUR VISION

- 🌱 **Inspire, motivate and encourage** everyone to dream big, be creative and become **lifelong learners**
- 🌱 Create a **safe** place where people **take risks**, make the **right choices** and **challenge** themselves to improve
- 🌱 Ensure we have **high expectations** and **aspirations** for all
- 🌱 Offer **opportunities** to experience the world, **communicate**, build friendships and create a **brighter future**
- 🌱 Develop a culture of **respect, integrity** and **compassion**
- 🌱 Equip pupils to be **resilient, confident, self-assured** young people who are ready for what their future holds in an ever-evolving world
- 🌱 **Believe** in **inclusion** ensuring the **community** works together in **unity**

## OUR VALUES

### Self-worth

🌱 **Belonging** / consideration

🌱 **Heroes** / respect

🌱 **Sense of Accomplishment** / pride

### Engagement

🌱 **Fun and Excitement** / motivation

🌱 **Curiosity and Creativity** / imagination

🌱 **Spirit of Adventure** / bravery

### Purpose

🌱 **Leadership and Responsibility** / trust

🌱 **Confidence to Take Action** / resilience

## OUR MISSION

**GROWING TOGETHER; SUCCEEDING TOGETHER**

# **Academy Term and Holiday Dates 2020/21**

## **Term One**

Thursday 3<sup>rd</sup> September – Friday 23<sup>rd</sup> October

Tuesday 1<sup>st</sup> September - INSET Day (Closed to pupils)

Wednesday 2<sup>nd</sup> September – INSET Day (Closed to pupils)

*NB Reception and Nursery Pupils will start later in September – Dates will be confirmed directly.*

## **Term Two**

Monday 2<sup>nd</sup> November – Friday 18<sup>th</sup> December

November – INSET Day (closed to pupils) – Date to be confirmed

## **Term Three**

Monday 4<sup>th</sup> January – Friday 12<sup>th</sup> February

*NB Nursery children will have a staggered start and be given their dates directly.*

## **Term Four**

Tuesday 23<sup>rd</sup> February – Wednesday 31<sup>st</sup> March

Monday 22<sup>nd</sup> February – INSET day (Closed to Pupils)

## **Term Five**

Monday 19<sup>th</sup> April – Friday 28<sup>th</sup> May

Monday 3<sup>rd</sup> May – May Day Bank Holiday (Closed to pupils)

*NB Nursery children will have a staggered start and be given their dates directly.*

## **Term Six**

Tuesday 8<sup>th</sup> June – Wednesday 21<sup>st</sup> July

Monday 7<sup>th</sup> June - INSET Day (Closed to pupils)

**Please note school at 1.45 pm on the 21<sup>st</sup> July**

# Contact Us

Dashwood Banbury Academy  
Merton Street  
Banbury  
OX16 4RX  
Tel: 01295 263240  
Email: [office@dashwood-aspirations.org](mailto:office@dashwood-aspirations.org)

## The Academy Senior Leadership Team

Mr Alex Pearson	Executive Principal
Mrs Amy Rogers	Principal
Mrs Sarah Gordon-Weeks	Vice Principal with an EYFS, KS1 and Curriculum focus
Miss Annelise Gooch	Assistant Principal with a KS2 and behaviour focus

## The Academy Leadership Team

Mrs Steph Kane	EYFS Lead
Mrs Emily Houlihan	KS1 Lead
Mrs Carly Bunn	Yr 5/6 Lead
Miss Alice Rocher	Yr 3/4 Lead
Mrs Emma Chew	SENCo
Mrs Katy Nesbitt	Welfare & Inclusion Manager
Mrs Ruth Jakeman	Business Manager

## Health & Safety

Health and safety is extremely important to us at Dashwood. To ensure your child is safe onsite, we have a number of policies in place. There is a No Smoking policy in force on the school site which includes vaping. We ask that parents/carers refrain from bringing dogs onto the school site.

Should your child need antibiotics or other medicines prescribed by a GP whilst at school, please come to the school office to complete a consent form. All medicine is kept within the office and administered by a qualified first aider. We will only administer prescribed medicines.

If you are unable to collect your child at the end of the day and have arranged for someone to do this who is not on your contact list, we ask that you call the school office to let us know who is collecting your child and to give a password. This will ensure that teacher only releases children to adults who are authorised to take them. We also ask that people collecting children are over the age of 16.

In light of the COVID-19 pandemic, additional health & safety procedures may be in place. These will be communicated to you directly but we kindly ask that you follow these where applicable eg following a one way system at drop off and collection times.

## **Safeguarding**

All our staff are trained in Child Protection and we take this very seriously by ensuring that each child is safely in school every day. If you have a concern about a child/family or need advice and support, please ask to speak with our Inclusion & Welfare Manager, Mrs Katy Nesbitt. You may also find support on:  
<https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

## **Wrap-around Care**

### **Blackthorn Breakfast Club**

***Please note that this may be closed during the COVID-19 pandemic.***

Do you need to get out bright and early in the mornings?

Why not drop your child off at our breakfast club?

Breakfast is served from 8 am until 8.20 am in the hall every day.

Children partake in a range of activities until 8.45 am before being taken to their classrooms.

The club costs £2 per day which includes breakfast and activities. You do not need to pre-book a place, simply drop off your child, sign them in and charges will be added to your ParentPay account.

## Acer After-School Club

*Please note that this may be closed during the COVID-19 pandemic.*

Do you need after school care for your child?

Our after school club runs from 3 pm to 6 pm and is based in the Cherry Classroom.

Children are able to access a range of activities including an outside area to play sports, pond dipping and games.

This club costs £12 per session per child and **includes a snack / light dinner**. Siblings will be at a reduced cost of £8 per session.

Booking is required in advance (on a **Monday** for the coming week) and forms are available in the Reception foyer. Sessions booked will be charged to your ParentPay account. If you wish to cancel a session, this must be done by **9 am** that day to avoid charges. (Please note: Acer After-School Club does not run on the final Friday of terms 2, 4 and 6).

## Attendance and Punctuality

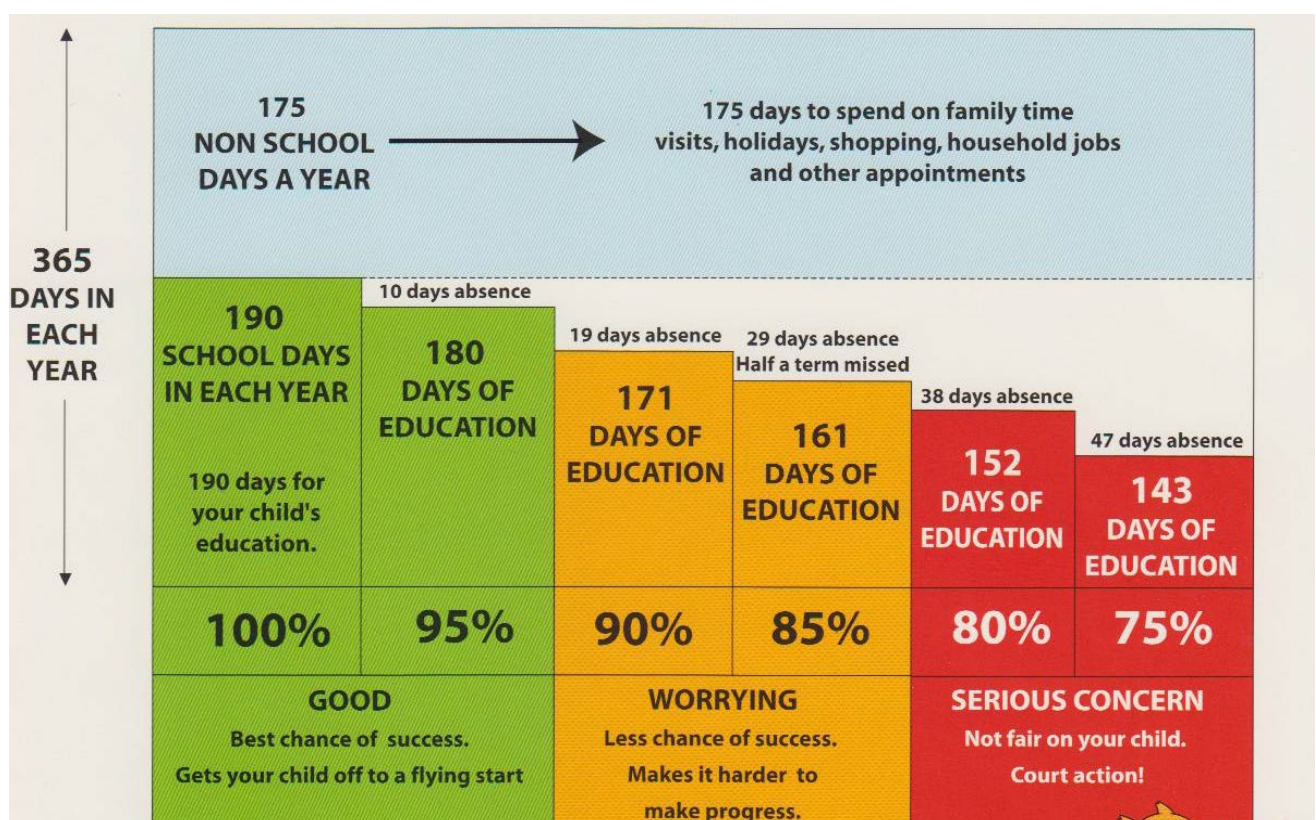
**There is a direct link between attendance and how well a pupil does. We want all our pupils to aim for 100% attendance and achieve at least 96%.**

The Academy's day runs from 8.50 am to 3 pm for pupils in Reception to Year 6. Nursery times are: 8.30 am to 11.30 am and 12 noon to 3 pm for part-time pupils and 9 am to 3 pm for 30 hour funded places. **(Please note this may be temporarily adapted to follow COVID-19 Government guidelines).**



In the event of pupil illness, please call the school before 9 am. If you call before 8 am, please leave a message on our answer machine. Pupils complete learning activities from the moment they step into school. To support this, we ask that your child arrives on time. Classroom doors will be open from 8.45 am in Years 1-6 to help support a smooth transition from home. External gates are locked at 8.52 am promptly as pupils should be in class by then. In Reception, gates are locked at 8.55 am allowing time for parents to drop older siblings off first. Nursery gates will be locked at 9 am. We work closely with the Attendance & Engagement Services to ensure excellent pupil attendance.

Should your child's attendance fall below this target, a parent contract meeting will be convened to discuss concerns and this may result in a referral to the Attendance & Engagement Services and possible legal action.



We reward 100% attendance termly (taking into account any child who has serious medical conditions). The class attendance is displayed weekly for parents/carers to see on each classroom door. A termly reward is given to the class with the highest attendance



and there are special treats for pupils who achieve 100% attendance over the year.

## Holiday during term time

- Parents are requested not to book holidays during term time.
- You should only request time off in term time when there are **extremely exceptional circumstances**. We expect parents to take holidays during normal school holidays as the law states.
- Requests for absence during term time will be considered by the Principal and the Welfare & Inclusion Manager. If the school refuses a request, but the child is still taken on holiday, the absence will be recorded as unauthorised and the matter may be referred to the Attendance & Engagement Service who will issue a Penalty Notice Warning or fine per parent per child. (That could be over £700 for a family of 3 children).

## Uniform



All children are expected to maintain a high standard of appearance and to wear our school uniform as stated in our policy. By all pupils wearing our smart uniform consistently, they feel ready to learn and that they belong to Dashwood Banbury Academy.

The policy states:

### **For Foundation Stage pupils:**

Green v-neck sweater (with or without logo); plain white **polo shirt**; **black** trousers, shorts or skirt/pinafore; plain **black or white socks** or tights; **black** school shoes. In terms 1, 5 and 6, pupils may also wear green and white checked dresses.



### **For Years 1 to 6 pupils:**

Green **blazer**; green v-neck sweater (with or without logo) – optional; plain white button up **shirt**; green and gold **tie** (clip on or

traditional, no elasticated ties please as they do not last long and can be a safety hazard); **black** trousers, shorts or skirt/pinafore; plain **black or white** socks or tights; **black** school shoes. In terms 1, 5 and 6, pupils may also wear green and white checked dresses.

## **Physical Education**

The school P.E. Kit is compulsory for Reception to Year 6. For indoor P.E., all children require a pair of black pumps, a pair of sensible black shorts and a white t-shirt plain or inscribed with the academy logo. The P.E. Kit is to be kept at school in a bag (drawstring if possible) during the week. For outdoor P.E. a pair of training shoes, black tracksuit/jogging bottoms and a black sweatshirt is essential. Children involved in swimming lessons will need to provide all in one swimming costume/trunks (bikinis and beach shorts are not allowed), towel and a swimming hat.

Parents should note that Swimming and P.E. are a compulsory part of the curriculum and all children are required to participate every week. No jewellery can be worn whilst doing physical education or swimming lessons – this includes stud earrings. We advise that they do not wear their studs on these days. If they have to keep them in, parents/carers should provide plasters to cover them up. Your child's PE days will be stated in their newsletters and displayed outside the classroom.

## **Hair**

In the interests of safety, practicality and hygiene, long hair should be tied back with a **plain** fixing. We ask that hair accessories, including hijabs are in keeping with the school/natural hair colours. Accessories such as bows and hair bands should be discrete. We are aware of the fact that children are continually subjected to fashion influences with regard to hair styles, some of which are appropriate to the school situation whilst others are not. Bearing this in mind, bright or unnatural colours, Grade 1 shaved hair, tramlines/patterns, mullet and Mohican styles are not permitted.

## **Jewellery**

In the interests of your child's safety, rings, earrings, necklaces, bracelets and other jewellery **must not be worn** during school

sessions. If absolutely necessary, a single discrete stud in each ear may be worn but these must be easily removable for P.E. or appropriately covered with plasters provided from home. For swimming lessons, earrings must be removed as the swimming provider will not accept earrings to be worn in the pool.

### **Make-up, Nail Varnish and temporary tattoos**

No make-up, nail varnish or temporary tattoos are permitted unless necessary for a concert, play or after school event. If present then we will contact the parent/carer to ask for it to be removed.

All uniform can be purchased from:

Cross Embroidery Ltd  
Units 5-6  
Lower Cherwell Street  
Banbury  
Oxon  
OX16 5AY

Phone: 01295 270555

## **Communication**

At Dashwood, we have great communication with parents/carers. There are various ways in which we will communicate information to you including face-to-face meetings, letters, texts, notices on classroom doors, whole school newsletters which are put on our website every 2/3 weeks and class newsletters which are produced once/twice a term and put on the website. Please check your child's class page for a regular update of events.


We also celebrate achievements and events on our Facebook & Twitter pages. We ask that parents/carers do not use this for general comments/questions as it is not checked daily.

For children in Early Years and Year 1, we will also share achievements on Tapestry. For pupils in Years 2-6, we now use SeeSaw. Both are free for you to use and follow all GDPR guidelines.

We aim for all correspondence to the school to be responded to within 24 hours so should you need to talk to a member of staff, please request a meeting or phone call.

## Behaviour

At Dashwood we believe all behaviour is a form of communication and so we focus on positive and supportive strategies to help pupils self-regulate their emotions. Our behaviour policy is based on Zones of Regulation which helps to identify emotions and ensure pupils are in the right frame of mind to learn – the green zone. Parent workshops will be available throughout the year to support you at home but we highly recommend using our basic 30 second script when dealing with behaviour issues at home: ask how they feel; ask why they feel that way; acknowledge and show understanding of their feelings e.g. I can understand you feel ... because..; ask what they can do to resolve the situation.

<i>Which zone are you in?</i>			
<i>Blue</i>	<i>Green</i>	<i>Yellow</i>	<i>Red</i>
			
<i>sad</i> <i>tired</i> <i>sick</i> <i>bored</i>	<i>calm</i> <i>ready to learn</i> <i>happy</i> <i>okay</i>	<i>silly/ wiggly</i> <i>frustrated</i> <i>hyper</i> <i>worried</i>	<i>mad</i> <i>out of control</i> <i>angry</i> <i>yelling/ hitting</i>

You can find out information on:

<https://www.zonesofregulation.com/learn-more-about-the-zones.html>

## Parents' Evenings

There will be a parents evening twice a year where you will have the opportunity to make appointments to see your child's class teacher to discuss their progress and achievements.

Bookings are made via an online booking system. You will receive a text and email if we have your email address on our system when the booking system is open.

The parents' evening dates will be given closer to the time due to COVID-19 pandemic.

***(Please note these may need to take place virtually if we are still following Government COVID-19 guidelines.)***

## Reports

We send home interim progress reports for each child in December/January and May and a full report is sent home at the end of the academic year in July. This ensures we are communicating with you at least 5 times a year on your child's development.

## Pupil Premium

Is your child eligible for Pupil Premium funding?

Please ensure the office has your personal details which are up to date as we may be able to get extra funding to support your child in school. We will contact you directly if the check shows your child is eligible. This also applies for Free School Meals.



# Healthy Diet

At Dashwood Banbury Academy, we believe that pupils should eat healthily and have the opportunity to be active during their break and lunchtimes as well as in lessons. Diet is a large part of a healthy lifestyle and is a fundamental part of building a healthy working environment. It is important that, not only do we create a positive working classroom, but we ensure pupils are fuelled for all types of learning. The correct nutrition has both physical and mental benefits. We encourage a balanced diet that helps to provide efficient energy levels for pupils to stay focused throughout the day. Our school dinners are cooked fresh on site with plenty of choices. A menu is given out twice a year for you to pre-order. They offer a great healthy diet.

We ask that if parents provide packed lunches, they consider the contents to be part of a healthy diet. **Energy/fizzy drinks/sweets and full sized chocolate bars not permitted.**

We strongly recommend only 1 unhealthy treat item. Please ask the office if you would like support in producing a healthy lunchbox.

Nursery to Year 2 pupils are offered a free piece of fruit daily as part of the Government fruit scheme. Years 1 and 2 are offered this as a break snack. If pupils wish to bring their own snacks (in Years 1-6) for break, these must be healthy – no unhealthy snacks are allowed for break time.

We recommend all pupils bring a named water bottle to school to drink throughout the day. These bottles should only contain water to support healthy oral hygiene. **Please note chewing gum is not permitted on site for pupils and adults.**

Ideas on what to include in your child's lunch box are on the next page.

### A healthier lunchbox should:

- be based on starchy carbohydrates that keep your child fuller for longer (bread, potatoes, rice, pasta). Top Tip: If your child does not like wholegrain, try making a sandwich from one slice of white and one slice of wholegrain to get them used to it.

- include vegetables/salad. Cherry tomatoes, sticks of carrot, cucumber, celery and peppers all count towards their 5 a day. You could add a small pot of cream cheese for them to dip their vegetable in.

Make healthy swaps to cut down on the crisps, chocolate and fruit bars which are high in sugar. Find out more at:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes#ZfH6v8YgO6XJADLg.99>

Only one **small** treat should be included if absolutely necessary - a portion of fruit or a yoghurt are much healthier choices. Snacks should be 100 calories or less.

At Dashwood Banbury Academy, we believe that school meals are a great choice for your child, but if you choose to make a packed lunch for them instead, here are some tips for preparing a healthier lunchbox. Please help your child to live a healthy life.

### **REMEMBER! We are a NUT-FREE school**

Please **NO** peanut butter, chocolate spread or nuts for snacks as some children and staff have severe allergies

Find healthy lunchbox ideas from the NHS at [Change4Life](https://www.nhs.uk/live-well/eat-well/the-eatwell-guide/) and <https://www.nhs.uk/live-well/eat-well/the-eatwell-guide/>

- include fresh fruit  
Try chopped apple, peeled satsuma segments, strawberries, blueberries, halved grapes or melon slices to make it easier for them to eat. Add a squeeze of lemon juice to stop it from going brown.

- include a source of protein such as beans and pulses, eggs, fish, meat, cheese.

## Tuck Shop

Pupils in Years 1 to 6 are able to buy items from our tuck shop every Monday, Wednesday and Friday. All our items fall under the 100 calorie snack scheme. Early Years pupils have regular access to a snack area where fruit and milk is provided. *(Please note that this maybe temporarily closed due to COVID-19).*

## Nut Free School

As we have members of the Dashwood community who have nut allergies, we became a **nut free** school in September 2019.

This means we cannot have nuts in school in any form. Please bear this in mind when providing lunches, snacks or treats and remember to check for 'hidden' nuts such as in chocolate spread, some cereal bars, chocolates and biscuits.

This list is not exhaustive, so please check the packaging of products closely.

We appreciate your support in this matter and are sure you will recognise the importance of it.

## ParentPay

We use ParentPay for booking school dinners, trips, and for paying for Breakfast and Afterschool Club.

School dinners: may be ordered termly or weekly and need to be pre-booked by at least the Thursday before the week required. This includes children attending full days in Nursery. If you have forgotten to book by the deadline, you will need to provide a packed lunch as the kitchen cannot otherwise guarantee sufficient quantities. Please ensure you book the correct choice, as changes will not be possible on the day. School meals are charged at £2.40 per meal.

Trips: All class trips are payable on your ParentPay account; when you pay online, this also automatically gives your consent for your child to attend.

If you require assistance with your ParentPay account or password, please contact the office.

## **After School Activity Clubs**

A variety of clubs are organised for pupils in Years 1 to 6 ranging from chess, gardening, art and football to ballroom dancing.

Information will be sent out during the first term and pupils are able to sign up for one club at a time each term. Clubs are signed up for by parents/carers via ParentPay. *(Please note these may be temporarily closed due to COVID-19).*

## **Homework**

Each pupil will be given homework to complete each week along with reading to be done daily. Homework consolidates work done in class and is a time for you to see what your child is currently learning in school. Homework is due in on a Thursday and will be issued on a Friday. During the longer holidays, pupils complete a project as a pre-learning task for the new topics.

## **Travel**

We want to encourage all pupils to be fit and healthy. We strongly encourage children to be more active by walking, cycling or scooting to school. We have 3 bike sheds available to support this.

## **PTFA**

We have an amazingly active Parent, Teacher, Family Association group who organise many fantastic events during the academic year including markets, a Summer Fayre and film nights. The Chair is Yazmin Tustain and her team would love new members to join.

You can find out more information on their Facebook page:  
<https://en-gb.facebook.com/dashwoodaspirationsptfa/>

## Residentials and Trips

Pupils in Year 4 and 6 have the chance to go on a residential trip to Kingswood (Year 4) and Rock UK (Year 6). On the residential pupils will be given the opportunity to push themselves and try new experiences.

In Year 5, we offer the chance for pupils to camp on the school field. All other year groups will have at least one trip per year which is off site and gives the pupils the opportunity to experience new and exciting things. We aim to provide a balance of free and contribution trips. The information for your child's trips is stated in your 'New and Different' meeting at the start of the year. **(Please note, these maybe changed due to the COVID-19 pandemic).**



## General Data Protection Regulation (GDPR)

Dashwood Banbury Academy holds and processes your information in accordance with this law. If you have any questions regarding how we process your information, please see our Executive Principal, Alex Pearson or contact Judicium Education at [dataservices@judicium.com](mailto:dataservices@judicium.com).



## And finally....

We look forward to continuing to build a strong relationship with you over the coming year. As educators, we recognise that when we work in partnership with parents, so much more can be achieved. I trust that you will find this handbook useful, and that it inspires you with confidence that we are working to provide a first class education for your child.

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.

I am very much looking forward to the year ahead and cannot wait to get started on the great topics we have in store for the pupils and begin to rebuild our community in light of the COVID-19 pandemic.

Thank you for taking the time to read this booklet.

A handwritten signature in black ink that reads "AERogers". The signature is written in a cursive style, with the first letters of each word being capitalized and prominent.

**Mrs Amy Rogers**  
**Principal**

## Home/Academy Agreement

### **The Academy - We will:**

- support pupils to self-regulate and understand the school rules
- have high expectations for uniform, jewellery and PE kit - we will enforce our uniform policy
- have high expectations of behaviour during lessons, around the academy and on the journey to and from the school site - we will enforce our behaviour policy
- care for your child's safety
- provide a broad and balanced curriculum which is challenging and engaging
- respect all pupils as individuals and encourage them to reach their potential
- keep you informed about your child's progress and general academy matters
- set and mark homework on a regular basis
- share targets set for the pupil with the parents
- help pupils to develop the skills needed to take a full and active part in life
- put into practice our policy for equal opportunities so that no one should suffer discrimination
- communicate with you regularly about any COVID-19 related issues/guidelines.

Signed: *A.E. Rogers*

### **Pupil - I will:**

- follow our school rules: Ready; Respectful; Safe
- wear full academy uniform, as detailed in the uniform policy and be tidy in appearance
- behave well during lessons, around the academy and on my journey to and from school
- come to school regularly and on time
- have all the equipment (including a school bag and PE kit) needed for each lesson, every day
- do all class work and homework to the very best of my ability
- respect the academy buildings and grounds and other people's property and belongings
- follow any COVID-19 guidelines and procedures.

### **E-Safety Rules**

- I will use ICT in school only for studying purposes.
- I will not share my ICT passwords.
- I will only delete or open my own files.
- I will only open e-mail attachments from people known to me or people who my teachers have approved.
- I will make sure ICT communication with other pupils and adults is polite and responsible.
- I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.
- I will not share details of names, phone numbers or addresses. I will not meet someone unless it is part of a school project and a responsible adult is present with me.
- I am responsible for my behaviour while using ICT.
- I will not upload images, sound, video or text content that could upset pupils, staff or others.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-safety.
- If I see something online that makes me feel uncomfortable, I will inform my class teacher.

Signed: \_\_\_\_\_

### **Parent(s)/Carer(s) - I/We will:**

- ensure that my/our child wears full academy uniform, as detailed in the uniform policy
- fully support the academy's behaviour policy and encourage self-regulation at home
- encourage respect for all staff and pupils
- ensure that my/our child attends school regularly (and provide an explanation for any absence), is on time and properly equipped (including a school bag and PE kit)
- not take my child out of school for holidays in term time
- let the academy know of any concerns or problems that might affect my/our child's welfare, work or behaviour
- inform the academy of any medical conditions that my child has and any steps necessary for the school to take to ensure their safety
- encourage my/our child to develop positive attitudes and achieve to the best of his/her ability
- take responsibility to support my child in their learning in order to meet their targets
- show an interest in and support my/our child's homework
- attend Parents' Evenings and work with the academy
- ensure that my/our child uses ICT appropriately to support his/her school work
- park and drive safely outside the school when dropping off or collecting my child (parents must not use the school car park, resident parking allocated to house close to the school or park on double yellow lines).
- Follow any COVID-19 related guidelines and procedures

Signed: \_\_\_\_\_