

2021



# Trinity Academy Leeds

Parent/Carer Handbook

**Reach Higher. See Further. Shine Brighter.**

# Welcome

I am delighted that you have chosen Trinity Academy Leeds for the next step in your child's education. This is an incredibly special year, the first ever year of Trinity Academy Leeds being in existence, and your son or daughter will be part of our founding cohort of students, helping to create and shape a school community for generations to come. Choosing Trinity Academy Leeds means that your child will experience the absolute best of all that our high performing family of schools, rich in resources, support, and expertise, has to offer. We, as I hope you are, are excited to get started!



At Trinity Academy Leeds our vision is closely entwined with the concept of 'building.' Our students will not only help shape the physical space and the culture of our new building, but they will simultaneously be building their own knowledge and skills at the academy, as architects of their own lives. Our curriculum, teaching and learning and systems of support will ensure strong foundations are laid to enable every young person in our care to build a successful future.

We are committed to ensure that every young person will be supported to give their best and to develop into confident and happy young adults, well equipped for the next stage in their education on their path to University or a challenging alternative. Standards at Trinity Academy Leeds will be high, we expect student conduct, behaviour, and effort to be excellent, at all times, because we are ambitious for our young people, their education and their futures. Only the best will do!

We are keen to forge powerful and productive relationships with the families of our young people, so that we can support them to go on to lead happy, successful lives, to **'Reach Higher, See Further, Shine Brighter'** in all that they do. Your support is crucial to this and I would encourage you to read the information contained in this handbook and to read through our home/academy agreement, that we will ask you to sign before your child starts with us, to ensure that we are united in giving the same consistent and clear messages.

Please do get in touch should you have any questions, and we are looking forward to welcoming you in September.

Kat Cafferky

Principal

## The Academy Day

Period	Time	Mon	Tues	Wed	Thurs	Fri
	7.30-8.00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	8.00-8.30	Recall: Maths	Recall: English	Recall: Science	Recall: Humanities	Recall (MFL) and Respect
<b>1</b>	8.30-9.30	Lessons	Lessons	Lessons	Lessons	Lessons
<b>2</b>	9.30-10.30	Lessons	Lessons	Lessons	Lessons	Lessons
	10.30-10.50	Break	Break	Break	Break	Break
<b>Tutor Time</b>	10.50-11.20	DEAR*	DEAR*	DEAR*	DEAR*	Inspire**
<b>3</b>	11.20-12.20	Lessons	Lessons	Lessons	Lessons	Lessons
	12.20-12.50	Community Lunch	Community Lunch	Community Lunch	Community Lunch	Community Lunch
<b>4</b>	12.50-1.50	Lessons	Lessons	Lessons	Lessons	Lessons
<b>5</b>	1.50-2.50	Lessons	Lessons	Lessons	Lessons	Lessons
<b>Co-curricular</b>	2.50-3.50		Involve*** (compulsory)	Involve*** (compulsory)	LAPA**** (optional)	

- All students must arrive at the academy by **8.00 a.m. at the latest**; some students will be expected to arrive at 7.30 a.m. for additional support in Literacy. Breakfast is available, free of charge, to all students from 7.30.
- All students begin their day with Recall (key knowledge retrieval/reminders of ethos and culture). On Friday staff and students take part in 'Respect' appreciations.
- Year 7 students **finish at 2.50 p.m. on Monday, Thursday, and Friday.**
- **Year 7 students will finish at 3.50 p.m. on Tuesday and Wednesday** where they will take part in two chosen co-curricular activities through the Involve programme.
- **Year 7 students also have the option to stay until 4.50 p.m. on Thursday if they wish to become a member of the Leeds Academy of Performing Arts.**
- **Same day detentions will be issued (of up to 2 hours) after the school day, parents will be notified.**

\*Drop everything and Read (DEAR) and reflection

\*\*Inspire: Stories about inspirational role models that epitomise the academy Core Values

\*\*\* Involve: extra-curricular activity programme focusing on Sport, The Arts, and developing Cultural Capital

\*\*\*LAPA (Leeds Academy of Performing Arts) is an optional enrichment activity for student who have an interest in Performing Arts. These sessions will focus upon Musical Theatre leading to Termly performance and showcases.

## Academy Vision

At Trinity Academy Leeds we are committed to develop each of our young people in the broadest of senses. Our Vision statements reflects this. We want our students to excel in all parts of school life and leave us with the tools to forge successful and happy careers and lives.

### Context: the Vision



**Reach Higher**  
Outcomes, aspirations, and futures.

**See Further**  
Knowledge, skills and experiences.

**Shine Brighter**  
Core values, confidence and self belief.



Our school has a culture and set of systems and values that are interlinked with the aim of ensuring that every young person has the qualifications and experience that affords them choice. Your child will also be asked to create their own TAL Vision Statement as a positive affirmation to focus on during their time with us.

### Mission Statement: The Academy Build.



The academy ensured that all students entered a Level 3 qualification route or challenging alternative; possessing the knowledge, habits, values and ambition to achieve their aspirations and goals.



## Building knowledge and skills

### Curriculum

At Trinity Academy Leeds we aim to offer a purposeful, academically rich, and coherent curriculum which leads to deep subject knowledge in a broad range of subjects. Our core values of **honesty, empathy, respect, and responsibility** are integral to our day-to-day workings and ensure that students are aware of the basic moral codes of modern life in Britain and the wider world.

The broad and balanced curriculum offer ensures that the needs of all students are met, both inside and outside of the classroom and that they are given a variety of opportunities to expand on their cultural capital. We have the highest of standards for students academically and this, coupled with the emphasis placed on developing young people who are confident, resilient, work ready and culturally aware, ensures that students leave us with many opportunities open to them.

During their first year at Trinity Academy Leeds, all students will study a broad range of subjects that meet and go beyond the requirements of the National Curriculum, for example, in our Arts offer. Students will be supported to master key knowledge and concepts through every scheme of learning, building strong foundations for the years of study to come. Students will be further supported with effective learning habits, through our **Masters of Recall** programme and our robust **Literacy strategy**.

Learning will also take place outside of the classroom where your child will experience a range of exciting **enrichment opportunities** such as theatre trips, University visits and visits from authors and local businesses. Your child will also attend two **co-curricular** sessions on our extended days, Wednesday, and Thursday where they will be able to choose from a large range of exciting clubs. For those students who have a love for the Performing Arts, in addition to studying the full complement of subjects in Year 7, they will have the option to join our **Leeds Academy of Performing Arts**, which is an extended co-curricular session based upon honing specific arts-based skills ready for showcases and performance.

Students will also be supported with their **personal development** through carefully structured, weekly sessions designed to educate our young people in how to keep safe and thrive in modern Britain. **Careers advice** at Trinity Academy Leeds starts as early as Year 7 and is embedded into our subject areas and enrichment programme. We aim to provide students with a rich diet of the best that has been written and said, our Friday **Inspire** sessions will be based around inspirational local and national role models who have secured success and happiness underpinned by our academy core values.

### Teaching and Learning

At Trinity Academy Leeds, Teaching and Learning is the single most important thing that we do. Our core purpose is to educate students and to keep them safe and we expect the highest levels of effort and standards from **every student in every lesson, every day, no excuses**. In return, our highly qualified staff will ensure that your child is supported to reach their potential through carefully designed schemes of learning and through instilling lifelong learning habits that will enable them to thrive in higher education and the workplace.

## 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 as reading, writing, speaking, and listening is integral to all subjects. To raise the profile of literacy across the curriculum, to support students with their learning and to raise standards across the curriculum, there are always four 'literacy' expectations of all students:

1. **Reading:** carry a challenging reading book.
2. **Speaking:** speak in full sentences, no slang, correct pronunciation.
3. **Listening:** track the speaker and show respect.
4. **Vocabulary:** try new and ambitious words.

Students are expected to complete tasks such as: read in silence, discuss their reading, and complete a reading log. Mentors are required to model reading aloud and reading in silence, facilitate class discussion and check reading logs. Mon-Thurs in school, 30 minutes are dedicated to **DEAR (Drop Everything And Read)** and it is expected that students will read their own/library book for, at least, 30 minutes each evening.

Students will acquire new vocabulary daily through 'language of the lesson' and teachers will mark student work to support literacy development. Students will also take part in collective learning in the lecture theatre focused upon developing accuracy in spelling, grammar, and punctuation.

## Modern Foreign Languages

Spanish is offered as the core language. Spanish is a vitally important world language and is the third most spoken language in the world. All students will study a modern foreign language until the end of Year 11. As the study of a foreign language becomes more prevalent in primary schools, some parents and students may be concerned about the continuity of their language study, particularly as several Leeds primary schools are offering French. The aim of primary phase foreign languages is not for students to study one language to a particular level at primary school and then to proceed to a higher level in that same language at secondary school, but that effective primary phase language teaching should lay the foundations for successful language learning, focusing on the development of transferable skills. 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 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). Students receive one lecture and one seminar per fortnight on PDS. Health and Sex Education This is covered during Science and PDS lessons. Outside speakers will come into the academy to talk about diet, hygiene, exercise, and relationships and sex. Sexual reproduction is taught in Science lessons as part of the National Curriculum and backed up with discussions on relationships and moral values in PDS lessons.

## The Build: level 1

Building the character and cultural capital of our students at TAL, in addition to their subject knowledge and skills, is key. Every student in Year 7 takes part in level 1 of The TAL Build and is challenged with completing 40 key achievements that are underpinned by our MAT core values of **Empathy, Respect, Honesty and Responsibility**. When a student completes one of these activities, they will need to provide evidence to their Form Tutor who will use a 'Build' stamper to confirm, in their Build Booklet, that it has been met. Each student will receive a score at the end of the year and take part in an award ceremony recognising their successful completion of their first level of The Build!

## Enrichment Opportunities

During the year, there are a wide variety of expeditions available to the students. These range from local visits within lesson time to nearby places of interest, to residential activities further afield. Families 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 families 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.

## The Library

The Library is open to students both during break times, lunchtimes and after the normal school day. Reading books are clearly marked so that students can select a book which is most appropriate for their reading age and our librarian is based in the Library to support students.

## Home Learning

At Trinity Academy Leeds home learning is set daily and termly. Daily home learning consists of three strands:

### ➤ Reading

Students should be completing 30 minutes of reading each night, this can be recorded in their Reading Log at the back of their Student Planner and signed by parent/carer each week. It is important that you encourage your child to read challenging books. Your child's Form Tutor will be able to help support the selection of a challenging book from the library, students are welcome to carry/read their own appropriate book.

### ➤ Maths

Students will be set daily homework from the online programme, Hegarty Maths, the number of tasks may vary but should take, in total, approximately 30 minutes. Students will be given a username and password to record in their planner.

### ➤ Recall

All Year 7 students will be given a Recall Folder which will contain the Term's Knowledge organisers in every subject, numbered by page and sections. Every morning during Recall students will be set part of their Recall book to learn, a different subject every day.

During the morning Recall session students will also be quizzed on the homework set from the night before. They will mark their answers in purple pen. Staff from each subject area will supervise and help check and support.

At home students should use **'look, cover, write, check'** to learn the content of a given section of their Recall Folder. They are expected to fill a sheet of A4 paper from top left to bottom right, with no gaps, using this method. A purple pen should be used to check/mark if they have recalled the information correctly.

Every night, you can support your child by quizzing them on the section they have been learning. All your child needs to do is memorise the sheets in their Recall Folder using 'look, cover, write, check', therefore you do not need to have any additional knowledge to support them with this.

### Shine projects

In addition to their standard daily home learning, Year 7 students are expected to complete an independent Shine Project each Term. Students should spend around 1 hour on their Shine Project each week. Projects are assessed through a student exhibition at the end of each Term.

Students will complete three Shine projects over Key Stage 3 that will be linked to the novel that they are reading in D.E.A.R sessions.

### #Architects

At the end of each year, students will also be guided to write their own reports within their Build Booklets detailing their successes and next steps from the academic year. Students then deliver this in a presentation to their peers, family members, Form Tutor, and any other key adults.

### Academic Prizes: composition

Each Term students will also have the opportunity to submit an essay discussing an important topic and issue of local or national importance. Winning submissions will have their work professionally printed and published across our Multi Academy Trust and receive a special TAL Honour award and badge.

### Assessment and Reporting

During your child's first year you will be provided with regular communication about their progress, both academically and holistically at the academy. You will receive both verbal and written reports from your child's teachers throughout the year including:

- Induction event
- Settling in evening with Form Tutor.
- Two Parents Evenings with Subject Teachers.
- Two Reports following assessment windows.

Your child's progress will be carefully tracked and monitored to ensure that they are receiving the right level of both challenge and support.

## Laying strong foundations

At Trinity Academy Leeds we believe in the importance of establishing strong foundations based on the highest expectations for student behaviour and conduct, only then can all students truly achieve their potential and develop positive learning habits. From the first day at Trinity Academy Leeds your child will be expected to model our behaviour Absolutes 100% of the time. When student behaviour and attitude is excellent, the whole school community flourishes, good learning habits are embedded that will help them be successful in University and the workplace.

Expectations at Trinity Academy Leeds are clear, when students follow these consistently, they will be rewarded, where student behaviour falls short or where teaching and learning is interrupted, clear sanctions will be applied. We are ambitious for all our students and only the very highest of standards is good enough, as parents I am sure that you will agree with this and we appreciate your support in advance.

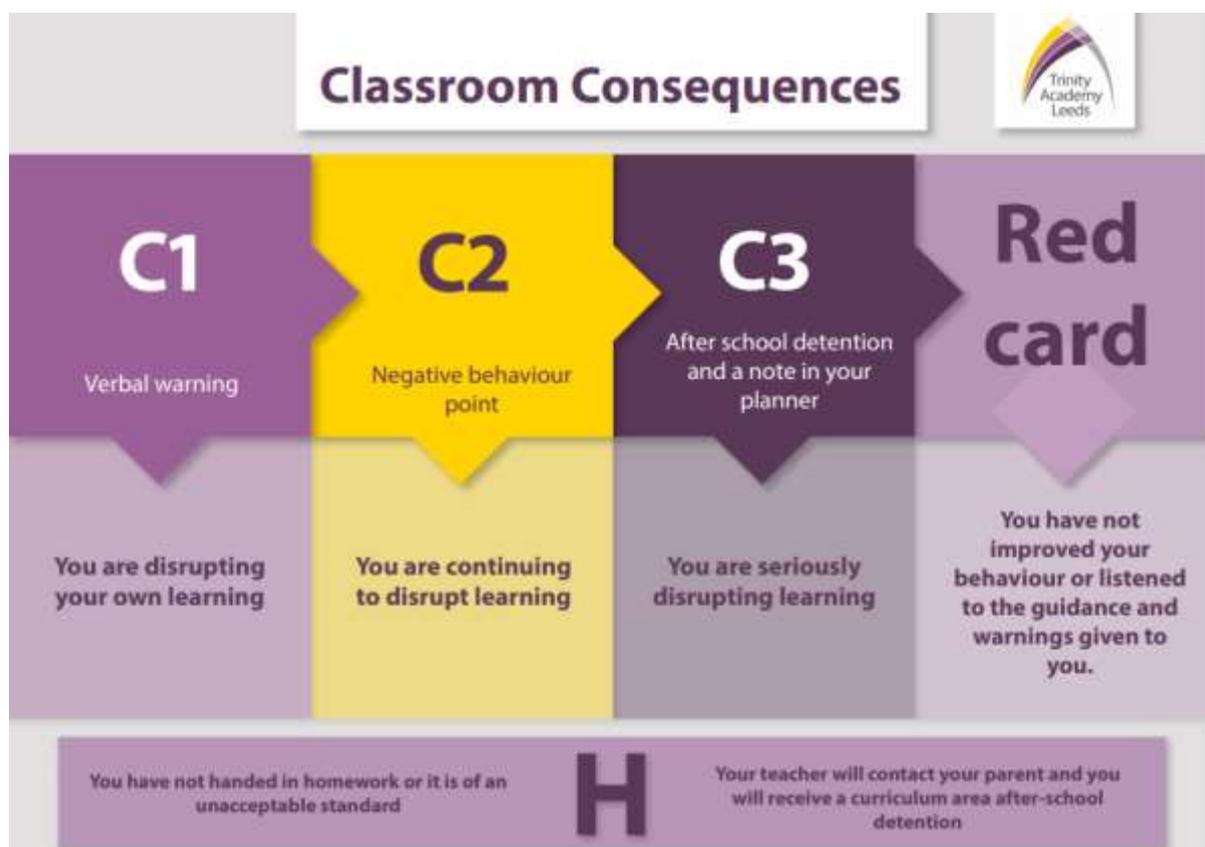
### 100% Absolutes

#### On Time

- Fully equipped
- Perfect Uniform

#### On Task

- Follow staff instructions: first time, every time.
- No answering back
- Embody Core Values



## Silent Corridors – STEPS for Success.

The transition around a new secondary school can be a worrying time for students. Indeed, many students cite getting lost or older students as something they worry about most when starting a new school. We will ensure that our academy takes away any unnecessary worry or stress that students may have when moving around the building with our Silent Corridors.

Students can feel confident moving around the building in a calm and orderly way free from potential boisterous or disorderly behaviour. We want our students to feel safe all of the time.

Our Silent Corridors are not just designed to create a calm environment for our students to enjoy, they also ensure students are focussed and prepared for their next lesson. Students will be moving quickly and in silence between lessons, meaning we do not lose any valuable learning time that all students desperately need after missing large parts of their education.

There will always be a high staff presence when students move between lessons to ensure the transition is smooth, but it also means students can practise their **STEPS** (Sir/Miss, Thank you, Excuse me, Please, Smile) and staff can learn names and we all look after our new school that we are so proud of. Sanctions will be issued for students who fall short of these expectations.

## Learning Habits

Your child will quickly get used to the acronym, '**STAR**' that teachers will insist upon in classrooms, assemblies, and meetings. At Trinity Academy Leeds, we want all our young people to be STAR learners. To ensure that no time is wasted, and that learning time is protected we insist that students adopt effective learning habits as part of a successful school community.

**Stop, sit up straight and silence (arms folded)**

**Track the speaker**

**Answer questions in full sentences**

**Ready to learn (equipment out)**

## Uniform

Just as they will when they attend interviews for their top jobs in the future, it is important that our students take pride in themselves and their appearance. This means following the uniform expectations outlined further on in our Handbook, including on their way to and from school. If a student wears the incorrect uniform, they will receive a sanction. The student would then either be able to borrow an item of clothing and go back into lesson, or they would be placed in the Pastoral Support Unit until a family member could bring in the correct clothing for them.

## Punctuality

At Trinity Academy Leeds, everyone is expected to be on time to school, to lessons and to line up throughout the day. Each day, all students must be in the Dining Hall and be ready to learn with all the equipment they need by 8am. If a student is late, this disrupts learning for the rest of the group and, therefore, they will receive a sanction.

## Equipment

There are several items that students must bring to school. The academy will provide all students with an academy book bag and a pencil case filled with equipment at the start of Term 1. Students must ensure that these are well looked after and brought to school every day.

### Every day

- School book bag with academy logo (this will be provided)
- A pencil case (this will be provided) containing: ▪ 2 black pens ▪ 2 purple pens ▪ Black whiteboard pen ▪ Pencils ▪ Rubber ▪ Ruler ▪ Protractor
- A water bottle (this will be provided)
- A challenging reading book
- A student planner
- Recall Folder
- The Build Booklet

Students will need to bring a separate bag/rucksack containing their **P.E kit** on the days that they have P.E., Co-Curricular and Dance containing an academy P.E kit top with either black shorts or leggings and appropriate trainers (sports not fashion).

The following items will be useful to have at home:

- An English Dictionary
- A Spanish Dictionary

Students can purchase any missing equipment from the Student Office before 8.00 a.m. Failure to bring the correct equipment, causing the teacher to pause to supply it, disrupts learning for the group, hence a sanction will be issued.

## Rewards and Future Leaders

At Trinity Academy Leeds, we believe in the power of intrinsic reward above all, although we seek to recognise effort, excellence, and the display of our core values, in our students. Some of the rewards on offer are:

- Bronze, Silver and Gold badges to recognise amount of Achievement Points received by students in and outside of lesson time.
- Certificates to recognise outstanding attendance.
- Principal's Award for outstanding contribution and effort at TAL (weekly)
- Subject Awards and Academic Prizes
- Form Tutor weekly phone calls

# Rewarding you...



## Classroom rewards

At Trinity Academy Leeds you are rewarded with Achievement Points for excellent behavior and effort. By following the TAL Absolutes, you will succeed.

**Ways you may be recognised with Achievement Points include:**

- Working hard on a piece of classwork or homework
- Making a positive contribution in class or to the academy
- Setting an example to others

## Achieve your goals ...

Over the year your net points accumulate and you will be recognised for your success at three levels. These are:

		
<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>
<b>250</b>	<b>400</b>	<b>600</b>

A special achievement, you will be given your first badge.

The next step, you have earned your silver badge!

The absolute goal - you have achieved the highest level!

When you reach each stage, you will be recognised. Your Form Tutors will take you through what you need to do to achieve this and help you plan your route to success!

## Achievement points then lead to...

Each term we celebrate your success and you will be recognised by:

- A text message home to congratulate you
- A certificate and letter home
- Rewards events such as trips and special events within the academy.

Remember, that these are based on net points.

## Empathy, Honesty, Respect and Responsibility

### 100% Club

Attendance and success at school go hand in hand. At TAL we expect every student to be in school, ready to learn, every day, every week, every term. To reward students who attend **every single day**, we have a 100% club. Every term, students who have achieved 100% attendance will be invited to take part in an exciting event or opportunity free of charge. A few examples of this are cinema trips, a visit to Nando's, an on-site funfair, an ice cream van and pizza hut lunch. We are determined that 100% of our Year 7 cohort will make it into this fantastic club. Students who achieve 100% over the academic year will also receive a Principal's commendation certificate.

### Form Tutors

All students have a Form Tutor who they see during DEAR and in the Dining Room at lunch, each day. At least 3 times each year, students will meet with their Form Tutor to review their progress and to determine next steps in their learning.

Each Term, you will either receive feedback from your child's Form Tutor 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 welcomed to contact your child's Form Tutor 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 kind of 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 require extra support. Additional support for students is provided under the direction of the Student Support Team and through our Learning Support and ASC bases.

The Student Support Team is for all students with learning or behavioural difficulties, or for students who just need advice and support. Should you require any assistance or have any queries regarding the academy's provision for your child, please contact the academy by email or phone and ask to speak to either our Leader of Inclusion and SENDCO, Mr. Oliver Harrison.

## 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 are welcome to come into the academy from 7.30 am. Students are encouraged to stay after school to complete homework in the Library which will remain open until 5.00pm.

## 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 academy telephone number and select the appropriate option or alternatively provide the same information via email [Absence@leeds.trinitymat.org](mailto:Absence@leeds.trinitymat.org)

Please note that only **emergency** appointments 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 **emergency** appointments, parents must write a letter to the Principal at least two days in advance. Absence is monitored very carefully at the academy. Every day missed is a learning opportunity wasted.

Please note the legal requirement for your child to attend school each day, each day of absence will be treated seriously by the Student Support Team and persistent absence will lead to fines and may lead to prosecution.

## Leave of Absence

The Government states that a student may be taken out of the academy during term time for exceptional circumstances only, and never for more than five days. If **exceptional circumstances** occur, a Request for Leave form must be obtained from reception to request permission; this must be done one month in advance and submitted to the Principal. Permission will be granted only in exceptional circumstances and never for holidays.

## Religious Leave of Absence

The academy community does grant the statutory leave of absence of up to 3 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 letter with a reply slip which parents need to complete and return.

### Dress Code

The academy has a dress code that all students are expected to follow. There is an emphasis on being clean, tidy, and presentable. Students should recognise that conflict over the dress code is inappropriate. Our dress code is practical and allows a choice within very clear boundaries. The dress code applies both within school and on the journey to and from school. Please see website for images of our uniform expectations.

- Students must wear an academy blazer with a plain white shirt (no coloured garments to be worn underneath) and academy tie.
- Girls must wear academy tartan skirt or full-length black trousers / shalwar or plain black kameez and tunic with the academy blazer over the top.
- Girls must wear trousers that are not fully elasticated – the trousers must not be ‘tight’.
- The top button of the shirt must always be done up.
- Boys’ and girls’ trousers should be black and tailored; jeans / tracksuits / leggings / very flared trousers /very tight trousers / knee length trousers are not considered appropriate wear. Jeans are defined as trousers with patch pockets and rivets. Trousers should not trail on the floor.
- Socks must be worn irrespective of the type of shoe selected; they must be plain black.
- Hijabs, scarves, turbans, crowns, and top knots, worn for religious reasons, must be plain (with no additional design / embellishment) black and well secured.
- Shoes must be sensible and entirely plain black, (not dark brown), laces must be fastened and be plain black. All shoes should be flat. Trainers are not acceptable. Boots, heeled or flat, are also unacceptable.
- The soles and the upper part of the shoe must be black. There must be no additional design / embellishment in any colour.
- If a student is wearing the wrong footwear, their family will be contacted to bring the correct footwear into school and the student will be asked to change into academy footwear.
- Any student wearing jewellery, other than a suitable plain watch (small and not a fashion item or Smartwatch/fitness tracker), will be asked to instantly remove it. This item will be confiscated until an appropriate adult can collect it. The only exception to this is where there is a compulsory religious expectation, for example, the Sikh Kara.
- All facial jewellery (or visible body-piercing including earrings) is not allowed.
- Make up should not be worn and no nail varnish, gel, or acrylic nails at any time.
- Hair must be appropriate to a place of work, i.e., no unusual styles, shavings, or patterns. Hair must be of only one natural colour
- Students are allowed one plain black hair accessory. A student may be asked to tie hair back for health and safety reasons. Hair bands should be plain black, no other hair ornament is necessary.
- Eyebrows should be natural with no modifications or shavings.
- Fake eyelashes or eyelash extensions are not permitted.
- Belts, if worn, should be plain black. ‘Fashion’ belt buckles are unacceptable.
- Hats and caps need to be removed before entering the building.
- In colder or wet weather, students are permitted to wear a sensible winter coat over their uniform., this must be removed immediately on entry to the building.

- On days where students are not in uniform, students are expected to dress sensibly and modestly and still observe the jewellery, hats, and caps code.

To avoid embarrassment or unnecessary cost, if a student or parent is in any doubt about a hairstyle, or the purchase of an item of clothing, they should speak with their Head of Year/Form Tutor or Pastoral member of staff before going ahead. Students will be asked to rectify any hairstyle, or replace any clothing at their expense, that is perceived to be unsuitable for school. Henna should never be visible. All students are strongly advised to label all items of clothing.

We welcome your co-operation in maintaining the smart appearance of the academy students. We will be writing to you with details of uniform costs and where this can be purchased from shortly.

**Please ensure that you are aware of the trousers and shoes that are acceptable for your child to wear at the academy before you purchase these.**



## Student Planner

At the beginning of each year, students are issued with a planner. Both Form Tutors and parents are expected to sign the student's planner each week. In this way, the parent can see comments from the Form Tutor or from subject teachers, and parents can also communicate with the Form Tutor if they wish. Your child's Home Learning Log is also incorporated into the planner for parents/carers to monitor weekly. The planner is a particularly important document and students are expected to take great care of it. If the planner is defaced, a student will be expected to replace the planner at a cost of £2.

## Community Lunch

Our lunch is called 'Community Lunch' because we expect that all students, staff, and visitors will eat their lunch together in the dining room. This encourages a positive and harmonious atmosphere in addition to increasing levels of supervision and support for our students.

Students are not allowed to bring in sweets, chocolate, or fizzy drinks, including energy drinks of any form. If a student brings in anything forbidden by the academy, items will be confiscated, and students will receive a sanction.

## Cashless Catering / ParentPay

It is simple, safe, and convenient and your child no longer needs to carry cash into school. ParentPay is an online payment system for 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 Pay Point stores. Your ParentPay balance can be used immediately to pay for any of your children's items at school using ParentPay. Students will use an identity card on a lanyard to purchase their lunch and break, which will deduct money straight from their personal account. All students will be shown exactly how this works and parents will be sent an additional letter outlining how to use the system.

# Forging Strong Partnerships

## Contact with Families

Your role in helping and supporting us to ensure that your child thrives at the academy is crucial. Our years of experience have taught us that the stronger the relationship between parent/carer and the school the happier and more successful the child.

**Home – Academy Agreement:** please ensure that you and your child read through the Home-Academy Agreement that is in your child's planner. This agreement is designed to ensure that child, parent, and school are all clear about the expectations for effort and conduct that are needed at the academy. This agreement will need to be signed by parent, student, and academy Principal during the first week of term. Failure to keep to the Agreement will result in disciplinary action and ultimately a loss of place at Trinity Academy Leeds.

**Student Planner:** Your child will be given a TAL Student Planner to record their home-learning, participation in co-curricular activities and important reminders. This planner should be brought into school every day and signed by parents/carers every week. Please help us to ensure that home-learning becomes part of your child's daily routine and that they can complete this in a quiet space. You can also use the planner to communicate with your child's Form Tutor at any time. Students will be expected to keep their planner neat and tidy with no graffiti. Lost planners will incur a charge of £2 and can be purchased from The Student Office.

**BROMCOM Parent App:** All parents are actively encouraged to download our Parental Link App. By doing this you will be able to view your child's achievements and behaviour sanctions live! You will also receive important information and academy reminders. This enables you to be fully informed as a parent on a daily basis as to how well your child is doing at the academy and support your conversations at home about their progress and conduct.

Form Tutors will contact the parents of their tutees regularly. **We expect 100% attendance at Parents' Evenings**, we will have a minimum of two Parents' Evenings each year. Form Tutors should always be the first point of contact for parents.

All parents/carers will be expected to attend the **Year 7 Settling in Evening** in early October. This will be a chance to meet with your child's Form Tutor and to find out how they have settled into high school in addition to asking any questions that you may have.

**Reports** outlining your child's progress and their attitude to learning will be sent out twice a year. These will coincide with assessment periods and Parents Evenings.

**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.

**Twitter:** the academy has its own Twitter page @TrinityAcademyL where all key information will be shared. We encourage all parents and students to be part of our online community sharing and promoting the work of our young people. Please also join our page designed specifically for your child's Year Group @Tal2026

A termly **Newsletter, Shine**, will replace the Principal's Blog, this will feature important updates and celebrate the achievements of both students and staff within the TAL family.

**Whole school letters** are posted on the academy website, as well as being issued to students to take home.

**Please ensure that you update the academy with any changes of mobile number, e-mail, or home address.**

### Lost Property

When students come to the academy, we request that all their possessions, including clothing, should be named, to facilitate returning found articles. All lost property should be handed in at reception. If a student loses any item s/he should ask at the reception if it has been found. Named items are returned to students via Form Tutors. Items that are not named are placed in Lost Property. These are held until the end of term.

### Media

From time to time the academy receives requests from the media to take photographs and/or films of academy events and activities. In most cases parents are happy for their children to be photographed providing that appropriate safeguards are implemented which, of course, are always observed by us. Photos and images of our students remain anonymous, and students are referred to solely by their first name or as 'academy students.' If you do not wish your child to be photographed or filmed, for public relations purposes, please contact the Principal. If we do not hear from you we will assume that we have your permission.

### Phones and technology

If students need to contact home, they can use the phone in the Student Office at the front of school. A student does not, therefore, have any need for a mobile phone in the academy. If a family feels that a student needs one for the journey to and from the academy, then the phone must remain, switched-off and out of sight.

**Any student found using a mobile phone or smartwatch during the day will have the item confiscated.** It will not be returned until the end of term or until a parent comes into school to collect it. The student will also receive a suitable sanction.

The academy accepts no responsibility for the safety or security of the above equipment.

Studies have shown the detrimental effect that too much screen time and blue light can have on a child's ability to concentrate, their sleep patterns and their mental health. Young people are also vulnerable to being exposed to unsuitable material and bullying if they are allowed unrestricted access to the internet. To ensure that your child is healthy, happy, and ready to learn every day we would encourage parents to limit screen time and to use appropriate filters to ensure that content is appropriate. Please monitor all social media accounts closely and discourage your child from contributing to any group chat/forums that extend outside of their immediate friend and family circle.

**We strongly suggest that all devices, including mobile phones and video game equipment, are not in student bedrooms or easily accessible during the night-time period.**

## Personal Money

There is no need for students to bring personal money into the academy unless they need to purchase equipment from student reception.

## Transport

We encourage all students, where possible, to walk to school. For those students living outside the LS9 postcode, we are currently exploring bus routes directly to our school and will contact all parents shortly with details of these.

## Car Parking

In the interests of the safety of children, parents are not allowed to bring their cars into the academy grounds either in the morning or at the end of the school day.

## Causes for Concern

Any parent who has any concerns about any aspect of the academy, be it curriculum based, pastoral or administrative, is encouraged to contact the academy, using the designated email address on our website, at the earliest possible opportunity to register their concern. At TAL we have a dedicated Safeguarding Team that works closely with our students, families, and wider agencies to offer support and care. For further information, please refer to the appropriate policy on the academy website for guidance.

## 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.

## Anti-Bullying Policy

At TAL we strive to enable all students to fulfil their potential through a broad and balanced range of experiences and to nurture their full personal, moral, and spiritual growth through our core values. We operate a zero-tolerance approach to bullying and actively teach and encourage our young people to show empathy, kindness, and respect for others, throughout transition bootcamp and beyond. Our Pastoral Team keeps a close eye on pupil relationships and well-being and are supportive and approachable, dealing with any instances of bullying swiftly and appropriately. Please refer to our Anti-Bullying Policy on our website for further details.

## Key contacts

Your child's Form Tutor should be your first port of call, from here they will be able to, if needed, contact the appropriate member of staff to help deal with your enquiry. Please look on the website for contact details of key staff as we continue to recruit to our team. Details of your Child's Form Tutor will be sent to you as part of the transition process.

## Key Staff Contacts



Mrs Cafferky  
Principal



Mrs Collins  
Vice Principal



Mr Goulard  
Ass Principal & DSL



Mr Harrison  
SENDCo



Miss Elliot  
Head of Year 7



Mr B Potter  
Student Liaison Officer



Mr K O'Hanlon  
Student Liaison Officer

## Term dates 2021 - 2022

2021	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Monday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Tuesday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Wednesday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Thursday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Friday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
2022	JANUARY	FEBRUARY	MARCH	APRIL
Monday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Tuesday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Wednesday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
Thursday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Friday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
2022	MAY	JUNE	JULY	AUGUST
Monday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Tuesday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Wednesday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Thursday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Friday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26

<span style="display: inline-block; width: 15px; height: 15px; background-color: #800080; border: 1px solid black;"></span>	= Academy holidays - closed to students
<span style="display: inline-block; width: 15px; height: 15px; background-color: #FFD700; border: 1px solid black;"></span>	= Staff training days - closed to students

REACH HIGHER, SEE FURTHER, SHINE BRIGHTER!



## My Year 6 Transition checklist!

To help you prepare for your transition from primary to secondary school, we've put together a checklist of key things to consider during your first week. Check them off and get excited... it won't be long before you're settled in!

### Organisation is key



- 1 Learn your route of travel & sort bus fare or pass if needed
- 2 Work out the time you should wake up & set off
- 3 What are you having for lunch? Sort packed lunch or 'ParentPay' account
- 4 Uniform: Blazer, shirt, tie, black socks, skirt or trousers & sensible black shoes
- 5 P.E kit: sensible trainers, TAL branded top & shorts (only for days you have P.E)

### Preparing Yourself



- 1 Bring a bag for the first day (We'll provide you with a TAL bag on your first day)
- 2 Have a phone? Download the 'Find My Friends' app & share your location with family
- 3 Keep emergency phone numbers & some spare change in your bag, if possible
- 4 If nobody will be home when you finish school, make sure you have a key.
- 5 You have any medicine or need an inhaler, make sure to pack it in your bag

### Everyday Equipment



- 1 Planner
- 2 THE BUILD booklet
- 3 Timetable
- 4 Pencil case with: pen, pencil, rubber & ruler
- 5 Bring a challenging reading book of your choice

## Contact details

For all enquiries, please contact by the following:

- Email: [Contactus@leeds.trinitymat.org](mailto:Contactus@leeds.trinitymat.org)
- Phone: 07436 191984
- Website: <https://leeds.trinitymat.org/>