

# Crawshaw Academy Parent/Carer Handbook 2023





# **Welcome To Crawshaw Academy**

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# **Crawshaw Academy Contact Details**

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# Welcome Principal - Mr Daly



I would like to extend a warm welcome to Crawshaw Academy.

We recognise that this can be a worrying time for students and parents/carers but together we can achieve a great deal. We also want to celebrate your child's achievement. Rewarding success is important to us and it is only by working with you that we can maximise your child's potential. We offer many extracurricular activities and hope that all students will avail themselves of these during their time at Crawshaw. We are looking forward to meeting you and working with your child.

# **Visions and Values**



The Crawshaw academy community will provide the inspiration, support and challenge to enable us all to achieve our **Personal Best**. Our curriculum will develop confident, self-motivated and determined young people with the knowledge, skills and qualities needed for successful lives.

## All students will experience a school that

- 1. Inspires and challenges them to be the best they can be.
- 2. Recognises them as individuals.
- 3. Provides a safe environment where they have the confidence and resilience to learn from their mistakes.
- 4. Encourages them to take responsibility for their own learning, behaviour and success.
- 5. Ensures all students have the opportunity to experience success.

## We STRIVE for success through....

Excellence	We strive to improve and progress each day, allowing ourselves to achieve our personal best.
Purpose	We apply reason to all that we do, determined to reach our goals, for the benefit of ourselves and others.
Ambition	We have the desire and enthusiasm to aim higher, with the motivation to succeed in our plans for the future.



# CARING

We show support and consideration to our school community and those beyond it.

# RESPONSIBLE

We recognise that we make the difference to benefit ourselves and others.

# ADVENTUROUS

We are bold and ambitious, open to opportunities that come our way, unafraid to try new things.

# **W**ORK READY

We prepare ourselves for the future by understanding what is required of us to fulfil our career ambitions.

# SUPPORTIVE

We help each other to achieve our goals, inspiring others to be the best they can be.

# HONEST

We are truthful and sincere to ourselves and our school community. We are welcoming, understanding and accepting of others.

# ACTIVE

We want to participate, and are ready to engage in physically energetic pursuits to keep our bodies healthy.

# WILLING

We are ready, eager, or prepared to do something asked of us as part of our school community.

# **Transition and Parents**

Moving from primary school to secondary school can be an exciting but difficult time for your child; maybe more so for you as a parent. Here at Crawshaw Academy we aim to make the transition as smooth as possible for you.

We understand that as September draws closer, various worries and concerns may emerge. Mrs Dwight, Key Stage 3 Phase Leader and Mrs Twist, Year 7 Student Support Worker will be available to speak to all parents during the transition period and will address any issues you may have as well as explaining the differences relating to you as parents/carers, between primary and secondary school.

Below is some information that can help you prepare for your child's first year at Crawshaw Academy.

# **Crawshaw Academy Life**

Your child will quickly learn their way around school and can always ask a member of staff for directions if they become lost. New friendships will form quite quickly, but we also take great care to place your child in a form where they will know other students. They should not be afraid to ask staff if they don't understand the work, we are all here to help them achieve their full potential. (You and your child should acquaint yourselves with our Behaviour for Learning policy and concentrate on achieving reward points).

# **Preparation and Equipment**

Equipment is a good place to start when preparing for secondary school. Your child will need the basics i.e., pens (black, blue and green), pencils, a ruler (30cm preferable), rubber, sharpener, coloured pencils, headphones and a calculator. It is always helpful to have a spare set at home, along with a glue stick, scissors, felt pens and A4 paper. All exercise books and textbooks will be provided by school.

Some other things you could do to prepare for September:

- o Read this handbook through together.
- o Test run the journey to school.
- Familiarise yourself with the school website.
- o Make sure you have a full Crawshaw Academy uniform. (see website for specific requirements)

# How is Crawshaw Academy different to Primary School?

Primary school and secondary school can differ in several ways. Here are a few examples of what your child can expect to see and do at Crawshaw:

- o More teachers and staff in different roles.
- o More movement between classrooms.
- A two-week timetable.
- Independent travel between home and school.

- New lessons and subjects to experience.
- New learning and teaching styles.
- o More independence at break and lunchtime.

# **Communicating with School**

We know that communication will be very different at high school but, whilst we are a bigger school with more students than primary schools, we also have more staff who will be able to help you. If it is a routine matter, then a brief note in your child's planner will be the best way to communicate. Your child's Form Tutor will see them in Form Time and can either reply or pass the matter on to someone else.

Other ways to communicate with us:

**By phone** – You can call us on 0113 532 3810 if there is something you would like to discuss. From the options selelct 'Key Stage 3 students' Please note staff are often on duties or in meetings throughout the day, so we may need to take a message and arrange a return call.

**By text** – We generally use text messages for attendance or urgent messages, such as school being closed due to bad weather. Whilst you can text us about other matters, the reception team (who deal with all queries in the first instance) only check inbound texts once a day, so it is not our preferred method.

**ARBOR in app messages** – We can send and receive messages through ARBOR. These are monitored and actioned throughout the day. Please try to use this for any non-urgent queries or requests.

**In person** - We are always happy to meet parents in school, but in order not to disappoint, it is essential that you make an appointment.



## The School Day

The school gates open just after 8.00 am and the school day starts at 8.30 am in form rooms for Tutor time (Registration) with the Form tutor (except for Assembly days).

During Tutor Time students will do a variety of activities which include making sure they are ready for the day, updated on any achievements or rewards they have gained and contributing to whole class reading activities.

There are 5 periods (lessons) a day, each 60 minutes long, except Period 5, which is 55 minutes, with a break mid-morning and with lunchtime timetabled in the middle of the day.

Lessons finish at 3pm but after school there are often extended day activities such as clubs and study support sessions.

# **Crawshaw School Website**

The school website www.crawshawacademy.org.uk includes important information and is updated regularly, so please bookmark it for future reference. There is a specific page for transition which you may find useful.

# **Special Educational Needs and Disabilities**

Our SENCO, Mrs Lynne Bentley and the Inclusion Team can be contacted on 0113 532 3810.

# **Uniform**

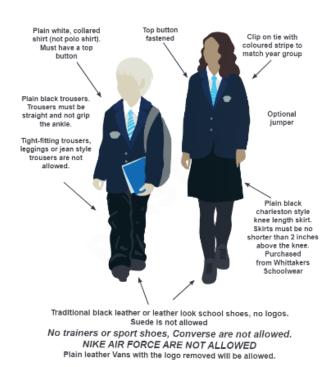
The school dress code is simple and practical. It identifies your child as a member of

Crawshaw Academy and reflects the high standard of appearance we expect.

- A clip-on school tie with colour appropriate to year group. (Y7 Yellow, Y8 Orange, Y9 Purple, Y10 Green, Y11 Red)
- **Girls:** Black set pleated school skirt **(Charleston style)** or full-length black school trousers.
- Trousers should be boot cut or tailored and have a waistband. They should also be mid-rise or high waist cut. Skinny fit trousers which are tight from the knee down to the ankle will **not** be allowed nor will leggings, tracksuit bottoms, denim or jean style trousers.
- Plain white school shirt which fastens to the neck and can be worn with a tie. It must be worn tucked in so should be long enough to do so.
- School blazer.
- School jumper is optional but must be a grey Crawshaw jumper purchased from Whittakers Schoolwear, Town Street, Farsley.
- Shoes must be plain, all black leather (not suede), flat, formal and leather like (not suede).
- We will NOT allow trainers or any sports shoe with a logo. E.g. adidas, nike. Nike Air Force are a trainer and therefore not allowed.

# N.B. Please do not assume that if a retailer describes its range as 'school wear' that it automatically meets our requirements.





You must wear your uniform properly to and from the Academy.

#### PE KIT:

- White sports socks (ankle length)
- Plain black shorts or tracksuit bottoms (thick sports leggings are also allowed)
- Plain white polo shirt
- Trainers
- Quarter zip outdoor top (new this year)
- Black football socks (recommended for hockey and football where shin pads are required)

#### Students who are ill/excused are still required to change into P.E. kit.

#### **Accessories:**

The maximum amount of jewellery allowed is a wristwatch and one small plain stud earring in each ear. 'Spreader' and 'spike' types of earrings are **not** allowed. Facial piercing are **not** allowed. Please ensure any new piercings are done at the start of the summer break as all piercings must be removed for P.E.

#### Hair colour:

This must be a natural colour. Extreme contrasts of natural e.g., blonde and black

are **not** acceptable. Contrasting stripes, patterns or any non-natural colour is **not** appropriate for school.

## Make up:

Must be minimal and discreet. Students will be asked to remove any additional make up. Natural with no bright colours. No false eyelashes, false nails or nail polish.

We feel it is really important to make our expectations very clear to allow time for the correct items to be purchased for September **as these uniform guidelines will be strictly enforced** and students will not be allowed to be in lessons if they are not in the correct style of uniform. We would ask for support from parents/carers with this.

If you have any queries as to what is acceptable, we have uploaded some images onto our website. Please click in the 'Parents' tab and then 'Uniform and equipment'.

# **Attendance**

We expect all students to maintain a minimum of 96% attendance throughout the year, but please encourage your child to achieve 100%. Many of our rewards are based on 96% attendance as a minimum.

We understand that sometimes illness may prevent your child from attending school. If your child cannot attend school for any reason please telephone us as soon as possible on 0113 5323845 or email attendance@ca.rklt.co.uk.

# **Punctuality**

Good punctuality is important and pupils are expected to be in school by 8.25 a.m. and in morning registration with their Form Tutor at 8.30 a.m. If a pupil arrives late they will receive a sanction.

If a pupil arrives after 9a.m., they will receive a U mark on the register and be counted as statistically absent for the morning session.

Any student arriving after 9a.m. **must** sign in at student reception.

# **Medical Appointments and Holidays**

We ask that medical / dental appointments are arranged for outside of school hours if possible. Where this is not possible, appointment cards can be brought into school for the absence to be authorised. We are only able to authorise half a day for an appointment unless there are special circumstances such as the length / time of appointment.

We will not authorise holidays in term time. If you know your child is going to be absent from school, please make a written request in advance and pass to the Attendance Officer. Requests will be looked at by the Principal and if permission is not given a Fixed Penalty Notice may be issued by Leeds City Council.

# **Rewards and Sanctions**

An emphasis on rewarding positive learning behaviours is key to creating a culture of success. We will ensure that the majority of students, who consistently meet our expectations, feel valued and appreciated.

All subject staff will seek to encourage and praise students informally in lessons using:

- Verbal praise.
- Comments in planner.
- Positive points on Arbor
- Asking another member of staff to pass on praise.
- General praise to the whole group when working well, routines/rules being adhered to.
- Display of student's work.
- Comments on work and letters/emails/texts/phone calls home.
- Announcements in assemblies or mention in ebulletin/website.

Our whole school rewards system is based around the development of the Crawshaw Standards. If a student has shown any of these standards in an exemplary way, they may receive a postcard for that quality. The postcards are divided into two sets of four cards. **C. R. A. W.** and **S.H.A.W.** 

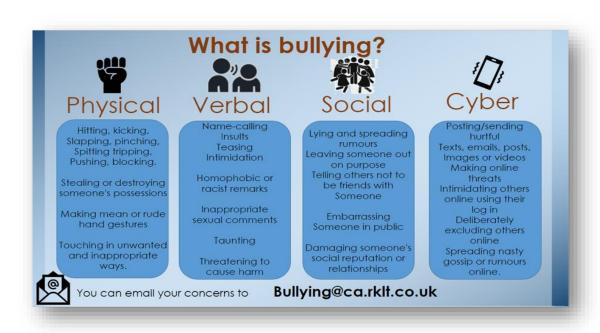


Postcards need to be a challenge to obtain and not for simply displaying that characteristic in a mediocre way. There are three blazer badges which can also be obtained from displaying these characteristics:

- BRONZE 8 postcards awarded for the same quality.
- SILVER one set of 4 characteristics either C. R. A. W. or S.H.A.W.
- GOLD a postcard obtained in all eight characteristics.

# **Antibullying**

Crawshaw Academy aims to provide a safe and secure learning environment for students. To do this we must develop and maintain a community based upon positive relationships and mutual respect, whilst celebrating diversity throughout the school. Students have both rights and responsibilities when it comes to any kind of harassment or bullying.





# **General Information**

#### **Student Planner**

All students are given a planner on their first day at Crawshaw Academy. The planner is the first line of communication between school and parents and the aim

of the planner is to help students:

- Organise themselves generally.
- Record independent learning tasks and deadlines.
- Provide information about day-to-day school matters.
- Record important dates.
- Record targets, exam results and other important achievements.

We ask you to look carefully at the planner each week before signing it. You can keep in regular touch with your child's Form Tutor by writing comments in the planner. One planner is provided by the school free of charge at the beginning of each year.

### E-Mail

It is essential that when students are communicating with teachers they only do so using their personal school email account. This provides protection for all parties as usage is logged.

# **Lost Property**

If students lose something which is not found straight away, they should keep checking around school. Students are advised not to leave their bags unattended during break and lunch, and to have their names on as many items as possible. We request that parents help their children name everything that belongs to them, this is paramount for the uniform. Year 7 students are prone to leaving them behind as they are used to being able to leave things safely in their classroom at Primary School. Please also be aware that there may be 30 or more students in the same changing room for P.E. and whilst they are encouraged to keep their clothes together, sometimes students have a tendency to lose track of their uniform—especially in the early days!

Please help them to help us to identify whose uniform and PE kit by naming it.

# Dropping off and picking up by car

We have two pedestrian entrances to the school site, one on Ravens Mount (off Robin Lane) and one on Kent Road. If you are dropping your child off at school please do not park or stop on Ravens Mount as this is an extremely busy area at the beginning and end of the school day. We want our students to be able to leave school safely without navigating around unnecessary traffic. Robin Lane has ample drop off points, along with two crossings near to the school entrance. Kent Road is an alternative drop off point. We do not allow cars onto site to drop students off (except with a pre agreed medical/vehicle pass or for a pre-arranged appointment).

# **Electrical Items and Mobile Phones**

Phones, iPods, mp3 players, cameras, electronic games etc. **Our advice is not to bring them into school.** 

Mobile phones are not allowed to be used in school, if they are seen or heard inside the building during the school day they will be immediately confiscated. If students have their mobile phone confiscated, they will be able to collect it at the end of the day from the main reception office. Our rule is simply 'inside, switched off, out of sight'. School takes no responsibility for lost or stolen mobile phones or other technology.

## **Lockers**

Lockers are available for students to hire (deposit required). Year 7 students are given priority for the first 2 weeks in September but please note we cannot guarantee that every student will get a locker. After this time the remaining lockers will be offered to students in older year groups. The hire period is for one year, renewable at the beginning of each school year.

For availability, students should ask at the Finance Office. Students are responsible for keeping their own property safe, so should avoid putting it at risk by leaving anything where it is unprotected.

# Tracking and monitoring progress at Key Stage 3.

## KS3 Assessment and Reporting at Crawshaw Academy

- In recent years there has been significant change nationally to the curriculum and assessment systems at all key stages.
- A key assessment change for KS3 has been the removal of national curriculum levels these have allowed schools the freedom to develop their own assessment systems.
- Over the last three years, we have developed and refined our in-house assessment system to more effectively monitor and support student progress.
- Each subject has identified key aspects of skills or knowledge that are essential to enable students to make progress through the subject's curriculum. These are the core learning concepts.
- Students will be formally tested (on a substantial domain of knowledge) at two key points in the year to assess how well these skills and knowledge have been mastered.

  They will also do regular low stakes tests to support retrieval of information.
- We use data from baseline testing and the KS2 SATs results to identify a starting point for each student- setting challenging expectations of attainment and progress at KS3.

#### **Monitoring of Progress**

- We use 'bands' to report on student progress-linked to test scores. There is, therefore, potential for students to move up (and down) the bands.
- These indicators are NOT predictions. Much depends on the way in which individuals
- approach their learning which is why we monitor their **Engagement in learning** and **Homework (Independent learning)**

Evidence shows that students who are consistent in their efforts in lessons and in homework perform better in exams.

# Quality of Learning (classwork and homework)

Quality of Learning scores are collected on a regular basis from subject teachers to monitor how hard students are working in lessons and for homework.

Students who have an overall average score of under 3 will be monitored closely and support put in place to re-engage them with their learning.

	Quality of work in lessons	Quality of independent learning
5 Excellent	You are willing to go above and beyond and take responsibility for your learning. You are highly focused during independent tasks and may ask questions to further understanding. Your work is of a very high standard showing considerable effort and understanding. You respond very well to feedback and challenge. You are self-disciplined and resilient.	You <b>proactively</b> engage with all home learning (and remote learning) producing high quality work.  You can demonstrate this through factual recall and application in lessons and in assessments. You voluntarily complete extension tasks, additional research or reading.  You prepare thoroughly for assessments.
4 Good	You <b>consistently</b> do what is asked of you and may strive for further improvement. You remain <b>focused</b> when completing challenging independent learning tasks. Your work is of a good standard, showing effort and understanding. You respond well to feedback and seek clarification.	You complete all home learning (and remote learning). You are making good progress in recalling and applying your knowledge in lessons. Your work shows effort and depth of understanding. You prepare well for assessments.
3 Satisfactory (minimum expectation)	You wish to succeed but need to be more ambitious in your learning. Your work is of a satisfactory standard but lacks depth. You may lack confidence or resilience to persist with challenging independent tasks. You respond to feedback, sometimes with teacher guidance.	You complete most home learning (and remote learning). Your work has some inconsistencies in understanding. You sometimes find it hard to apply knowledge in lessons. You do some preparation for assessments. Most deadlines are met. (KS4: You usually attend intervention sessions when required and engage well).
2 Below Expectation	You are too easily satisfied to do the minimum. Your work can lack depth or is incomplete. You give up too easily when the work is challenging. You may struggle to focus during independent learning. You only respond to feedback with support from the teacher.	Your engagement with home (or remote learning) is inconsistent. Your work is frequently rushed and below the expected standard. You rarely prepare for assessments. (KS4: You frequently miss intervention or catchup or do not fully engage).
1 Concern	You make little effort in lessons and so complete insufficient work. You are often unable to work independently. You fail to act on feedback and often give up without trying.	You have shown little engagement with home learning and remote learning. Work is well below the expected standard. You struggle to recall knowledge in lessons/assessments. (KS4: You do not attend intervention or catchup).

## **Learning Resource Centre**

## Open: 8am to 4pm Monday to Thursday, 3.30pm on Friday

Crawshaw's Learning Resource Centre (LRC) is central in supporting the whole school approach to promoting and developing reading for pleasure. We also provide resources for information literacy to enable students to become successful independent learners.

The LRC is an area supervised by our Learning Resource Centre co-ordinator, Mrs Barratt. In the LRC students can read books, read First news newspaper, use the computers for completing online home learning tasks, draw, play chess or do homework.

Our fiction section is arranged in genre and by author. This enables students to find a book more easily. Students can take out up to two books for a period of three weeks. We are happy to renew books if a student would like more time. It is the responsibility of the student to look after the books and ensure that they return them promptly and in good condition.

Computers are available for students to use during break, lunchtime and after school for homework.

## Top tips for supporting reading at home

Children should read regularly, just 15 minutes a day will help towards their comprehension literacy, which will drive academic performance across all subjects, not just English.

- 1. Encourage your child to read at regularly at home. Make sure they keep their 'Reading this Week' planner section up to date.
- 2. Read a more challenging text together by sharing a book before bedtime.
- 3. When reading together, encourage your child to compare and contrast different characters' actions and emotions.
- 4. Ask your child to tell you about books they are reading independently, with their form tutors, in their English lessons. Ask them: what is the story about? Who are the characters? Which character do you like? What do you think is going to happen? How is this book similar or different to other books they've read?
- 5. Ask your child to show their understanding of the main parts of a text by describing what they know, giving examples or summarising the basic points in their own words, and then linking the ideas to their own personal experiences.
- 6. Support your child's ability to retrieve information by asking them students questions, for example, 'Tell me what you can remember about that chapter...'
- 7. Encourage your child to read a range of texts: fiction, non-fiction, newspaper articles, magazine articles, websites, etc. Encourage them to tell you about the ideas in the texts they are reading.

- 8. Point out and discuss challenging / new vocabulary when reading together.
- 9. Discuss new vocabulary together; ask if your child can use it in a sentence; provide examples of the word used in different contexts.
- 10. Talk to your child about the vocabulary they are learning through their English or Bedrock homework. Is your child able to use these words in a sentence? Are there any words they are struggling with?

#### **CATERING**

#### The Team

Our catering team is managed by our Chef, Pete and Operations Manager, Hazel. Combined they have over 20 years' service working in school kitchens, along with the rest of the experienced team, some of whom are also parents of our students. This gives us a very rounded view of what our students want to eat and when, along with being able to get timely feedback on the various initiatives and trials we run.

#### Service times

We serve food throughout the day, starting with breakfast from 8am, then break around 10am, before main lunch service around midday. We offer 'grab and go' snacks in the morning, and at lunch we always offer three different choices of a hot meal, one of which is always a vegetarian option. For those who would rather choose lighter options, we also serve sandwiches, jacket potatoes and pasta pots.

## How to pay

We operate a cashless system, with monies being deposited on to a student's account in advance, so when they get to the till they simply use their fingerprint to pay for items. There are two ways to deposit money:

Online – We will be setting up ParentPay accounts for you and will write to you early in the summer holidays with your account details.

In school – Outside of the canteen we have a revaluation machine that accepts coins and notes, with balances credited in real time.

#### Pre order

If a student would like to beat the queues, we have a pre order website available - http://www.cateringatcrawshaw.com/.

Students can order sandwiches, drinks and snacks up to one week in advance.

#### What we offer

Please click the link for our standard menu/price list - Menu

This is also available on the school website > For Parents/Carers > kitchen@crawshaw. Nearly all of our food is prepared in house, from locally sourced ingredients, and we aim to keep choices varied across a 3 weekly menu cycle. Below is an example of what a menu will be in a typical week:

MENU WK1 W/C	Kitchen@Crawshaw (Crawshaw						
06/06/22							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
MAIN ONE	JERK CHICKEN	CHINESE BUFFET	BANGERS & MASH	HONEY AND MUSTARD	POPCORN CHICKEN		
€2.20	Chicken strips marinated in jerk spices, oven baked served with rice and peas, corn on the cob & slaw (h)(sd)	Chicken balls Crispy beef Mushroom foo yung (gl)(eg)(mk)(ses)(soy)(sd)	Locally sourced sausages, served with creamy mashed potatoes, seasonal vegetables & onion gravy (gl)(mk)(sd)(soy)	Gammon cooked with honey and mustard, served with Yorkshire puddings, house potatoes, seasonal vegetables & gravy (gl)(mk)(eg)(sd)(soy)	Served with chips, sweetcorn & BBQ sauce (gl)(h)(soy)		
MAIN TWO £2.20	PORK & TARRAGON TAGLIATELLE Diced pork and tarragon in a creamy sauce mixed with tagliatelle, served with garlic bread (gI)(mk)(eg)(sd)(soy)	Sall and pepper chips Seeweed Egg fried rice Chow Mein  (eg)(soy)(ses)(gl)(mlcs)(sd)	CHICKEN TIKKA MASALA Diced chicken, marinated in a tikka sauce, served with pilau rice and min nan (gl)(mk)(h)(ce)	BBQ CHICKEN PANINNI Chicken marinated in BBQ sauce, served with house potatoes and seasonal vegetables (gl)(mk)(h)(mst)	FISH & CHIPS  Hand battered fish, served with chips, mushy peas & tartar sauce (gl)(fsh)(mst)(eg)		
MAIN THREE £2.20	NEOPOLITANA PASTA Pasta mixed with our homemade tomato sauce, oven baked, topped with cheese, served with garlic bread (gl)(mk)(soy)	Curry sauce Sweet and sour sauce Prawn crackers (mk)	VEGETABLE INDIAN CURRY Vegetables marinated in an array of spices, served with pilau rice and mini maan (v)(ce)	CHEESE & ONION QUICHE Cheese and onion in a pastry case, oven baked, served with house salad (mk)(eg)(sd)(soy)	MARGHERITA PIZZA  Homemade pizza with tomatoes, mozzarella cheese and oregano, served with chips & sweetcom  (gl)(mk)(v)		
DAILY £1.10 £1.60/5	Sandwiches, salads. Jacket potatoes and pasta pots	Sandwiches, salads. Jacket potatoes and pasta pots	Sandwiches, salads. Jacket potatoes and pasta pots	Sandwiches, salads. Jacket potatoes and pasta pots	Sandwiches, salads. Jacket potatoes and pasta pots		

#### Get in touch

Our intention is for everyone who comes to Crawshaw Academy is happy with both the quality of food and service they receive. If we fall short of this, or if you have any queries/suggestions, please do email us <a href="mailto:kitchen@ca.rklt.co.uk">kitchen@ca.rklt.co.uk</a>

#### S.O.C.A



Supporters of Crawshaw Academy (SOCA) is the Parent Teacher Association whose purpose is enhancing students' education and enriching their time at the Academy.

SOCA's primary purpose is fundraising to pay for the extras that 'core funding' does not cover. These extras include raising money towards a new minibus, improving social gathering areas, such as additional seating, and helping towards school trips.

In partnership with staff and students, they promote Crawshaw Academy in the local Community, with a combined aim of demonstrating how proud we are of the talented pupils and help the Academy build positive connections within the local area. SOCA also aims to bridge the gap between school and home life.

SOCA welcome volunteers, social members and new committee members to become involved on any level. All ideas, help, enthusiasm and humour will be gratefully accepted!

If you are interested in becoming part of the wider Crawshaw community, please contact the SOCA team via info@ca.rklt.co.uk Many thanks from the SOCA team.