Important information for all parents of our new students

Trinity Academy Halifax

Trinity Academy Parent Handbook 2022

To help parents gain an understanding and insight in to Trinity Academy Halifax, and the support we can offer Year 6 children as they transfer to our school, we have prepared this short handbook. Please read it in conjunction with the academy's website to cover all areas of school life. If there is something you want to know and it isn't covered, please contact our team who will be happy to help.

Welcome...

As Principal, I am pleased to welcome you to Trinity Academy Halifax. This is the beginning of an exciting journey for you and your child, and we look forward to sharing their progress with you over the next few years.

Our vision at Trinity Academy is 'Every individual: Every opportunity'. Year on year we celebrate consistently amazing results which have put us in the top 10% of schools nationally, based on the progress that our students make, and this sets our benchmark in terms of expectations for our future year groups.

However, I would like to emphasise that our results are only part of our story; when we talk about opportunities, we do not just mean academically. Whilst results are of course crucial, we provide a plethora of experiences in areas such as the performing arts, sports, music, art, volunteering, activism and community outreach.

These opportunities, along with an exceptional pastoral system in place to further support our students, ensure that our young people grow into well rounded individuals and achieve their full potential.

World Class Schools

This short handbook provides you with a summary of key information in preparation for your child's transfer to the academy in July – I look forward to meeting them during that first week.

Mrs Sarah Case
Principal

An academy based on Christian values...

Trinity Academy is here to serve the local community, and as part of this we welcome students, parents and carers of all faiths and none. However, our ethos is based on four key Christian values - Empathy, Honesty, Respect and Responsibility.

These four values underpin every aspect of daily life at the academy. They form the basis of our Behaviour for Learning Policy, the way we work and our expectations of ourselves and each other.

We strongly believe that each and every individual can live by, and benefit from, these values, regardless of religion or beliefs. Students will participate in regular events to reflect upon the importance of them. These include collective worship and using the Trinity Academy Prayer during Vertical Tutoring time as part of our daily two minute silence. This prayer was developed by our students, and is based around our four core values.

Ofsted Outstanding Provider

Striving for 100% attendance...

Our students enjoy coming to the academy - this is reflected in our overall attendance figures which are above the national average.

All our students are encouraged to aim for 100% attendance. High attendance has a significant impact on results – year on year Trinity students, who meet or exceed the academy's attendance target, achieve more in their GCSE examinations than those students who didn't.

As a parent we encourage you to discuss with your child the importance of high attendance - they will not only achieve their potential, but will also be rewarded for maintaining excellent attendance and behaviour.

We understand that at times your child may be unable to attend due to illness or due to exceptional circumstances. If this is the case, you can contact us in a variety of ways:

• Please contact us on 01422 244890 and select option '1'

• Email attendance@halifax.trinitymat.org or send a message via My Child At School (see page 4)

If we do not hear from you we will issue a text message to report your child is not in school and ask you to contact us as part of our safeguarding procedures.

Students are very well supported at the academy, but if there are issues, either in the home or at the academy that may impact upon attendance, then our College Manager team can support you - please see page 6 for further information.

Holiday dates 2022—2023

Term 1
Thursday 1 September 2022 - Staff Training Day
Students in Year 7 & 11 return Friday 2 September 2022. All other students return Monday 5 September 2022
Academy breaks for holidays Friday 14 October 2022

Term 2
Students return Monday 31 October 2022.
Academy breaks for holidays Friday 16 December 2022

Term 3
Tuesday 3 January 2023 - Staff Training Day
Students return Wednesday 4 January 2023
Academy breaks for holidays Friday 10 February 2023

Term 4
Monday 20 February 2023 - Staff Training Day
Students return Tuesday 21 February 2023
Academy breaks for holidays Friday 31 March 2023

Term5
Students return Tuesday 11 April 2023
Monday 1 May 2023 is a Bank Holiday
Academy breaks for holidays Friday 26 May 2023
(Please note Year 11 are expected to attend during this holiday period for exam revision workshops.)

Term 6
Students return Monday 5 June 2023
Friday 23 June 2023 - Staff Training Day
Academy breaks for summer holidays Friday 21 July 2023

Please remember that holidays during term time will not be authorised. Please ensure you check our dates carefully before making any bookings.

Simple, efficient and convenient communication

Trinity Academy is predominately a paperless organisation

This means that the majority of communication, including letters, Student Progress Reports and information about Behaviour and Achievement Points will be issued via email/electronically. Text messages will continue to be used for urgent messages. Some key benefits include:

- Dedicated iPhone/Android app, My Child At School : This provides a one stop shop to view all Achievement and Behaviour Points, attendance information, Student Progress Reports
- Student Progress Reports: these will be issued electronically, and stored electronically, allowing you to access previous reports quickly and easily

We encourage you to download the iPhone/Android app from your app store. Further detailed information will be available under the 'key information' tab of www.halifax.trinitymat.org

Please note, parents can request communication in alternative formats where required.

Positive working relationships

At Trinity Academy, we hugely value a positive working relationship with parents and carers. We also believe in modelling positive behaviour so that students witness how adults should behave. Our staff are always here to help but we do ask that they are treated with respect and courtesy. I'm sure all our new parents will be happy to support us with this.

All Year 7 students join our Graduation programme

At Trinity Academy Halifax, our Year 8 students 'graduate' at the end of Phase 1. This aims to raise their aspirations, and help make students feel more motivated for their upcoming GCSE studies.

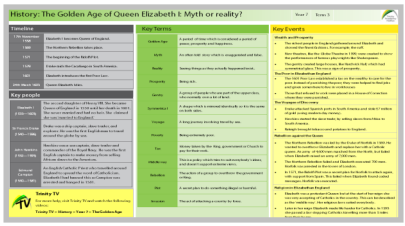
As Year 7 students, your child will be enrolled in the programme and work towards graduating from Phase 1. At the end of their two year journey, parents will be invited to celebrate their child's achievements at a memorable ceremony, complete with traditional cap and gown. Being able to graduate requires students to meet a number of minimum requirements around behaviour, attendance, meeting subject targets and participation in extra-curricular and public speaking events.

Students are regularly updated and advised so they are aware of their progress towards these targets. All students receive a Graduation Journal, so they can check whether they are on track and set targets accordingly. Graduation targets are explored in more detail at Parental Consultation Evenings, but parents can also discuss these with their child at home before each term begins.

Year 7 Knowledge Organisers

As part of the curriculum at Trinity Academy Halifax, students are required to gain key knowledge in all their subjects. To support this acquisition of knowledge, all students will be provided with 'knowledge organisers' for English, maths, science, history, geography, French or Spanish. As part of their weekly homework students will be expected to revise from each knowledge organiser in preparation for a bi-termly multiple choice test.

This knowledge will equip them not only to understand each subject in more depth and set the foundations for GCSE study, but will also help them to understand the world around them. This method of study has proven very successful with current Year 7 and 8 students in providing both them and their parents/carers with an overview of the knowledge they are gaining on a term by term basis.


History: The Golden Age of Queen Elizabeth I: Myth or reality?

Structure of the academy day and punctuality...

Lessons start at 8.15am and the first bell rings at 8.10am. All students are expected to be on-site ready for the first bell. Students who are not in the building at 8.10am when the first bell rings will receive a late mark. Punctuality is a key focus at the academy - not only does this ensure that our young people get the most from their lessons, it also helps them prepare for a professional environment in the future.

Lessons last one hour and the academy operates a split lunch and break system by year groups. The table opposite summarises breaks by year groups. All students in Year 7-10 finish timetabled lessons at 2.20pm, Year 7 and 8 students are expected to take part in a Graduation club once a week that finishes at 3.20pm.

Lunch and break structure

First bell	8.10am (*all students must be on-site*)
Morning breaks (Monday, Tuesday, Thursday, and Friday)	
Years 7 (rb) 9 and 11	9.15am - 9.30am
Years 7 (yg), 8 and 10	10.15am - 10.30am
Morning breaks (Wednesday only)	
Years 7 (rb) 9 and 11	9.05am - 9.20am
Years 7 (yg), 8 and 10	9.55am - 10.10am
Lunch breaks	
Year 9 and 11	11.50am - 12.20pm
Year 7	12.20pm - 12.50pm
Year 8 and 10	12.50pm - 1.20pm

Timetabled lessons finish for all students at 2.20pm. (Year 11 Students finish at 3.20pm Tues–Fri) At this point students will participate in our INVOLVE, Achieve and Graduation activities.

Please log on to ParentPay before your child starts with us...

ParentPay is a nationally recognised, secure online system that allows you to pay the academy for everything from meals to trips. By topping up your account your child can make the most of their breaks.

Benefits of the system include:

- Completely secure and easy to use
- You can see what food your child has been purchasing
- Saves you from searching for cash and improves the security of payments
- If your child receives Free School Meals you can top this up so they can make a purchase in the morning or at break
- Pay for trips in affordable instalments
- Support available if you are unsure of how it works.

Your log-in details and information will be provided in preparation for your child's start date - please do log on and top up your child's account.

Support for students at Trinity Academy...

Our pastoral care - or the support we provide to students - is something that we are proud of at Trinity Academy. Over these next two pages you will be able to see how this works in practice and how it is available to support you and your child during your journey with us.

Transition support

Our staff work to support students as they move from primary to secondary school and ensure that this is as smooth as possible.

The support that we put in place will differ depending on the individual student. It could range from simply answering questions to putting some specific support systems in place. We also meet with staff in primary schools to gain a better understanding of the students who are going to be joining the academy.

The College Manager team

At the heart of our pastoral system are our College Managers. Each student within Trinity Academy belongs to one of seven colleges (logos pictured below). Each of these colleges is headed by a College Manager and supported by Deputy College Managers, who take responsibility for the leadership of pastoral care and support of students within each college.

The team has a fantastic relationship with the students in their care; students report that they feel part of a real 'college family'.

Vertical Tutoring system

All students belong to a college, and within each of these colleges is a tutor group of a number of students who range in age from 11 to 16. Each group is led by at least two tutors, who arrange activities that nurture students and encourage them to form strong bonds within their groups. Younger students are able to get to know older ones, and as students move up within the academy they are given leadership opportunities.

> "The idea of being with others outside of your year group may seem strange at first, but it really does work. I've made new friends, and the support you get from your form tutors is amazing. Tutor time is a great time, and it really is like being part of a family."
>
> - Year 8 student

Attenborough Hockney Oliver

Trinity Academy Absolutes

We are an outstanding academy with high aspirations for students and a consistent approach to discipline and behaviour.

All students are expected to live by the Trinity Absolutes which set the standard for success. These help students prepare for the future and remind them of the importance of requirements such as impeccable uniform, punctuality and being equipped to learn at all times.

The Absolutes are displayed in all classrooms and in the Student Planner, and serve as a reminder for students and staff in each and every lesson.

Students who consistently meet our expectations are rewarded with Achievement Points - see below.

Recognising excellent behaviour...

Trinity Academy has a real focus on rewarding excellent behaviour, and ensuring students understand the consequences of any poor behaviour.

The academy has a clear Behaviour for Learning Policy which outlines how positive behaviour is celebrated, and how any issues will be addressed. We recognise students' good behaviour through Achievement Points, which are awarded when students meet our expectations. A Behaviour Point is given when a student has failed to meet our expectations, and will affect the overall balance of points and subsequent eligibility for Rewards Weeks.

See page 4 for information about how you can be kept up-to-date regarding Achievement Points!

Priestley Redgrave Stewart Whiteley

Our policies...

Trinity Academy has a number of policies that all parents and students should be aware of. These policies govern how we work, and how we will deal consistently with any requests, problems or queries. Opposite you will find a summary of these, and the key areas these policies address.

Please be aware that this list is to help you understand some of the key policies, and it is not an exhaustive list. You can view all our policies on the 'Policies' section of our website at: www.halifax.trinitymat.org

• Attendance Policy
This outlines the importance of high attendance and punctuality, and how we will work with you and other agencies when this is not of an expected level. You are also expected to inform us should your child be absent due to illness, and this policy also outlines how holidays during term time will not be authorised.

• Behaviour for Learning
Underpinning our Behaviour for Learning rewards system, this policy outlines how all staff will reward good behaviour and support students to understand our expectations.

• Collective Worship
As a Christian academy, our Collective Worship policy outlines how we will build the self-esteem, confidence and empathy of our students through provision of regular opportunities for collective worship, whilst reflecting that our student body includes those of all faiths and none.

• Complaints Procedure
Although the academy works closely with all parents to ensure that there is mutual two way communication in all matters, in the event of you wishing to make a complaint, this policy outlines the steps you will need to take and how your complaint will be reviewed.

• Inclusion and SEN
Trinity Academy supports all students to achieve their potential, regardless of ability. We work closely with you should your child have any needs, or if we have identified that they may require extra support. Our approach in this area is governed by a number of policies and statutory requirements - please contact us for further information.

Helping your child to prepare...

Trinity Academy has comprehensive support in place for all students. We are determined that each and every student will get the most from their time here.

The Home-Academy Agreement outlines our expectations and what you can expect from us. We encourage you to discuss this with your child.

Uniform success...

- Blazer worn correctly with sleeves fully rolled down
- Shirt/blouse fully buttoned with tie worn correctly
- Smart black shoes - please note that pumps, suede footwear, boots and black trainers are not allowed
- Smart black pleated skirt /trousers - skirts with official academy logo
- Mobile telephones not used at any point during the academy day - please remember they will be confiscated if seen.

A smart uniform is crucial to success at Trinity Academy. The image above shows how students are expected to arrive each day. Please note that we do not allow pumps, long boots or black trainers to be worn. If a belt is worn this must be plain black leather (or leather look) with a non-decorative buckle. Students are also not allowed to bring hoodies to the academy. The academy uniform policy must be followed on students' journey to and from the academy.

The role of the Student Planner...

All students are supplied with their own Student Planner. This is a vital piece of equipment and students are expected to bring it to the academy each day.

It is also a useful tool for you - here you can view a record of the homework your child has been set, and see a weekly record of their behaviour and attendance.

As a parent you are asked to sign the planner each week (for the previous week) to show you have reviewed the homework set.

The Trinity Academy Anti-Bullying Treaty

Our academy community is a warm, welcoming one where students respect and support one another. As part of this, we have a real focus upon educating young people about bullying and its effects.

We work to educate students to understand how differences should be celebrated, and how as a community we support each other.

The importance of our Anti-bullying Treaty will be high profile for our new Year 7 students. The treaty, which was written by our students and driven by our values, reinforces Trinity's approach to bullying and is included in the Student Planner. All students will be asked to sign their planners to indicate their commitment to the Treaty's principles and importance.

Remember, our College Manager team are here to support all aspects of the settling in process and are available to both students and parents.

INVOLVE and Achieve is our extra-curricular and academic support programme for all students at Trinity Academy

The earlier start and finish times mean that students can take advantage of the huge range of activities on offer. There are two aspects to the programme 'INVOLVE' - which refers to activities such as our sports clubs and other extra-curricular opportunities and 'Achieve,' which relates to our academic support sessions. We recommend that all students participate in the opportunities on offer, and if a student is identified for an 'Achieve' session then they are expected to attend.

All sessions take place at the end of the academy day. We ask parents to support the success of their child by ensuring that they attend the Achieve sessions (students will be automatically booked to attend as required).

Year 7 Residential

At Trinity Academy we strive to ensure that students have enriching experiences beyond the classroom. Year 7 students have the opportunity to go on a residential trip to JCA Condover Hall in Shropshire for two nights. During their stay, students will experience a range of activities which may include abseiling, archery, bush craft skills, zip wires, high ropes and dance mania. The aim of the residential is to develop your child's teamwork, resilience and independence in a range of different scenarios. All of our students who have been in previous years have loved the experience!

The trip takes place across two separate dates:

27Feb – 1 March 2023

1 March – 3 March 2023

In order to secure your place, your deposit needs to be paid via ParentPay.

Useful contacts and sources of information...

Trinity Academy Halifax
T: 01422 244890 E: contactus@halifax.trinitymat.org
Please use these details for any general queries including contacting College Managers. Student absences can be reported by calling 01422 244890 and selecting option '1'.

Trinity Academy Halifax website
www.halifax.trinitymat.org
Here you can access up-to-date information on all aspects of academy life, including term dates and links to resources such as ParentPay.

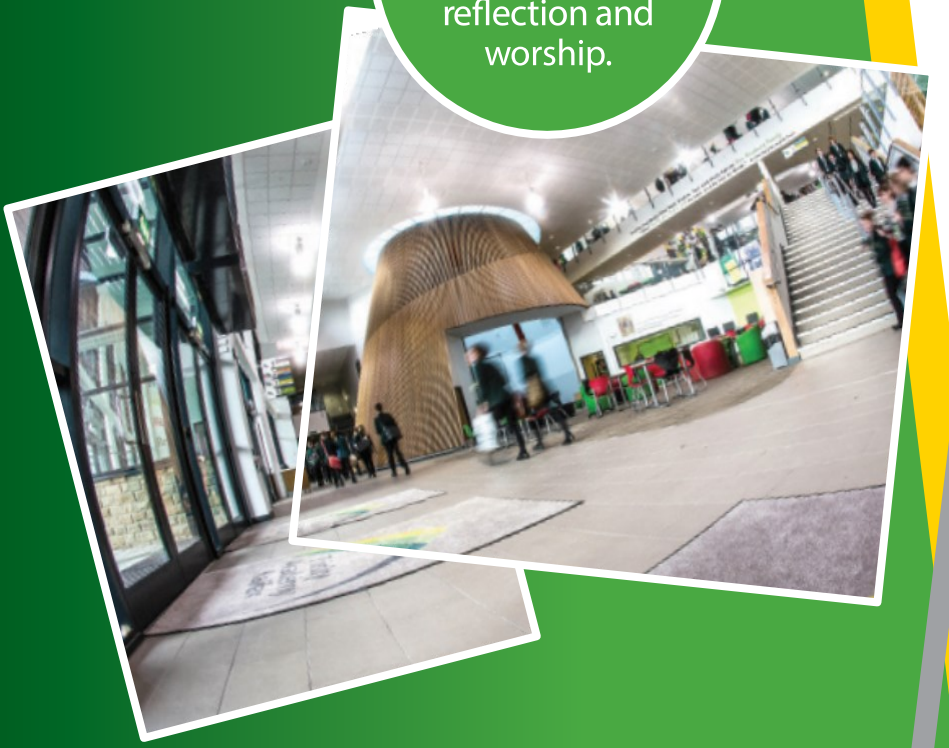
Uniform suppliers
Official branded uniform items can be purchased from: Shaw Hardcastle, 20 Commercial Street, Halifax, HX1 1TB
01422 353949 or
The Uniform Shop, 25 Union Street, HX1 1PR
01422 382550

SharePoint &Trinity TV
SharePoint is the academy's online portal for students. Here students can access a range of resources and information. Please note that they will be given a log-in for this when they start at the academy and can then access it via the main academy homepage. Through SharePoint students will be able to access Trinity TV where online resources are available.

Trinity Safety Net
Trinity Safety Net is an anonymous online platform where students can find information and advice about mental health, lifestyle, relationships, and school. Once they log in, they can use the helpful links, videos, and resources which are accessible for you. Visit Website

Settling in evening
All parents will be invited to a special Settling–in evening. You will be provided with details nearer the time. This will be an opportunity to discuss how your child is progressing and if you feel any additional support is required.
Please do contact us on the main academy telephone number should you require any additional information, support or advice: 01422 244890.

This image shows our Sacred Space, an area for calm, reflection and worship.



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