



Trinity Academy Parent Handbook 2024



Welcome

At Trinity Academy Bradford our vision is simple, yet clear, to provide our students with an outstanding education and experiences that will give them the platform to go on to achieve their potential and beyond. Our staff are committed to getting the basics right and as a consequence students benefit from an educational environment focused on meeting the needs of everyone. Our goal is to help to develop well rounded individuals who understand that personal development is just as important as academic achievement.



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

Mr Tom Taylor

Principal

An academy based on four key values...

Trinity Academy Bradford is here to serve the local community, and we are looking forward to welcoming students and parents.

Our ethos is based on four key 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. Students will participate in regular events to reflect upon the importance of them.

Empathy • Honesty • Respect • Responsibility

Striving for 100% attendance...

All of our students are encouraged to aim for 100% attendance. High attendance has a significant impact on results – year on year 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/carer 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 by either:

- Phoning the attendance line on 01274 882214
- Emailing: contactus@bradford.trinitymat.org

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 the Year Managers are here to support you.



Holiday dates 2024 - 2025

Term 1

Monday 2 September 2024 - Staff Training Day.

Students return Tuesday 3 September 2024.

Academy breaks for holidays Friday 18 October 2024.

Term 2

Monday 4 November 2024 -Staff Training Day.

Students return Tuesday 5 November 2024.

Academy breaks for holidays Friday 20 December 2024.

Term 3

Monday 6 January 2025 - Staff Training Day.

Students return Tuesday 7 January 2025.

Academy breaks for holidays Friday 14 February 2025.

Term 4

Students return Monday 24 February 2025.

Academy breaks for holidays Friday 11 April 2025.

Term 5

Students return Tuesday 22 April 2025.

Monday 5 May 2025 is a Bank Holiday

Academy breaks for holidays Friday 23 May 2025

(Please note Year 11 are expected to attend during this holiday period for exam revision workshops.)

Term 6

Students return Monday 2 June 2025

Academy breaks for summer holidays Friday 18 July 2025.

Monday 21 and Tuesday 22 July 2025 - Staff Training Days

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 Bradford is predominantly a paperless organisation

This means that the majority of communication, including letters, newsletters, the student progress reports and information about behaviour and achievement points will be issued electronically. Text messages will be used for urgent messages. Some key benefits include:

- Dedicated iPhone/Android app, My Child At School (MCAS) This provides a one stop shop to view all achievement and behaviour points, attendance information and 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 via www.bradford.trinitymat.org

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

Positive working relationships

At Trinity Academy, we hugely value a positive working relationship with parents/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 Bradford, our Year 8 students 'Graduate' at the end of Phase One. 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 One. 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 Bradford, 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, Religious Studies, Computer Science, Curriculum for Life and Spanish. As part of their weekly homework, students will be expected to revise from each Knowledge Organiser in preparation for a Masters Of Recall test which takes place three times a year.

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.



Structure of the academy day and punctuality

Lessons start at 8.30am and the first bell rings at 8.25am. All students are expected to be on-site ready for the first bell. Students who are not in the building at 8.25am 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 three break and lunch system. The table opposite summarises breaks by year group. Students in Year 7—10 finish the academy day at 2.35pm. At this point students will participate in our Involve, and Graduation activities.

View our curriculum here



Lunch and break structure

First bell 8.25am (all students must be on site)

Monday, Tuesday, Thursday & Friday

Morning Breaks

Year 9 & 10	09.30am - 09.45am
Year 7	10.00am - 10.15am
Year 8 & 11	10.30am - 10.45am

Lunch Breaks

Year 9 & 10	12.05pm - 12.35pm
Year 7	12.35pm - 1.05pm
Year 8 & 11	1.05pm - 1.55pm

Wednesday

Morning Breaks

Year 9 & 10	09.20am - 09.35am
Year 7	09.45am - 10.00am
Year 8 & 11	10.10am - 10.25am

Lunch Breaks

Year 9 & 10	12.05pm - 12.35pm
Year 7	12.35pm - 1.05pm
Year 8 & 11	1.05pm - 1.45pm



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 Bradford

Our pastoral care, or the support we provide to students, is something that we are proud of at Trinity Academy Bradford. 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 their 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 Year Manager Team

At the heart of our pastoral system are our Year Managers. Each year group is headed by a Year Manager and is supported by Deputy Year Managers, who take responsibility for the leadership of pastoral care and support of students within each year group.

The team has a fantastic relationship with the students in their care.

Phase One Leader

Your Phase One Leader, Mrs McDermott is here to support students throughout the transition process and all the way through Year 7 and Year 8.





Professional Standards

Trinity Academy Bradford is committed to upholding the highest standards and expectations. Our Professional Standards serve as a guide for all staff, students, and stakeholders to adhere to in order to foster a positive learning environment. By upholding these standards, Trinity Academy Bradford aims to promote a culture of excellence, accountability, and mutual respect within the academy and wider community.

The Professional Standards 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 Professional Standards are displayed in all classrooms and in the Personal Organiser, 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.

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.bradford.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.

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 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.

View our policies here





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 son/daughter.

Uniform success...

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

A smart uniform is crucial to success at Trinity Academy. 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 Personal Organiser...

All students are supplied with their own Personal Organiser. 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.

Useful contacts and sources of information...

Trinity Academy Bradford

Tel: 01274 882214 Email: contactus@bradford.trinitymat.org

Please use these details for any general queries including contacting Year Managers. Student absences can be reported by calling 01274 882214 and selecting option '1'.

Trinity Academy Bradford website

www.bradford.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.

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. <https://tab.our-safety.net/>

Uniform suppliers

Official branded uniform items can be purchased from:

The Uniform Shop, 25 Union Street, Halifax, HX1 1PR • 01422 382550

Shaw Hardcastle, 20 Commercial Street, Halifax, HX1 1TB • 01422 353949

Natasha's Schoolwear, 37 Westgate, Bradford, BD1 2QT • 01274 724676

The Uniform Shop, 50-52 Darley Street, Bradford, BD1 3HN • 01274 736300





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