



CORE
**JEWELLERY
QUARTER**
ACADEMY

FAMILY HANDBOOK

***‘Working together to create a culture of
opportunity, respect and excellence, so our
children can succeed.’***

September 2023

CONTENTS

	Page No
Welcome from The Headteacher	
• The JQA Pledge	3
• Term and Holiday Dates	
• Staying Connected to the Academy	
• The Academy Week	
Collaboration	7
• Your Child's Planner	
• Key Staff	
• Key Dates / Calendar	
• Contact with Parent / Carers	
• Individual Needs / Concerns	
• Cashless Catering / Parent Pay	
• Free School Meals	
• Valuing your Views	
• Parent / Carer 'Code of Conduct'	
• Home School Collaboration Agreement	
• Parents' / Carers' Evenings	
Opportunity	11
• Teaching, Learning and Assessment	
• The Curriculum at KS3 and KS4	
• Personal Development	
• Student Parliament	
• Educational Visits	
• Extra-curricular Opportunities	
Respect	14
• Student 'Code of Conduct'	
• Behaviour Policy and Procedures	
• Rewards	
• Uniform Expectations	
• Mobile Phones and Devices	
• If your child is on report...	
Excellence	18
• Equipment Expectations	
• Daily Attendance and Punctuality	
• Assessments and Exams	
• Feedback and Reports	
• Homework and Online Learning	
• How you can best support your child	
FAQs	30

‘Welcome to Jewellery Quarter Academy’ from the Headteacher

Dear Parents and Carers,

I am delighted to share with you Jewellery Quarter Academy’s (JQA) ‘Family Handbook’, which I hope will be a source of great information, advice and guidance about the roles you have in supporting your child / children during this incredibly important time in their education. In my view, collaboration is key.

Very early on in my teaching career, I learnt the absolute and undeniable impact of the ‘Golden Triangle’ on students’ personal and academic development. The triangle has three essential sides / components (school / teachers; the students themselves; and parents / carers), which must work in balance and harmony for excellence to be achieved.



In this Handbook, you will find a range of resources to help you in your critical position as part of that triangle. You will see that this document is split into the CORE Values, which are at the heart of everything we do. We use the values of Collaboration, Opportunity, Respect and Excellence to rationalise any decision we make, to ensure that your child / children is / are successful and effectively prepared for their life beyond JQA.

From basic dates for your diary to more intricate overviews of what your child / children will receive in terms of classroom provision, everything is captured, albeit in occasionally brief terms, in the Family Handbook. Please use this frequently and do get in touch if there is any further help you need – we are always available. Naturally, we are unable to place every single item in one place and so we hope that this, combined with our Piota Schools App and other means of communication will keep you well abreast of news and expectations from our wonderful, ever-improving Academy.

Thank you in advance of your continual support.

Mr J Barton

A stylized, handwritten signature in grey ink, appearing to be 'JB'.

Our Pledge

At JQA, we focus on delivering a CORE education that provides a broad range of opportunities to learn and achieve as well as developing a depth of character around our shared values:

Collaboration: we succeed by working as a team

Opportunity: we develop by taking on new challenges

Respect: we care by respecting and looking after each other

Excellence: we achieve by giving 100% in everything we do

We therefore pledge to:

- *Work together in partnership with parents and carers to support of students to be successful and achieve*
- *Provide a wealth of opportunities for our students to access*
- *Promote and maintain a culture of respect for all*
- *Deliver an excellent educational experience through high-quality teaching and learning.*



Term Dates 2023-24

Autumn Term 2023

Monday 4th September 2023 to Friday 27th October 2023

Monday 6th November 2023 to Friday 22nd December 2023

Staff Professional Development Day:

Monday 4th September 2023

Monday 13th November 2023

Spring Term 2024

Monday 8th January 2024 to Friday 9th February 2024

Monday 19th February 2024 to Friday 22nd March 2024

Staff Professional Development Day:

Monday 8th January 2024

Summer Term 2024

Monday 8th April 2024 to Friday 24th May 2024

Monday 3rd June 2024 to Friday 19th July 2024

Staff Professional Development Day:

Monday 8th April 2024

Monday 22nd July 2024

Academy Events Calendar

Details of Training Days and other important events such as Parents' Evenings can be found on the Events Calendar on our website:

<https://www.corejewelleryquarter.academy/events/>



Staying Connected To JQA

There are several ways parents / carers and students can stay connected to JQA. We utilise a range of social media and mobile technology to keep our community up to date with the latest information, news and events at the Academy.

Below is a **checklist** of ways parents can stay up to date with the Academy and collaborate with us:

Expectation	Completed?
Provide an up-to-date mobile phone number for 2 key contacts and an address to the academy reception to receive any text alerts or letters. You should also provide us with an up-to-date email address .	
Downloaded and logged in to your child's Class Charts account	
Download the JQA app via Piota Schools (search Piota Schools on App/Play Store) and enable notifications – The Parent Info section of the app is updated regularly	
Follow the Academy on Instagram at www.instagram.com/COREJQAcademy	
'Like' the Academy on Facebook at www.facebook.com/COREJQAcademy	
Follow JQA on Twitter at www.twitter.com/COREJQAcademy	
Check the Academy website regularly at www.corejewelleryquarter.academy and read the weekly Headteacher's Blog at: https://www.corejewelleryquarter.academy/news/	

If you are in Year 7, we encourage you to ensure you have provided full details via our Admissions Form.

All parents and carers can update their contact details directly on our Piota app.



The Academy Week

Your child is expected to arrive for 8.30 each day.

Please work out a routine (and route) that enables them to arrive by 8.25 comfortably. There is space in your child's planner to work this out with them on the '**My Journey to School**' page.

Below is the structure of the normal day at JQA. A 'prompting whistle' sounds at 8.26 for students to move to Tutor Time / Assembly and these are also blown 4 minutes before the end of breaks and lunches to warn students to be at their lessons before the bell sounds to signify the start of learning time:

<https://www.corejewelleryquarter.academy/school-life/school-day/>

Assemblies

All assemblies will be held in the Kitchen or virtually in classrooms.

Monday: Year 11, Tuesday: Year 10, Wednesday: Year 9, Thursday: Year 8, Friday: Year 7

Arriving at The Academy

Students should:

- Arrive in good time to ready for the day through the Pope St entrance (unless otherwise notified)
- Be smartly dressed (see website page)
- Have expected equipment (see website page)
- Ensure their mobile phone is switched off and stored securely and headphones are removed and put away
- Respect the local community and represent JQA in a positive way on public transport and around the local area

If students arrive after 8.30, they are late and they should sign in at the Main Reception on Albion St. Parents / carers will be contacted to ascertain the reason (see Attendance and Punctuality page)

Leaving the Academy

Students will usually be dismissed at 15.05 (apart from on Tuesdays due to CORE Extra – see page 13) unless involved in extra-curricular activities or consequences.

Students should:

- Respect the local community and give a positive impression of themselves and JQA by acting safely and respectfully to all
- Travel home as quickly as possible and not loiter (you can help them plan this in the **My Journey to School** section of their planner, if using public transport)
- Be safe when crossing roads and use the 'Green Cross Code'.

COLLABORATION

Your Child's Planner

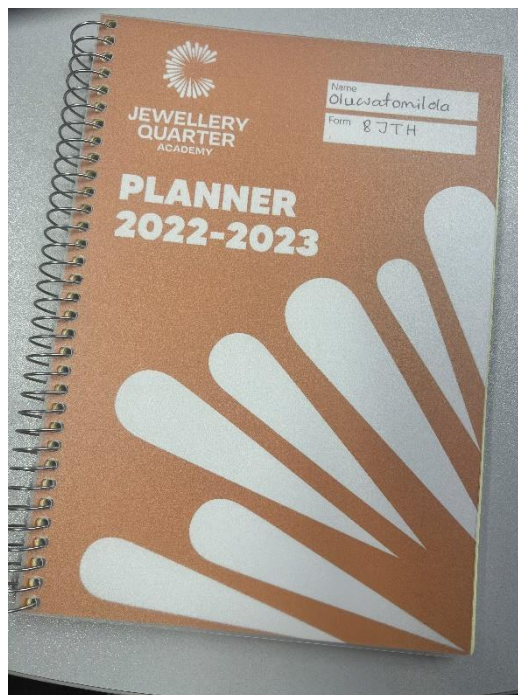
Every student at JQA is issued with a Student Planner on their first day in Autumn Term. The planner is central to their learning and organisation at JQA.

You can support your child best by asking for their planner every day and signing it each week. This will enable you to:

- Use recorded website log-in details to log-in to school email via www.office.com and platforms such as MathsWatch and Reading Plus
- See your child's conduct in every lesson (students receive an RRS stamp if their conduct meets our expectations in each lesson and a Full Stamp merit from their tutor if they have a full set of RRS stamps for the week)
- Communicate with your child's Tutor by writing notes
- Explain any absences
- See what additional assignments your child has logged in terms of homework that needs to be completed
- Plan their journey to and from school with them

Key Information about your child's planner:

- It is important to make it part of your daily routine to check your child's planner and hold conversations with them about lesson content, conduct, rewards achieved and home learning opportunities.
- It is also vital to ensure you sign your child's planner weekly.
- Replacement planners cost £6 and these should be purchased on Parent Pay (see Parent Pay).



Key Staff

You can email your child's Form Tutor or Year Group Co-ordinator from the website or app directly.

Other key staff for parents/carers include:

Designated Safeguarding Leads – (safeguarding@corejewelleryquarter.academy)

Key Dates

All calendar events can be found on the app 'Events' section or website here:

<https://www.corejewelleryquarter.academy/events/>

It is important that parents / carers know when the following key events are and make appropriate plans:

- Academy events
- Parents' / Carers' Evenings
- Staff Professional Development Days

Contact with Parent/Carers

We communicate with parents/carers in a variety of ways, so it is important we have the latest contact details for you.

If there has been a change, you need to provide the Academy with up-to-date details. You can do this by:

- Calling the Academy on 0121 729 7220
- Sending an email to enquiry@corejewelleryquarter.academy
- Completing the 'Change of Contact Details' form in the Forms section of the JQA app

N.B All changes of address require proof of address to be submitted to Reception to be copied for the student's file.

We regularly communicate key information, news and events to parents/carers using the following methods:

- Text message
- Phone call
- Email
- JQA App alert
- Letter posted home or given to student to bring home (all letters home are also uploaded to the website and the Parent Info section of our app)
- Newsletters – on our [website](#) and app
- [Headteacher's Weekly Blog](#)

Individual Needs/Concerns

We pride ourselves on our ability to be able to support students and families and go the extra mile to offer that support. During the Covid-19 crisis, staff took the lead in supporting families with food and laptops, giving up their own time to help those who needed it within our community.

If you have a specific concern about learning or achievement, you should contact your child's form tutor or Year Group Co-ordinator in the first instance via the Who to Contact Page in the Parent Info section of the JQA app or website.

If you have a specific concern about safeguarding, a change in circumstances that is providing difficulty for your family, you can get in touch with the team by emailing safeguarding@corejewelleryquarter.academy

If you have a query or concern about SEN-D, you should refer to our specific policy on the website: <https://www.corejewelleryquarter.academy/our-academy/send/> or contact our SEN-D Co.

Cashless Catering/ Parent Pay

The Academy uses a cashless system to allow students to buy food and drinks at break and lunch. This is completed digitally, with students given a unique ID when they join JQA. Parents and carers should 'load' money onto their child's account via Parent Pay.

The main way that parents / carers pay for food/drinks, trips / visits and equipment such as planners is through www.parentpay.com

Families are set up with a Parent Pay account when their child starts at JQA. If you have a specific query about Parent Pay or cashless catering, please contact the school's Finance Officer on 0121 729 7220 or via enquiry@corejewelleryquarter.academy

Free School Meals

We encourage families to apply for free school meals to support them, where eligible. You can check for eligibility and complete this online at:

<https://www.cloudforedu.org.uk/ofsm/birmingham>

Valuing Your Views

We value the feedback that our community give us and regularly ask parents/carers for views on different aspects of the school.

We also ask parents / carers to complete a termly 'Satisfaction Survey' on the JQA app and encourage all parents and carers to complete this on their devices. This can be found in the Survey section of the app and you will be alerted to when these are live.

We regularly communicate with our community any changes that we propose or make. This can also be in the form of parent / carer forum or a symposium.

Parent / Carer Code of Conduct

To work together productively in a positive way to support our children together, we expect parents and carers to adhere to the Parent / Carer Code of Conduct in the same way we expect all staff to adhere to expectations. This can be found in your child's planner and online here: <https://www.corejewelleryquarter.academy/parents-and-carers/parent-code-of-conduct/>

Home-School Collaboration Agreement

We ask all parents and carers and students to sign the Home School Collaboration Agreement in their child's new planner in September and sign and return the paper copy that is issued on the first day of school in September. . This will be checked by your child's form tutor.

Please find a full copy of the Home School Collaboration Agreement in your child's planner for you to sign.

Parents' / Carers' Evenings

We ask all parents and carers to attend calendared Parents' Evenings to discuss their child's progress. You can find these in the Events calendar on the app and website and if these are online, appointments can be made by going to: <https://jewelleryquarteracademy.schoolcloud.co.uk/>

OPPORTUNITY

Teaching, Learning and Assessment

The important things that happen at JQA happen in classrooms – learning is central to what we do and parents / carers have a key role in this to ensure their child makes the most every opportunity available to them to learn and succeed.

We expect parents and carers to invest and be interested in what their child is learning in different subjects, supporting them to develop knowledge and skills to be successful. We have routines and systems in place to support learning and clear expectations in our Behaviour Policy: <https://www.corejewelleryquarter.academy/wp-content/uploads/sites/8/CORE-Behaviour-Policy-2022-23.pdf>

All lessons follow a JQA lesson structure that includes:

- Do Now (an activity to complete as soon as they enter the classroom in silence)
- I do – the teacher models or demonstrates
- We do – the teacher supports students to develop understanding, through questioning and other activities
- You do – the students complete an activity to demonstrate their understanding
- Feedback – the teacher checks to see if students have grasped the concepts yet (more can be found on this in the Excellence section)

We expect all students to be equipped for learning. This policy can be found here: <https://www.corejewelleryquarter.academy/school-life/uniform-equipment/> and parents /carers are responsible for ensuring their child has all the equipment they need to succeed.

Supporting your child through knowing what they are learning and checking aspects of knowledge with them as well as Homework is vital to your child's success.

There is a clear guide on how to support your child to make the most of their learning opportunities in the Excellence section of this Handbook.

Curriculum

The aim at JQA is for aspirational curriculum which delivers a quality CORE education that provides a broad range of opportunities to learn and achieve as well as developing a depth of character around our shared values.

A full outline of our Curriculum is on our website as well as subjects studied at KS3 and options for KS4:

<https://www.corejewelleryquarter.academy/curriculum/>

Personal Development

As well as giving students opportunities to learn, succeed and achieve, we aim to develop students' character at JQA around 12 CORE characteristics and **students are given the opportunity to reflect on these termly with their form tutor in their planner**. Parents / carers receive a report on their child's character development each term against the following traits:

Value	Trait
Collaboration	<ul style="list-style-type: none">• Recognises and manages influences positively• Works as part of a team and builds healthy, positive relationships• Uses strategies to access support when appropriate
Opportunity	<ul style="list-style-type: none">• Makes the most of opportunities to participate or take 'positive risks', including leadership opportunities• Takes time to question and enquire further about topics and learning• Makes positive decisions after assessing situations (including risk)
Respect	<ul style="list-style-type: none">• Shows respect, empathy and tolerance for others' beliefs/values/opinions• Actively listens regularly• Develops and maintains a healthy self-concept (self-respect)
Excellence	<ul style="list-style-type: none">• Focussed on self-improvement and is aspirational• Committed to self-organisation• Self regulates when necessary and is positive and resilient

The full range of opportunities available to all students can be found at:

<https://www.corejewelleryquarter.academy/subjects/core-character/>

Student Parliament

Your child will be given the opportunity to become an elected member of our democratic Student Parliament.

The parliament holds elections each year and is a vehicle for change amongst students. The Student Parliament has an elected member from each form and sits once a half term to discuss issues ways to improve the Academy.

Elections are held in September each year and students who wish to stand complete a speech to their classmates and a democratic vote to elect a representative takes place.

In Year 11, we invite students to apply to form the Student Leadership Team, comprised of:

- Head Students
- Deputy Head Students
- Prefects (5 in total) who act as representatives for them form in Student Parliament where appropriate

We are committed to giving leadership opportunities for all students to enable them to see how democracy and leadership can be forces for positive change.

We communicate the changes and difference the Student Parliament has made to all students through regular assemblies.

If you would like to know more about our Student Parliament, please contact Miss Seleshe at mseleshe@corejewelleryquarter.academy

Educational Visits

The Academy has a policy for educational visits which can be requested from Reception.

Paying For School Trips/Visits

Any payment for an educational trip or visit can be made via Parent Pay. **Under no circumstances should families attempt to pay for school trips / visits by giving cash to school reception.** We recognise that additional school costs can be challenging for some families financially and, in some circumstances, we can use additional funding from our Pupil Premium budget to support where appropriate.

If you would like to enquire about this, please speak to our finance assistant by calling 0121 729 7220.

Returning Permission Slips

We expect all parents/carers to sign and return any permission slips by the stated deadline to enable effective planning of risk assessments; transport and staffing. If a permission slip is not returned in line with the deadline on a letter inviting a child onto a trip, this may mean your child cannot attend and funds paid might not be reimbursed.



Extra-Curricular Opportunities

The Academy provides a range of opportunities for students to engage in extra-curricular activities. [At the heart of this is CORE Extra which takes place each Tuesday from 3.05-4.05 and the programme is updated each term with students indicating what they would like to take part in.](#)

Parents / carers should encourage their child to engage in activities that they are interested in by discussing these opportunities with their child and supporting them to attend them. **There is space in the planner, pictured below, to record any #COREopportunities students are involved in.**

Our additional 'Extra-Curricular' timetable can be found on the school website and on the JQA App.

RESPECT

Code of Conduct

The Academy has a clear Code of Conduct for students and clear routines. We call this our 'gold standards.' Parents / carers should be aware of this and ensure their child meets our expectations through their excellent conduct. We have produced a video about how to support your child with routines which you can view here:

<https://vimeo.com/719789415>

Ready

- We always wear correct and smart uniform at all times and we always have the right equipment for learning.
- We always attend school and all lessons on time and follow our lesson routines
- We make the most of all opportunities for learning
- We give 100% effort towards academic achievement by completing work and homework on time.

Respectful

- We use good manners and are kind to everyone at all times
- We speak and act respectfully to all, representing our academy positively
- We keep the academy tidy and litter free, not eating in classrooms
- We always follow all instructions 'first time, everytime'
- [We SHINE in all our lessons](#)
- We listen carefully when an adult or another student is talking
- We show respect for academy property and others' property in the academy community
- We are always truthful and honest.

Safe

- We always walk quietly, calmly and purposefully
- We are always in the right place doing the right thing
- We do not bring in any items that might cause ourselves or others harm
- We keep our hands and feet to ourselves, respecting others' space
- Our mobile phones/devices are not seen or heard on site
- We report any concerns to an adult and resolve them together.

You can find an example of the student Code of Conduct in your child's planner and online at: <https://www.corejewelleryquarter.academy/wp-content/uploads/sites/8/JQA-Code-of-Conduct-2022-23.pdf>

Behaviour Policy and Procedures

We have high expectations of our students because we want them to have high standards for themselves so that they learn and achieve. Our Behaviour Policy is centred around working together to create a culture of collaboration, opportunity, respect and excellence.

There are clear procedures for staff to manage any misconduct with regards to our Code of Conduct and **parents / carers are expected to support the school.**

The Behaviour Procedures on our website also outline the range of support students can be offered to enable them to meet our high expectations.

You can request a full copy of our Behaviour Procedures from Reception.

Rewards

Rewards and recognition are very important aspects of learning at JQA. Due to our high expectations, we will never reward students for doing the expected. Our reward merits and Praise Postcards recognise the 'over and beyond' qualities that exude our values. Examples of this might be:

Collaboration:

- Working together successfully with others to produce a high-quality outcome
- Selflessly helping another member of the JQA community

Opportunity:

- Outstanding effort to make the most of every minute of learning
- Representing the school superbly on a trip or visit

Respect:

- Pride in work – high quality presentation
- Demonstrating high-quality respect for others

Excellence:

- Superb classwork or homework
- Outstanding performance to represent the school
- 100% attendance

Merits are awarded via Class Charts. All students and parents should have log-in details for this and should be accessing Class Charts regularly. They can cash in their positives at the Reward Shop.

We have the following other positives available:

- Form Tutor positives
- SLT positives
- Headteacher positives

Uniform and Equipment

We wear our JQA uniform with pride and see it as symbolic of what we represent – equality, working together, showing respect and striving for excellence. We live our values by how we expect our students to wear our uniform because we are preparing students for their future **professional** opportunities: an excellent first impression in an interview for sixth form / college, university or their chosen career.

The online policy provides clarity for all parents/carers, students (when purchasing uniform and equipment) and for staff at JQA.

<https://www.corejewelleryquarter.academy/school-life/uniform-equipment/>



We do not engage in discussion about what is and what is not acceptable.

Our expectations are clear and rooted in the best intentions for our students: to present themselves professionally and build habits for good organisation and preparedness.

We expect everyone to respect the spirit of the rules, not to try subterfuge and find a loophole. Our value of Collaboration means we can work with families who are struggling financially with uniform where appropriate.

We expect parents and carers to support the Academy by knowing and meeting these expectations in relation to ensuring their child is ready and prepared for success at JQA.

Mobile Phones

Mobile phones should be turned off and out of sight from the moment a student enters the Academy premises until they are outside the Academy premises at the end of the day. Mobile phones may not be used on site at any time of the Academy Day and should not be seen or heard on site.

Students whose phones are visible or are heard (playing of music / messages tones etc) can expect them to be confiscated and given to Reception. Students can collect their phone, which will be stored securely in a named envelope, from Reception after sitting their consequence at the end of the Academy Day.

Students who continually flout this rule will be banned from bringing their mobile phone to the academy and any further issues after this formal ban will result in confiscation and collection by parents (see our Behaviour Procedures on our website).

Parents / carers are expected to contact students and leave messages if necessary during the school day by calling the Academy Reception. Parents / carers should NOT call students on their mobile throughout the day and should call Reception 0121 729 7220.

The school is not responsible for students' mobile phones or devices and they are brought in at students' own risk.

If Your Child Is on STEP Report

STEP stands for 'Support To Ensure Progress.' The STEP system outlines the stages of report your child can be placed on to support them with their conduct at the Academy.

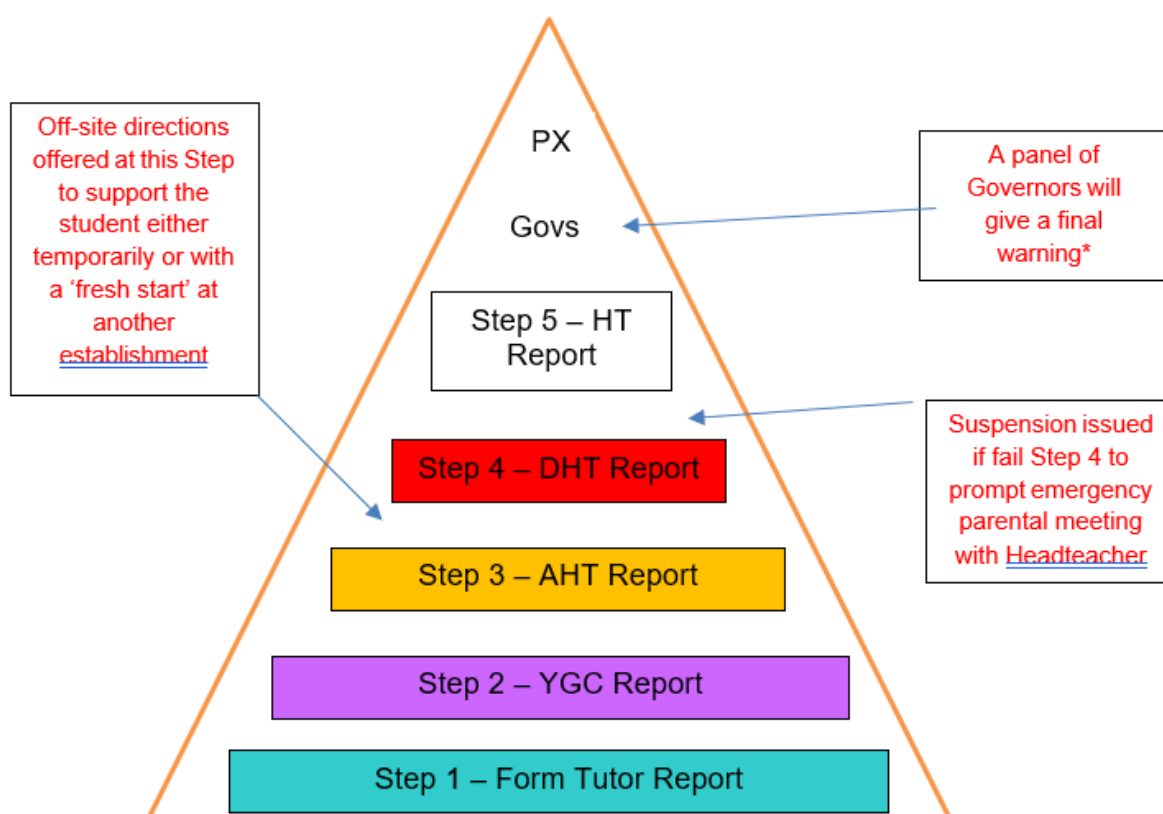
Being on any stage of report is serious and we expect parental support to ensure their child rectifies any conduct issues. Reports are monitored via Class Charts.

When a child is placed on report, we start a process to review our provision and then their place at the Academy. This is further outlined in our Behaviour Policy.

You can support your child to keep their place:

- Reviewing their report via Class Charts together
- Putting in rewards and sanctions at home to reward them when the report goes well and punish when it is not
- Staying in touch with your child's Year Group Co-ordinator or form tutor.

Above all, the value of collaboration is very important – we all want success for the children at JQA and we have to work together where students require additional support to be successful. [You can find information about the STEP system on our website.](#)



EXCELLENCE

Equipment Expectations

JQA is a place of learning. Learning is central to everything and we expect our students to arrive with the necessary equipment to make the most of all learning opportunities. When students do not have the correct equipment, it slows learning and wastes time: it is unprofessional to arrive unprepared and this is something we want to instil in our students.

Students will need the following equipment to ensure they are 'Ready' to learn.

Expected List (checked each morning by your child's tutor)

- Practical and professional school bag
- Clear Pencil Case
- Black or blue pens (N.B more than one pen is expected and students should also have a whiteboard pen)
- Green Pen for self-assessment
- Pencil and rubber
- Ruler (to underline titles and present work excellently)
- Sharpener
- JQA Planner – provided by the school

Preferred List

- Scientific Calculator
- Maths equipment set (protractor etc)
- Reading book

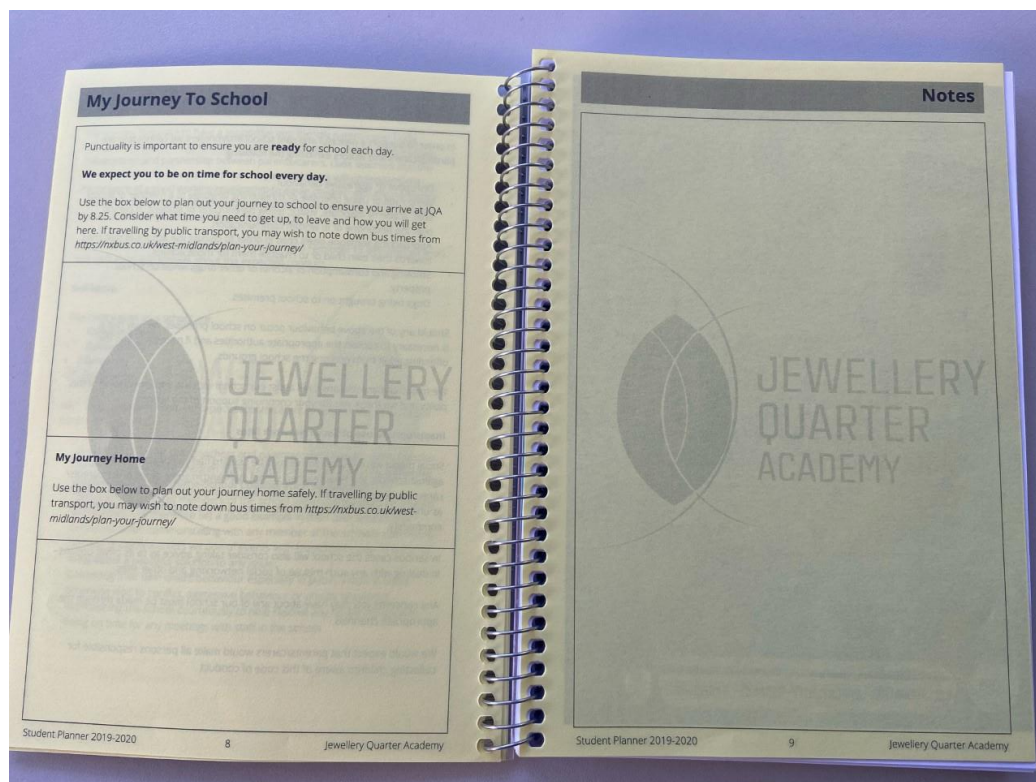
Attendance and Punctuality

JQA has a clear policy and clear procedures for parents/carers with regard to punctuality and attendance which can be requested.

Parents / carers are responsible for ensuring their child arrives to school on time each morning. The Student Entrance gates close at 8.30 and any student arriving after this will be signed in at Reception by the Attendance Officer and a Pastoral Leader.

All latecomers will be automatically issued with a 60-minute sanction unless we accept the reason for this tardiness.

It is important that parents / carers prioritise and plan for their child to arrive on time. There is space in the planner to plan this, including a journey planner for public transport. Parents / carers should ensure that if their child uses public transport, they take into account any potential issues such as traffic, roadworks and bus/train punctuality/frequency. This Journey Planner can be found here:
<https://journeyplanner.networkwestmidlands.com/>



We expect student attendance to be between 97-100%. Where it falls below this threshold, we will put in measures to support the family to improve to meet our expectations.

We reward students who have 100% attendance each half term.

Should your child's attendance become a cause for concern and fall below our expectations, you will be given support and if it fails to improve further, you will be expected to attend an School Attendance Review Meeting (SARM) which can lead to legal proceedings being issued in accordance with [Birmingham City Council's procedures](#). It is important to be aware that under:

Section 444(1A) Education Act 1996:

"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."

The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, impose a victim surcharge and order payment of the prosecution costs.

How You Can Make Sure Your Child Has Excellent Attendance:

- Get them into strong routines for bedtime and in the morning
- Plan their journey with them and review it regularly to ensure it is enabling them to be at school for 8.25 so they have time before the bell sounds at 8.35
- Contact school on the first day of any absence on 0121 729 7220 by 9.30am stating the reason for absence and the likely return date – **there is space to explain absences in your child's planner too.**
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Head Teacher will not authorise medical absence without evidence.
- Collaborate with the school by communicating and working with us to quickly resolve any issues or concerns you have by contacting the attendance officer on 0121 729 7220 (option 2) or the DSL at safeguarding@corejewelleryquarter.academy

Leave in Term Time

Parents / carers are strongly advised to avoid taking their sons / daughters on holiday during term time and it will not be authorised. Parents / carers do not have an automatic right to remove their son / daughter from Academy during term time for the purpose of a holiday.

If you would like to apply directly to the Headteacher, you will need to complete a form available from Reception.

If the permission to take leave is not granted and the student still goes on an extended absence, the absence will be unauthorised.

All holiday absence is unauthorised. We will issue a letter (LD1 or LD2) to parents/carers requesting an explanation of the absence and start proceedings in conjunction with [Birmingham City Council](#) which may include:



- Issuing penalty notices: Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. **Failure to pay may result in prosecution.**
- Taking parents to court for unauthorised absence: Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- Taking parents to court for persistent unauthorised absence: Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

We expect excellent attendance: if students are not in school, they cannot learn and succeed. It is important that parents/carers understand the impact that attendance has on their child's life chances:

Attendance during one school year...	equals this number of days absent...	which is approximately this many weeks absent...	and means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

We expect parents/carers to work together with us to ensure excellent attendance.

Assessments and Exams

Assessments and examinations are very important at JQA: they present students with the opportunity to show what they have learnt.

All assessments are treated very seriously, whether completed in class or in a formal examination room. Teachers and invigilators will make students aware of the expectations and students are expected to adhere to these at all times.

Parents/carers should make themselves aware of when all important examinations and assessments are.

We publish a timetable of internal exams on the school website and each Home Learning Collaboration document on the JQA Home Learning section of our app contains details of internal assessments in each subject for all year groups.

How You Can Support Your Child to Succeed in Assessments and Exams

- Know when exams and assessments are and what is going to be included in them
- Speak to your child about being prepared for assessments and exams – support them with revision routines and planning and managing stress
- Ensure they are ready and prepared and attend punctually on the day of any assessment/examination
- Remind your child about conduct during assessments and exams
- Follow up and ask them how they got on
- Talk through results with them and how they can improve next time



Feedback

Students are given regular feedback on work they have completed in class and at home.

This is either in the form of 'whole-class feedback', 'live feedback' or feedback after an extended piece of work such as an assessment or an examination.

Feedback tells students what to do to improve.

You can request to see the Academy's 'Feedback' policy

How you can best support your child:

- Speak to them about what whole-class feedback has been given
- Ask them about their assessment results and talk them through how they can improve

Progress Reports

You will receive reports outlining your child's progress each year. This will let you know how your child is performing in their subjects. It will likely contain:

WAG (Working at Grade)

ATL (Attitude to Learning):

Breaks of the Code of Conduct

Attendance and Punctuality

Character – a mark out of 24 with scores for each character trait around our values

How you can best support your child:

- Speak to them about their report and how they are performing in each subject
- Talk to them about barriers such as effort, attendance or conduct that may be limiting progress
- Prepare to discuss with subject teachers at Parents' / Carers' Evenings

Homework and Online Learning

Students are given homework regularly at JQA and write their homework in their planners. A suite of apps support their learning to continue.

You can find the JQA Homework policy on the academy website:

<https://www.corejewelleryquarter.academy/curriculum/homework/>

You can find these details written into the relevant page of your child's planner.

If your child has forgotten their password, they can request a new one via the Forms section of the app or visiting our IT technician in Reception.

How to Support Your Child with Homework:

We have produced a video for all parents to help them to support their child at home. [You can access this here](#) but the tips are summarised below:

- Provide a quiet space for your child to complete their homework
- Build homework into your child's evening routine and check on their Reading Plus, MathsWatch, Seneca or GCSE Pod work
- Ensure they have an appropriate device to complete online work and access to the internet
- Check to see if their additional homework is completed by asking to see their planner
- Check with their tutor if you have any concerns regarding homework

How Best to Support your Child

The best way to support your child is to share our high expectations of them and positively push them to become the best version of themselves. A united front between school and yourselves with a shared goal is what is needed for your child to succeed.

Below are some ways you can best support your child:

- Ensure they have a strong morning routine (with a suitable breakfast) so they are ready and on time for school each day
- Provide them with equipment and uniform that meet the school's expectations
- Expect them to have 100% attendance and ensure they attend on time everyday
- Work with the school to solve any issues quickly – your child's tutor and Year Group co-ordinator are very important to work with
- Support and work with the school if there are any concerns with conduct so we can resolve these before they escalate
- Know what they are studying and when they are assessed and support them with the resources we provide
- Attend their Parents' Evenings and collaborate with us
- Encourage them to log rewards, reflect on how they achieved them and ask them how they have spent them at the Rewards Shop
- Communicate with us if there are difficulties or changes in circumstances – we are here to help!
- Provide a place and the resources for them to complete home learning and check their planner daily
- Discuss options and careers with your child
- Encourage a 'growth mindset' where you nurture your child to learn from mistakes and realise it's OK to not be good at something first time

The best way to support your child is to work with the staff at the school in partnership – we all only want what's best for the children.

FAQs

Below are some of the questions parents / carers might have about situations not covered in the Handbook that might occur at JQA:

Q: My child has broken the Code of Conduct and has to stay behind after school for coaching. Can I disagree with this?

No, our Behaviour Policy outlines the legal rights the Academy has to issue a same-day detention. We text out of courtesy, not to seek permission.

Q: I have been notified of a suspension for my child due to a serious breach of the Behaviour Policy. What do I do now?

You have a legal responsibility to keep your child at home during school hours. They have their Microsoft Teams/Office 365 log-in details in their planner as well as access to platforms for learning the school uses such as Reading Plus/MathsWatch. You should call the school to confirm these. You will also need to be aware of, and attend, the re-integration meeting.

Q: I wish to express concern or I would like to make a complaint. How do I do that?

The Academy has a [complaints procedure](#) on the website which outlines details of how to do this.

Q: Can I come onto site to speak to someone about my child?

You will need to phone in advance to book an appointment to come on to site to meet with staff. Please call on 0121 729 7220 or email enquiry@corejewelleryquarter.academy