



Essential guide to Horizons Academy

Horizons Academy

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We empower | We respect | We care

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"Our aim is to inspire, raise aspirations and create brighter tomorrows."

Principal's welcome

Welcome to Horizons Academy, a brand-new state-of-the-art academy that believes that every young person, regardless of individual need or ability, deserves a high-quality, ambitious education.

Our aim is to inspire, raise aspirations and create brighter tomorrows for all our learners, not just academically but also as young people. Our values and ethos are underpinned by our Horizons' habits which all learners are committed to developing during their time with us. The four habits are: be respectful, be brave, be resilient, and build relationships.

Our curriculum, culture, and classrooms are built around a clear, intentional strategy: stability, engagement, and growth. In meeting the wide-ranging specific needs of all learners, our curriculum is aspirational and offers a broad range of experiences that are meaningful and tailored to every student. Every young person who is part of Horizons Academy will leave prepared for adulthood and the motivation to go on to achieve more than they could have ever imagined.

We are delighted to welcome you to Horizons Academy. We look forward to working in partnership with you to shape your child's future.



Mr Lee Beesley
Principal

Starting at Horizons

Welcome to Horizons Academy. We understand how daunting starting a new school can be for parents, carers and learners. Our team of dedicated and specialist staff are on hand to make this transition a smooth one, supporting our learners to arrive at school willing to learn and try their best.

The information in this booklet is designed to help families and learners prepare for joining Horizons Academy by providing all the key details you need in advance.

You will notice a clipboard and pen icon next to some sections – these indicate that follow-up actions are required, such as completing and returning forms to the academy. A full checklist is included at the end of the booklet to help you ensure everything is completed before your child starts with us.

The academy day



Our academy day runs from **9am to 3pm**. The format of the day will be slightly different depending on your child's key stage and class.



Here is an example of a **key stage 2** timetable:

Arrivals and nurture breakfast	9-9.30am
Period one	9.30-10.10am
Structured break	10.10-10.30am
Period two	10.30-11.10am
Period three	11.10-11.50am
Lunch	11.50am-12.20pm
Structured break	12.20-12.40pm
Period four	12.40-1.20pm
Period five	1.20-2pm
Structured break	2-2.20pm
Positive reflection	2.20-2.30pm
Class activity and departures	2.30-3pm

Here is an example of a **key stage 3** timetable:

Arrivals and nurture breakfast	9-9.30am
Period one	9.30-10.10am
Period two	10.10-10.50am
Structured break	10.50-11.10am
Period three	11.10-11.55am
Period four	11.55am-12.40pm
Lunch	12.40-1.10pm
Period five	1.10-1.55pm
Structured break	1.55-2.15pm
Positive reflection	1.15-2.30pm
Class activity and departures	2.30-3pm

Out of academy appointments

We ask that wherever possible, parents and carers book appointments for their child before or after the academy day. If your child should need to leave the academy during the school day, they must provide a written consent from home and a copy of the appointment letter or card.

Our uniform

These are Horizons Academy's expectations with regards to school uniform:

- Dark grey jumper with logo
- Light grey polo shirt with logo
- Optional dark grey fleece with logo

In addition to these items the following clothing items are acceptable:

- Black jogging bottoms
- Black tracksuit bottoms
- Black leggings

There is no separate PE kit.

Footwear

Shoes should be comfortable and relaxed, e.g. trainers.

Our uniform supplier is Mapac which offers great value and support for schools. You can order uniform directly from Mapac's website.

Contacting Mapac:

☎ 01923 255525 (local rate)

🌐 [www.mapac.com/
education/parents/uniform/
horizonsacademy](http://www.mapac.com/education/parents/uniform/horizonsacademy)



Travelling to the academy

There are different learner entrances to Horizons Academy. Your child will be informed of their designated entrance when they start at the academy. Parents or carers visiting the academy should enter by the visitor entrance only. This is to ensure all visitors are correctly signed in and to keep our academy community safe.

Travelling by bus

Nottinghamshire County Council transports many of our learners to and from the academy. Applications for transport for children attending Horizons Academy can be made online via NCC's website, or by calling the customer service centre:

 www.nottinghamshire.gov.uk/education/travel-to-schools/special-transport-needs

 0300 500 8080



Travelling on foot or by bicycle

Learners travelling locally are encouraged to walk or cycle to the academy. There are bike sheds available on site. Learners using these facilities should ensure they bring their own lock to store their bike securely during the academy day.

Travelling by car

Our car parks are extremely busy in the morning and at the end of the academy day with buses transporting children. To ensure everyone's safety, access to our school site is closed to all vehicles except school buses during the following times: 8.30-9.30am and 2.30-3.15pm.



Settling in

From day one, our priority is to make your child feel welcome and comfortable in our academy. We believe that every young person deserves a high-quality, ambitious education, regardless of their background or individual needs. Our curriculum, culture, and classrooms are built around a clear, intentional strategy: stability, engagement, and growth.



Our ethos

We are committed to creating a nurturing and aspirational school where:

Stability provides the foundation for success: predictable routines, consistent relationships, and emotionally safe spaces reduce anxiety and rebuild trust.

Engagement reconnects students with learning: creative, accessible, and meaningful experiences spark curiosity, build confidence, and promote belonging.

Growth is at the heart of our mission: students are supported to develop academically, emotionally, and socially — preparing them for life beyond school.

Horizons' habits

Our academy values are underpinned by our Horizons' habits which all learners are committed to developing during their time with us.

The four habits are:

- be respectful
- be brave
- be resilient
- build relationships



Specialist support available

Horizons Academy provides education to learners with social, emotional and mental health needs as well as autistic learners. To ensure all learners get the most out of their time with us all staff adopt a consistent, predictable and nurturing approach always and we have additional support available including:

- trauma-informed teaching
- smaller class sizes with higher ratios of adult support
- safe structured spaces for emotional regulation
- personalised curriculum planning and delivery
- bespoke planned interventions
- access to specialist trained staff/therapists where appropriate

Lunch and catering services

Our food is excellent and is prepared and cooked on site. We use seasonal ingredients, and menus balance traditional favourites with diverse cuisines that reflect our whole school community.

The kitchen team work hard to ensure that everyone's individual needs are catered for and there is choice and flexibility with meals.

Dietary requirements



Accompanying this information booklet is an assessment of dietary requirements form. You must let the academy know if your child has a dietary requirement. Complete this form at your earliest convenience and return to the school office.

Please note: we are a nut free school. If your child is bringing their own lunch and snacks to school, all food must be nut free.

Free school meals

We know that having a nutritious meal during the school day is important for children's health, wellbeing and learning – and we want to ensure that all children who are eligible for free school meals benefit from this scheme.

If you think that your child may be entitled to free school meals, you can submit an application to Nottinghamshire County Council.



www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk

☎ 0300 500 8080

The academy will be made aware of approved applications. We can then start providing free school meals for your child. We treat all recipients of free school meals with complete discretion.



ParentPay

Once your child is enrolled in the academy, we will issue families with information on how to download and sign up to the ParentPay app.



ParentPay is our secure online system for paying for school meals and trips. Once you receive your secure login to create your account, you will be able to link a debit or credit card to complete purchases for school meals and trips.

Personal belongings

All learners should have clearly labelled property. Bags will be stored within your child's classroom during the academy day.

Mobile phones



Mobile phones will need to be locked in your child's personal mobile phone locker on entry to the academy. These can be collected on exit.

Communication with families



Reach More Parents by Weduc

Reach More Parents by Weduc is the main communication tool used by the academy to keep families informed, engaged and up-to-date with their child's progress.

Reach More Parents by Weduc provides a social media style community that allows you to follow your child's learning and view any pictures, videos or posts relevant to your child. It enables you to view all academy communications such as push messages, emails, texts and notifications in one secure location.

Families of learners enrolled will receive an enrolment email or SMS containing details of how to register and access the app, including your own unique and secure login.



Contacting the academy

If you need to contact the academy, our office hours are Monday-Friday, 8am-4pm.

✉ office@horizons-ac.org.uk

☎ 01623 410 510

🌐 www.horizons-ac.org.uk

Key contacts

Attendance:

Jessica MacLean:

jmaclean@horizons-ac.org.uk

Designated safeguarding lead:

Lee Beesley:

lbeesley@horizons-ac.org.uk

Family support:

Nykki Hinton:

nhinton@horizons-ac.org.uk

Web and social media

The academy website has a dedicated 'parents' section which provides essential information for families. We also post regular updates on our social media channels.



HorizonsAcad



@HorizonsAcad



Personal data and consents

Please read this important information about the data we need to collect about your child as part of their enrolment and continuing journey at Horizons Academy. All data we hold complies with UK privacy laws and the General Data Protection Regulation (GDPR).



Learner information and consent

Accompanying this information booklet is our data and consent form. We ask that parents and carers complete the form at their earliest convenience and return it to the academy. It is essential that every part of the form is completed.

If your child is using a name other than their legal name, then please make this clear on the data and consent form. Only legal names will appear on official correspondence. If a name has been changed, we shall require a copy of the deed poll and/or birth certificate.



Medical conditions and medication

Accompanying this information booklet is our medical conditions and medication form. If your child requires medication to be given during the school day or during trips and visits, the form will need to be signed by the parent and carer and returned to school. If your child's medical condition changes once they have enrolled, you must notify the school office at the earliest opportunity.

Trips and educational visits

Your child will have opportunity to take part in visits and trips throughout their time at Horizons. For each trip, we will issue parents and carers with an EV4 consent form.

Important: Parents and carers are responsible for making sure their child's medical information is up-to-date and that any required medication is provided in sufficient supply for safe handling and administration during off-site activities.

Checklist

- ☐ Familiarise myself with the **academy day**
- ☐ Purchase **uniform** through Mapac
- ☐ Check **travel and transport** information
- ☐ Label all **belongings**
- ☐ Download **Weduc** app and use unique login details to view communications
- ☐ Download **ParentPay** and signup once login information is received
- ☐ Find out which **class** my child is in
- ☐ Provide my child with a packed **lunch** if required

Complete and return the following paperwork to the academy office:

- ☐ assessment of dietary requirements form
- ☐ food disclaimer form
- ☐ additional contact information form
- ☐ permission slip
- ☐ pupil information and consent form
- ☐ General Data Protection Regulation consent form
- ☐ home school agreement
- ☐ medical conditions form