



June 2018

Dear Parents / Carers

I usually write to all parents and carers at the end of the academic year to wrap up all of the fantastic things that take place in the Summer Term and to remind you of key dates. This year, I am writing to you early as there are a number of changes on the horizon and I wanted to give you plenty of advance notice before the summer holiday arrives. A number of these should already be familiar to our existing parents/carers as I have written to you about them before, and others will be familiar to members of our parents' forum, who have had the chance to discuss many of these throughout the year.

I urge you to read this letter in full, but for ease, I have listed the main points below:

- **New uniform** comes in to effect from September (see appendix at end of letter)
- There are **changes to parking and gates** from September so no **drop-off / collection in the main turning circle**
- There are changes to the shape of the academy day, so **students will finish at 2.45pm every day**
- There is an opportunity for **tours of the new building** between 3.30 and 5.00pm on 11th July
- Students **finish for the year at 12 noon on Wednesday 18th July**

Uniform

I wrote to all parents a few months ago to let you know about the academy rebrand which is happening over the summer break. This impacts on some items of our academy uniform, most notably the blazer and PE shorts / polo shirt - which carry the academy logo and name. A full copy of the letter which outlines these changes can be found on the website. As a reminder, the key details you need to know are:

- All **new Year 7** students will be given a newly branded blazer to start with
- All **new Year 7** students will purchase newly branded PE kit
- All other students can continue to use their existing blazers and PE kits until they need replacing. Next time these need to be replaced, you will buy the newly branded versions. Of course, you are welcome to buy the newly branded items for September if you wish.

The student council have been working hard to influence the academy uniform and as a result of their excellent work, we are introducing optional academy leggings for girls. We are also replacing the existing loose fitting tracksuit pants with a slimmer fitted version as optional items for both girls and boys. Both the leggings and the new tracksuit pants are available from the academy uniform shop via ParentPay. **Please note: only the versions of the leggings and tracksuit pants from the uniform shop are acceptable - please do not buy alternative versions as these will not be permitted.**

The other good news is that we have managed to get the uniform at a slightly reduced price than we have previously been able to supply it.

The last change for the uniform is the introduction of new ties. The students have been working with us to design a set of smart, businesslike ties that identify which 'family' they belong to. There will be no cost to parents/students for the first of these new ties. These will be given out on the first morning back of the new academic year. All existing students should come to the academy on the first day back wearing their current tie and they will be able to exchange this for their new one during tutor time. We plan to donate all old ties to charity. Replacement ties will be sold for £4 should a student lose theirs.

Gates and Parking

As part of our building expansion project, we plan to make the whole academy site much more secure for September. Currently, the academy site is open to public access from the road. We plan to secure the whole perimeter fence throughout the day so that we can further improve our safeguarding. The key points to note are:

- The existing turning circle at the front of the building will no longer be used for drop off or collection. These gates will remain locked throughout the day. The new car park (at the end of the new extension) will have automated gates that open at the start and end of the day to allow parents to use the 16 spaces around the perimeter or the car park. This will keep the traffic away from the main student pedestrian area and allow access for emergency vehicles at all times. **I strongly encourage parents who do not have a good reason to drive right into the new car park, to park further away from the academy and allow their children to walk to meet them.** This will help keep congestion down and make the end of the day much safer for students.
- Visitors to the academy during the day will be able to park in the staff/visitor car park at the back of the academy (accessed from the bottom gate) or those with mobility issues that need accessible visitor parking will be able to use the intercom to gain access to park in the designated spaces (and/or) turning circle area at the front of the academy. Visitors on foot should enter via the same bottom gate and use the intercom to be buzzed in through the new automated pedestrian gate. Main reception is remaining unchanged, and all visitors must report to main reception upon arrival.

New Academy Day

As the academy is growing, we have needed to look at our systems and structures to make sure that we continue to serve our students well. I want to congratulate the students and staff on just how well they have coped this academic year, with many more people in the building and without the extra space being available as had originally been planned. Our current academy day, with its three split breaks and lunchtimes, has made it difficult to protect the learning that takes place in some of our open learning zones - as students have quite rightly had to travel to break, access their lockers or go to the toilet etc. Achieving the highest quality teaching and learning is our core purpose, and the full opening on the new block in September allows us to re-organise the academy day to minimise any disruption to learning and exploit the new layout of the academy. As such, from September we are moving to just two sittings at break and lunch. These will be organised based on which half of the building a student is in at that time. The current building (Block A) will take the first break and lunch sitting and the new building (Block B) will take the second sitting. There will be a crossover period between the two sittings when all students are back in lessons. We are also simplifying the shape of the academy week by removing the one-off extended tutor session on Monday afternoons and starting each day with a longer tutor period instead. This means that every day will have the same pattern and every day will finish at the same time. This is all best understood by looking at the outline of the day in the table below:

Tutor	
P1 - 9.00-10.00	
Break A 10.00-10.15	P2 - 10.00-11.00
P2 - 10.15-11.15	
Break B - 11.00-11.15	
P3 - 11.15-12.15	
Lunch A 12.15 - 12.45	P4 - 12.15-13.15
P4 - 12.45 - 13.45	
Lunch B 13.15-13.45	
P5 - 13.45-14.45	

- The overall start and end times of the academy day have not changed. Students must be in the academy at 8.20am ready for morning tutor which begins at 8.30am
- Morning Tutor will run from 8.30am to 9am every day to allow students to be properly prepared for the rest of the day and for the delivery of important PSCHE content and important messages
- The official end of the academy day has always been 3pm - even though students have been allowed to leave at 2.30pm if they have not had detentions to attend. From September, the last lesson finishes at 2.45pm. Students will still be allowed to leave early (2.45pm) if they do not have detentions or any other commitments.

As a result of the reduced number of split sittings and the way that we will use each half of the building to organise the split, no lessons will be interrupted by students on break or lunch.

Behaviour System

There are no big changes planned to our behaviour system but we do plan to streamline the way in which we manage detentions. For some students, the current departmental detention system (of different days of the week) has meant that there has occasionally been too big a gap between an incident and the detention being served. To simplify matters and to remove this problem, we are moving to a simpler system where we will run one centralised detention in the same place every day (one room for KS3 and one for KS4 students). Students will be placed in that detention and parents/carers will be informed in advance. This means that students will serve detentions much closer to the incident and there will be less confusion. Non-attendance to detentions will escalate to more serious sanctions.

Parents/carers will still be able to access their child's behaviour and rewards activity in real time by accessing the Classcharts system and using the MyEd parent app.

The other slight change for September is that failure to complete ILTs (homework) will no longer attract a detention in its own right. Instead, we will be focusing on rewarding students that complete their ILTs - for example linking a good track record of ILT completion to end of term rewards trips.

New Facilities

By way of a reminder, the new build brings with it some fantastic new facilities for students, staff and the community. The core subjects of English and Maths will move into brand new accommodation with plenty of classrooms and a new learning zone each. The Art, Drama and Music departments will move into their new purpose built spaces,

including three spacious Art rooms, two brand new Music rooms, a new recording studio and six practice rooms. The Drama department will move out of its temporary accommodation and into two state of the art Drama Studios. On top of this, the new build contains a new theatre for assemblies and productions, a new library and media suite, new dining facilities, a new student entrance, a full height climbing wall and a fully equipped fitness suite. We have ambitious plans to open up some of these facilities to the local community in the evenings as well as to our staff and students throughout the day. **If you would like to have a tour around the new building, we are running guided tours instead of our usual summer open day between 3.30pm and 5pm on Wednesday 11th July.**

Importantly, the new building makes way for other departments to expand and move into new/modified accommodation in our existing building. Over the summer break, there is an extensive refurbishment programme taking place throughout the building to make 7 more Science Labs, a new Food Tech room and plenty of space for MFL, ICT and Humanities to spread out into. The SEN department is also expanding and improving its facilities. Due to the nature of all of the remaining refurbishment work, we will not be offering a programme of summer activities this year.

End of Term

The academy has two additional closure days planned for the end of this academic year to allow time for staff to pack up the building in readiness for the relocation and refurbishment programme. As a reminder, **students will finish at 12 noon on Wednesday 18th July**. It is important that students vacate the site efficiently, as staff will be beginning to pack that same afternoon.

The end of the summer term is always jam packed with events and activities with the most notable two being Sports Day and the big rewards trips to Blackpool and Alton Towers. It is crucial that students attend every day, even though these events break our normal routines. Students who do not attend, without medical evidence, on any of these days towards the end of the year will incur unauthorised absence, which will carry over to the new academic year and may in turn attract penalty notice warning and prosecution. The academy achieves some of the highest attendance results in the country year on year - and, more importantly, this represents that almost all of our students are in and learning almost every single day. Good attendance remains the bedrock of achievements. Please help us to maintain this right up until the end of the academic year.

Key Dates between now and end of term:

Year 10 Work Experience	week commencing 2 nd July
Year 6 Transition Days	2 nd , 3 rd and 4 th July
Year 11 Prom	6 th July
Tours of New Building	11 th July (3.30pm - 5pm)
Rewards Trips	12 th July
Sports Day	17 th July
Last day of term	18 th July (12 noon)
GCSE Results Day	23 rd August

Start of New Academic Year

The academy opens for students on Thursday 6th September. Please note - we operate a staggered start on the first day of term to allow our new Year 7 students to settle.

- **New Year 7 students** must arrive at 8.20 for an 8.30am welcome assembly
- **All other students (Years 8 to 11)** must not arrive on site until 9.45am, ready for a 10.00am start in their tutor groups

Please ensure that your child arrives at the academy in September in full uniform and is equipped ready to learn with a pen, pencil and ruler etc. We are having a big drive on 'responsibility' next year, and a fundamental part of this is for students to take the responsibility to come to school each day equipped to learn. As always, students will be able to purchase basic stationery from the rewards shop throughout the year using their ClassCharts points.

I would like to draw all parents' attention to the academy uniform policy as there have been one or two slight amendments over recent years in order to make it even clearer about what is expected. In particular, we have added a line which now includes a **plain black** head-scarf, if required, for our Muslim girls. We have also indicated that girls' skirts should be **knee length (or just above)**, as we have had several students this year coming to the academy in skirts that are far too short.

Shoes must be plain, black (no trainers, pumps, canvas, patterns or accessories or excessive decorative features) and should not be on or above the ankle (i.e. no boots).

Many of you will buy new school shoes over the summer break. I urge you to check the uniform policy carefully before you make a purchase to ensure that you obtain appropriate shoes. If in doubt, err on the side of caution.

Please also note that our Dressed for Business Uniform Policy includes hair, make-up and jewellery. There must be no extreme hairstyles (including non-natural colours, no shaved heads or lines), any make-up must be subtle (no coloured nail varnish is allowed) and only one pair of small stud earrings is permitted. If your child plans on getting any piercings or changing their hairstyle, this must be done at the start of the summer so that it does not present a problem at the start of the new academic year. A copy of the uniform requirements is included with this letter.

We will be checking uniform carefully throughout the first week back and will be sending students home to rectify incorrect uniform. Your help in making sure that your child fully meets the academy Dressed for Business Uniform Policy is greatly appreciated.

Finally, I would like to thank all parents and carers who have taken the time to come in to one of our many events or to support us in improving the academy by attending a parents' forum meeting. Your support is always greatly appreciated. I hope to see some of you on 11th July, to look around the new building, and wish you and your families a fantastic summer.

Yours faithfully



Steve Brice
Principal

The Academy Dressed for Business Uniform

General Compulsory Uniform (Girls)	General Compulsory Uniform (Boys)
<ul style="list-style-type: none"> • Black Academy Blazer showing the Co-op Academy Manchester logo (original academy branded items still allowed during rebrand period) • An Academy tie • White shirt with a collar (not a polo shirt) • Black academy trousers or plain black skirt (knee length or just above and not pleated). Trousers and skirts must be straight, and must not be Lycra, denim or similar stretchy/skin-tight material • Plain black socks , knee or ankle length • Plain black shoes (No trainers, pumps, canvas, patterns or accessories or excessive decorative features). Shoes should not be on or above the ankle (i.e. no boots) 	<ul style="list-style-type: none"> • Black Academy Blazer showing the Co-op Academy Manchester logo (original academy branded items still allowed during rebrand period) • An Academy tie • White shirt with a collar (not a polo shirt) • Black academy trousers. Trousers must be straight, and must not be Lycra, denim or similar stretchy/skin-tight material • Plain black socks • Plain black shoes (No trainers, pumps, canvas, patterns or accessories or excessive decorative features). Shoes should not be on or above the ankle (i.e. no boots)
<p style="text-align: center;">Optional</p> <ul style="list-style-type: none"> • Academy black jumper with red stripe <p>Muslim girls are permitted to wear a plain black headscarf</p>	<p style="text-align: center;">Optional</p> <ul style="list-style-type: none"> • Academy black jumper with red stripe
Physical Education (Girls)	Physical Education (Boys)
<ul style="list-style-type: none"> • Academy polo shirt and/or long sleeved multi top • Academy shorts • Suitable trainers 	<ul style="list-style-type: none"> • Academy polo shirt and/or long sleeved multi top • Academy shorts • Suitable trainers
<p style="text-align: center;">Optional</p> <ul style="list-style-type: none"> • Academy tracksuit bottoms (from academy uniform shop) • Academy leggings (from academy uniform shop) 	<p style="text-align: center;">Optional</p> <ul style="list-style-type: none"> • Academy tracksuit bottoms (from academy uniform shop)

For health and safety reasons all jewellery must be removed during a PE lesson and hair tied back.

Jewellery

- A watch and a small pair of stud earrings, 1 in each lobe, are the only jewellery to be worn in the academy. Ear 'gauging' (stretched ear lobes) are not allowed.
- Hair bands to be discreet and either black or dark navy blue.
- No facial/tongue/body piercings are allowed.

Bags

- A large bag to hold A4 sized paper/files/exercise books (small fashion bags are not acceptable).

Please note

- Students should have a doctor's note if they need to wear alternative footwear for the academy, due to a medical condition or serious injury.
- Discreet make-up may be worn. This does not include false eye lashes, false nails, nail art or coloured nail varnish. The final decision will be made by the Principal.
- For any other item of clothing, which does not conform to the academy dress code, parents will be contacted in order to make arrangements to resolve the situation.
- Hair colour must be of a 'natural' colour with no extreme haircuts/styles, e.g. logos on the head or extreme current fashions. The final decision will be made by the Principal.
- All items of uniform should be clearly labelled with the student's name.