



Co-op Academy
Manchester

Co-op Academy Manchester

July 2019

Dear parents / carers

As another academic year draws to a close, I write to you to remind you of a few important things which will help to ensure that the start of the new academic year is a positive experience for all students.

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

- **Uniform** - please pay particular attention to the correct shoes, trousers and skirts as well as ensuring that hair and piercings meet the uniform policy
- **Gates and Drop off / Collection** - work has finally finished on the perimeter fence and gates. Parental drop off and collection is from the new car park (gate 4). Please do not park on the road as it is dangerous to students and causes congestion.
- **Students finish for the year at 12.15pm on Tuesday 23 July**
- **The start of the new academic year is Wednesday 4 September 2019**
- If you haven't already done so, download the **parent app** (<https://manchester.coopacademies.co.uk/parents/app/>) to your phone as this is now our main way of communicating home to parents

Uniform

Our approach to uniform remains the same next year as this. As many of you will know, last year the academy adopted its new brand and this meant that new items of uniform carry the new academy logo. We have adopted a common sense approach to the introduction of the newly branded uniform to allow parents the opportunity to continue to use the old branded uniform until it has reached the end of its natural life.

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 worked very hard last year to influence the academy uniform and as a result of their excellent work, we introduced optional academy PE leggings for girls. We also replaced the old 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 (<https://www.parentpay.com/>). **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.**

New Year 7 students will be provided with their first 'family tie' free of charge at the start of the year, but all other students are expected to keep using their current ties unless their family group has been changed. Replacement ties can be purchased at a subsidised cost of £5.

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. Please note that skirts must not be pleated or stretchy/lycra material and that trousers must not be slim/narrow fit or jean-like in their appearance.

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 (ie. No boots). A number of students last year had bought expensive designer shoes, only to be told that that were not acceptable at the academy. Many of you will buy new school shoes over the summer break. I urge all parents to err on the side of caution and to buy simple, plain, sensible school shoes rather than purchasing fashion shoes.

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 and the full policy can be downloaded from the academy website.

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.

Gates and Parking

Now that the new build work is fully complete, it is timely to remind parents of a few key points:

- The existing turning circle at the front of the building is no longer 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) now has automated gates that open at the start and end of the day to allow parents to use the 16 spaces around the perimeter of 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.**

- There is a new pedestrian gate fitted next to the new car park so that students have no need to cut through the car park gates themselves. Please take time to remind your child about safety issues so that they use the pedestrian gates and take extra care crossing the road at our busiest times. Unfortunately, last year we had two incidents where students were hit by cars due to a combination of them not paying attention to the roads, and the congestion that was caused by parents parking up on the sides of the roads immediately around the academy. In order to keep everyone safe, please either use the designated car park drop off / collection spaces or park further away from the academy gates.
 - 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 gate 1) 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. All other gates will remain locked throughout the day.
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Parent App

If you haven't already done so, please download the parent 'MyEd' app (<http://manchester.coopacademies.co.uk/parents/app/>) onto your phone. This is now our main way of communicating home with parents throughout the year. Letters now go out electronically via the app as this is much faster and saves the academy a considerable amount of money which we can better spend on your children. The app also allows you to see important information about your child's attendance, behaviour, rewards, timetable etc. There is also a messaging facility for you to get in touch if the phones are busy.

Student Planners and ILTs

After conversation with staff, students and some parents, we have decided to trial a new layout to the half termly student planners. We felt that most students were not making use of the diary pages, and that to continue with this was potentially wasteful. As a result, we plan to remove the diary pages from the planners next half term. We will still publish the ILT/Homework grids which make it clear which ILTs are due in for each subject. We will replace the diary pages with one page that also lists what is due in each week so that students and parents have an easy checklist of what is due to be completed. The planners will continue to have space for students to write their timetables in along with pages containing other useful bits of information. We plan to take feedback on the new layout at one of next year's Parents' Forum meetings.

End of Term

As a reminder, **students will finish at 12.15pm on Tuesday 23 July.**

The end of the summer term is always jam packed with events and activities with the most notable being the big rewards trips to Blackpool and Alton Towers. These trips are rewards for students who have demonstrated great behaviour and attendance and you have a good track record of completing their homework / ILTs throughout the year. It is crucial that all 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 good achievement. Please help us to maintain this right up until the end of the academic year.

Start of New Academic Year

The academy opens for students on **Wednesday 4 September 2019**. 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 8.15am 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. Years 8 to 10 will go straight to the family areas and join their tutor groups at 10.00am. Year 11 will line up immediately in their form groups for an assembly in the theatre.

There are always changes to some student timetables and tutor groups over the summer break, not least because the academy is growing and we are looking forward to welcoming around 15 new members of staff in September. We will write to parents towards the end of the summer break with more detailed information on this.

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 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 <p>(original academy branded items still allowed during rebrand period)</p> <ul style="list-style-type: none">• 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 <p>(original academy branded items still allowed during rebrand period)</p> <ul style="list-style-type: none">• 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)

Optional <ul style="list-style-type: none"> Academy black jumper with red stripe Muslim girls are permitted to wear a plain black headscarf	Optional <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
Optional <ul style="list-style-type: none"> Academy tracksuit bottoms (from academy uniform shop) Academy leggings (from academy uniform shop) 	Optional <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.