

Head of School: **Mrs M.McMorrow**

Plant Hill Road, Higher Blackley
Manchester, M9 0WQ

www.manchester.coopacademies.co.uk



Co-op Academy
Manchester

Please note - a personalised copy of this letter is sent to parents at the end of August 2020 - the details are different for each child and year group. If you haven't received this letter by text message or My Ed message, please contact reception.

Dear parent/carer,

Returning to the academy

We are fast approaching the new academic year and we are excited about welcoming all students back to the academy. Prior to the end of term, a letter was sent outlining our plans for a September opening. I understand that there was a large amount of information to retain so as a reminder, see the link below for this letter

<https://manchester.coopacademies.co.uk/parents/letters-home>

When STUDENT NAME returns to the academy, they will return to their original family in tutor time, however they will be temporarily placed with peers in their year group, rather than in vertical groups in order to ensure that there is no mixing of year group bubbles.

In this personalised section, parents and carers are given specific instructions about the date and time their child returns to school and where they will go on arrival on their first day. It also includes information about their tutor.

Students should not arrive on site until 20 minutes before their allotted start time so that we can keep groups separate. At the end of the day, it is important that students do not hang around to wait for friends from other year groups, but that they leave the site straight away and go home.

I must also remind you who your main points of contact for any pastoral concerns are: **in this section the child's Learning and Pastoral Support Officer is named.**

Mrs Baldwin and Ms Amanda Ram are the Designated Safeguarding Leads in the academy. I would also like to take this opportunity to remind you of the high standards of uniform expected at the academy and ask that you ensure that STUDENT NAME is compliant with

the academy uniform policy on Monday morning. All students are requested to wear their existing family ties.

Furthermore, please ensure your child comes to the academy fully equipped with a pen, pencil and ruler; this is particularly important during these unprecedented times.

Additionally, please can I encourage you to use Parent Pay to credit your child's account so that the use of the cash loader machines is minimised.

We have also adapted the detention system to comply with COVID 19 regulations and the new times of the academy day; the 'whole academy detentions' will take place for one hour at the end of the academy day; further details will be placed on the website in the Behaviour, Rewards and Sanctions policy.

Face coverings

On Tuesday 25 August the Government announced that face masks or face coverings "should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain". They have confirmed that face coverings are not necessary in classrooms.

As a result of this new guidance, we will be asking all students to wear face masks in the academy when they return next week when they are moving around the building, where social distancing is more difficult to do, this includes : moving to lessons, going to break and lunch and entering/exiting the academy .Our staff will support them to understand expectations surrounding the face covering, when and where these should be worn. We are asking for students to bring their own face covering into school, ensuring it is looked after and kept clean. We will continue to follow government and trust guidance and when this changes we will of course communicate this to you and students. Thank you for all your support and patience with this.

Finally, if parents are collecting or dropping off their children, they must do so in the perimeter spaces of the car park at the front of the new extension. The original turning circle at the front of the academy is still no longer available to parents to drive through. If traffic is busy at the end of the day, please avoid parking on the road so that we can keep students safe.

I look forward to seeing STUDENT NAME at the Academy at TIME and DATE; I wish HIM/HER the very best of luck in the academic year ahead.

Yours Sincerely
Melanie McMorrow
Headteacher