



**Co-op Academy  
Bebington**

# Parent Handbook



# Contents

Welcome from the Headteacher	4
Our Vision	5-6
Pastoral Care	7
Parent Mail	8-9
Safeguarding	10
Form Time	11
The School Day	12
Attendance	13-15
Uniform & Appearance	16-19
PE Kit	20
Rewards & Sanctions	21
Attitude to Learning	22
Behaviour for Learning	23-24
Key Stages	25
Literacy & Numeracy	26
Student Leadership	27
The Learning Resource Centre	28
Extra-Curricular Activities	29
Health & Well-Being	30-31
The School Farm	32
Catering	33
Admissions	34
Travel Information	35

## Welcome from the Headteacher

At the Co-op Academy, Bebington, we are committed to providing an outstanding education for all our students from the age of 11-18.

No school can realise this ambition, however, without working in partnership with parents/carers, the wider community, local businesses and support agencies and we place this collaboration at the heart of the work we do.

Education is about providing life chances and here at the Co-op Academy Bebington we pride ourselves on delivering a range of curriculum opportunities both inside and beyond the classroom. We offer traditional and non-traditional courses augmented by our farm and construction facilities, designed to provide exciting learning pathways that will enable all students to achieve in line with their interests and abilities. Our Sports and PE facilities are some of the best on The Wirral and our extensive holiday clubs ensure that our young people really do engage in lifelong learning.

The school is a regional lead for leadership, coaching and volunteering and in the vital area of health and wellbeing. Our aim is to improve the Health & Wellbeing, employability skills and life chances of the young people in our care.

My commitment to you as Head Teacher is that I, my staff and Governors, will work relentlessly to ensure your son or daughter achieves better than expected outcomes in a happy and caring environment.

We expect the highest standards of behaviour, effort, uniform, respect and courtesy from our students and we will, as staff, reciprocate with outstanding teaching, professionalism, care and respect.

I hope you find that our prospectus (which is on our website) and this handbook provides you with a real sense of our school and what it stands for. No document, however, can fully articulate the spirit of a school and I hope you will take the opportunity to visit us and see for yourself what we offer our young people.

**Ms Catherine Kelly** B.A (Hons); M.A; NPQH  
Headteacher



# A Vision for the Co-op Academy Bebington

Our vision:

***‘Shaping Exceptional Futures’***

Our principles:

	Principles	Co-op Ways of Being
1	Placing our students at the heart of everything we do.	Do what matters most.
2	Removing the barriers to learning so that all students and staff are provided with a vision of what they can be and supported to achieve that vision.	
3	Recognising and celebrating student achievement, academically, socially, physically, mentally and inclusively.	Succeed together.
4	Encouraging everyone in the school community to excel and achieve, in whatever form that may take.	
5	Providing our students with an aspirational vision for their future and the appropriate learning pathway.	
6	Being relentless in our determination for each other’s success.	Show you care.
7	Respecting everyone in the whole school and local community, so that we are recognised as a family school within an extended community, which supports and cares for each-other.	
8	Embracing healthy living so that all are physically, emotionally and mentally enabled to excel and achieve their dreams.	Be yourself, always.

## Our Co-op Academies Dimension

We joined The Trust as their 19th academy on the 1<sup>st</sup> April 2019. The Co-op Academies trust is a successful and growing organisation. As a member of the trust we are part of the thousands of businesses and millions of people worldwide who form the international co-operative movement. As such, we can provide our students unique opportunities to help them grow and develop. Already we have worked with the Co-op group; our staff and students have already visited Co-op headquarters in Manchester to take in various conferences and seminars. Various staff from the Co-op have visited the school to support on aspects like student mock interviews, careers fairs and fund raising for local charities.

Other exciting initiatives will be available to our students in the near future these will include

- Progression through a full recruitment programme, from interview to starting work on a permanent, full-time Apprenticeship within the Co-op Insurance department.
- Carrying out a week of work experience at Co-op HQ, experiencing departments such as Human Resourcing, Pensions, Group Finance, Co-op relations and many more
- Participating in the Trust Art Exhibition, displaying their work at 1 Angel Square
- Taking part in the Fair Trade Conference delivered by Co-op Colleagues, learning about the ethics of Fair Trade and why this is important for a sustainable future
- Taking part in 'Massive Maths' program working with the accountant department to develop numeracy skills and learning how maths is important in real life
- Take part in e-Mentoring, where Co-op colleagues mentor our students, helping to increase aspirations and Further and Higher Education, training or employment.

As a Co-op school we have adopted the core values and principals shared across all trust partners, these are called the 'ways of being'. You will see these displayed all around the school, these behaviours are constantly reinforced with staff and students.

The Academy is founded on four main values:



# Pastoral Care

## Our School has an exceptional reputation for the care of our students

Within our school, we aim to create a harmonious and industrious environment, which supports students in fulfilling their academic potential. The progress, happiness and well-being of our students are of paramount importance to us. The academy cares for its students' welfare, seeing each as an individual learner with individual needs. This means we are supporting and developing the whole child, not just focused on examination results.

Considerable emphasis is placed on the provision of pastoral support. Our students are grouped by age in forms of around 25 young people with up to 9 forms per year group. Students are supported through a year group system, so their form group and all classes are with students of the same chronological age as themselves. Each year group is overseen by a Pastoral and Progress Leader.

## Pastoral Leaders

Pastoral Leaders for each year group are assigned to manage the pastoral welfare of the students in their year. They are the first point of contact for all issues. They are not teachers and as such have the time to deal with any issues that arise quickly.

As a general rule, all matters are dealt with by the form tutor or subject teacher (if there is a subject specific issue). They will involve other senior members of the pastoral team as necessary.

Our staff are always ready to discuss any matter concerning students. If your child is experiencing any difficulties please contact the academy.



## Equality and Co-op Academy Bebington

The academy has a full set of policies and guidance to cover all aspects of the Equality Act– Gender, Race and Disability Equality. The academy is fully inclusive, barrier free and will challenge discrimination whenever it occurs.

# Parent Mail

**Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.**

With ParentMail, messages will get to you reliably and on time directly to all email addresses at the same time. You are able to receive important information by text/email, complete forms and pay for your child's school dinners. All you need to do is verify your account.

If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text and email. You can decide which way you register – but you will only need to register once. Please ensure you have given school email addresses for both parent/carers who are responsible for your child.

During the first few weeks of September you will receive either an email or text message from Parentmail, just follow the instructions below:

## Mobile Registration:

Please click on the link from the text message and follow the verification process. You will be asked to enter some details answer a security question to verify who you are and to set a password for your account.

## Email Registration:

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

## Cashless Catering via Parentmail:

Cashless Catering via Parentmail means you will be able to pay your son/daughter's dinner money via the Parentmail app, which you can download onto your mobile.

*When using Cashless catering the minimum payment is £5.00 (i.e. Approximately 2 days worth of dinner). To top up a child's Dinner Money balance, please log-in to your Parentmail account and select 'Payments' then 'Shop'. (Note: If the child's balance is below £3, you will receive a notification to remind you to top up. IF there is no money on the account, your child may be refused a dinner, so it is important that you top up regularly).*

Under the Accounts section, you will see the current balances for any children that you are linked to. Select one of these to enter the top up screen. Once you have selected the top-up recipient, you can type in an amount to top up.

## On the Android 'App'



To top up a child's Dinner Money balance, within the App select 'Payments' then select 'Shop' from the top bar. *(Note: If the child's balance is negative, or below the school's pre-set minimum balance, you will see the option to top-up under 'To Pay' as well as 'Shop').*

Under Balances, select Dinners and a new screen will appear. From here you will be able to see the current balance, the student name and then you will be able to select the amount you would like to Top-up. You can then select to Add to Basket and continue shopping or Proceed to Checkout.

## On the iOS 'App'

To top up a child's Dinner Money balance, within the App select 'Payments' then select 'Shop' from the bottom menu bar *(Note: If the child's balance is negative, or below the school's pre-set minimum balance, you will see the option to top-up under 'To Pay' as well as 'Shop').*

Under Balances, select Dinners and a new screen will appear. From here you will be able to see the current balance, the student name and then you will be able to select the amount you would like to Top-up. You can then select to Add to Basket and continue shopping or Proceed to Checkout.

**Computer** - To view your recent transactions, select "Payment History" from the main menu, then select "Dinners".

**Android** - To view recent transactions, select "Payments", "Shop" then "Top-Up", choose child name and select "History".

**iOS** -To view recent transactions , select "Payments", "History", "Dinners" select a statement month. This gives you a list of all actions.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

# Safeguarding

At The Co-op Academy Bebington, ensuring your child is safe is of the utmost importance. All staff are well trained in this aspect and students have regular sessions on the systems that are in place to support them. Keeping your child safe is key to their welfare and happiness. Students know that there are adults in school that they can approach if they are worried or in difficulty.

## Being safe online

Being safe online, both home and at school, is a joint responsibility. The reality is that the internet is a great way to keep in touch with friends and family, for shopping, seeking out up to date information on music and key trends. The Internet is now a part of day-to-day life, most young people are confident in their IT skills.

### Mobile devices

**We do not permit students to bring mobile electronic devices such as iPods or personal games consoles in to school.**

Students do bring mobile phones to school, however, from 8.40am until the time they leave the school premises, students are not allowed to use phones or have them visible to anyone else. Staff sometimes ask students to use phones in lessons, but that is the only time they are allowed out. If a student is caught using a phone it will be confiscated and returned at the end of the day. On repeating the offence it will be confiscated and only released to parents after school. Any further breaches will result in a ban from bringing a mobile phone to school entirely.

Access to sites, such as Facebook is not allowed in school, access at home is parental responsibility. We do not encourage their use, as it has led to incidents of 'trolling' or cyber bullying. We do have online training for parents, which provides guidance for safety on the internet. It is though, the responsibility of the parent or carers to monitor their child's access and usage of the internet.

We have an acceptable use policy which we expect all stakeholders to abide by. Please visit the school website to view this document.



## Form Time

During Form Time, your child will be involved in a number of activities.

These will include:

- Thought for the Day
- Reading time
- Check equipment
- Uniform and appearance check
- Pupil progress
- Target setting
- Personal and Social Development/Wellbeing
- Attendance Review
- Literacy/Numeracy Development



All students take part in various activities ranging from numeracy and literacy tasks to 'Votes for Schools' presentations.

Students are encouraged to bring their own books or can select one from their form Book Box which are refreshed every half term so students can access a range of fiction and non-fiction materials. Book bags are also available from school. Students also access Accelerated Reader available both in the school library and at home and students are rewarded for each book they read. Each Form Group is awarded points and the winners receive certificates.

We have a dedicated qualified team who deliver specialised programmes in order to develop individual specific literacy skills where students may require additional support. These may include one of the following

**Reading** - using regular timetabled reading sessions, students work in small groups to develop their reading accuracy, fluency and understanding. Reading materials are selected to match the age, ability and interests of students. We have multiple staff trained to deliver the Better Reading Partnership Program.

**Spelling** - using a phonics based programme, each timetabled session will provide a range of tasks, games and activities to develop skills in spelling, handwriting, memory, recall and sequencing. This programme is fun, pacy, challenging and effective.

Each year will have at least one assembly per week.

### School Council

Each form group selects a Form Captain and each year will select representatives to join the School Council. which meets regularly to discuss student views and ideas regarding school life.

# School Day

The school day runs as follows:

**All students are expected to be on site by 8.35am at the latest!**

Time	
8:30	Arrive
8.35	AM Registration
8.45	Period 1
9.45	Period 2
10.45	Morning Break
11.05	Period 3
12.05	Period 4
13:05	First Lunch/Form Time
13.35	Second/Form Time
14.05	Period 5
15:05	End of School Day

**Students should arrive into school by 8.30 at the latest**

Lateness will be challenged – if pupils arrive after 8.30am, they can only enter the school via the student entrance where they will be met by the Attendance Officer. One session of lateness will result in a school detention, further lates will result in a 45 minute after school detention being issued.

## Lunch time

Students can eat at either lunchtime. We now use a biometric system this allows students to load money onto their account via payment boxes and pay at the till via their thumbprint.

# Attendance

## About

Parents/carers need to be aware of the need for their child to attend regularly and on time to achieve their best. It is important parents and carers understand their responsibilities and the consequences of their child having unauthorised absence from school.

## Why attend school every day?

Good school attendance gives your child the opportunity of success and helps them develop skills for life. Your child should attend school everyday unless there is an avoidable cause such as illness. Missing school damages a students' learning and their grades (**research shows that missing 17 days of school often leads to a drop in GCSE grades**), disrupts routines and can make a student vulnerable to crime.

Students should never miss school for reasons like shopping, birthdays or to wait in for a repair person.

## What should I do if my child is off school?

Telephone the school as early as possible on the first morning of their absence to give the reason.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment.

You may be asked for a medical certificate or appointment card if your child is regularly absent due to illness or dental/medical appointments.

Any absence, other than illness, must be kept to a minimum. If your child is ill, please contact us on 0151 6 45 4154 Option 1 .This will allow you to provide a reason for your child's absence and Truancy Call will cease to contact you. After 9.10am, we send out Truancy Call, an automated service which will continue to contact parents until a valid reason is provided for your child's absence.. You can also inform school of student absences via Parentmail.

## Holidays in term time

Holidays during term time will not be authorised. We cannot legally authorise holidays during term time. Taking holidays in term time will affect your child's educational future as much as any other absence. It is our legal obligation to issue fixed penalty notices to any parent or carer taking their child out of school for a holiday. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. **Please also note that taking a holiday during term time will mean that your child will not be eligible for the rewards trip at the end of the school year.**

**OUR WHOLE SCHOOL ATTENDANCE TARGET IS 96%**

# Attendance

## What will happen if my child does not attend regularly?

Parent/cares commit an offence if a child does not attend school regularly and the absence is not agreed by the school i.e. the absence is unauthorised. In some cases unauthorised absence may result in prosecution under Section 444 of the 1996 Education Act.

## When will they be used?

When the school agrees for your child to miss school in advance or accepts your explanation, absence is 'authorised'. All other absence is 'unauthorised'. Penalty Notices may be used where absence is unauthorised, for example when:

- A parent has taken their child on holiday during term time without authorisation.
- Students are regularly late for school after the register has closed.
- A student has 5 or more unauthorised sessions within a 6 week period.

## Absence

When your child returns to school, they **MUST** have a written explanation for their absence - this will be kept on file.

## How much is a penalty notice?

**£60** if payment is made within 21 days.  
**£120** if paid after this but within 28 days.

## If I get an Education Penalty and don't pay, what happens?

You have up to 28 days from receipt to pay the Education Penalty Notice (EPN) in full. If full payment is not received within this time, the local authority is required under the Education Act to commence proceedings in the Magistrates Court for the original offence of unauthorised absence by your child. If proven, this can result in fines of up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences.

If found guilty the parent will have a criminal record.

## What should I do if my child is truanting?

If your child is truanting you can:-

- Talk to them – try to find out why.
- Speak to a member of our attendance team on 645 4154 ext 1 to report concerns.
- Meet with a member of school pastoral team to discuss the situation and look for solutions.
- Contact the Education Welfare Service for advice and guidance: Wirral LA - 606 2000

Try to understand what is happening for your child and help them resolve the problem.

**Education is key to their future success so it's important to solve issues as quickly as possible.**

## Does attendance really matter?

**If you want your child to be successful at school then YES, attendance does matter EVERY DAY COUNTS!**

Excellent and improved attendance is recognised throughout the year. 5 Class Charts achievement points are awarded for 100% attendance during any school week. In addition, students with good attendance (above 96%) are selected for the half term rewards activities and end of year trip. On top of this, students will receive a certificate and voucher for 100% attendance at the end of the year whilst students' in Year 11 get their Prom Ticket bought for them. We are constantly finding ways to support our efforts to improve and reward student attendance.

### 1 OR 2 DAYS A WEEK DOESN'T SEEM MUCH BUT...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Nearly 2.5 years
2 days per week	80 days per year	16 weeks per year	Nearly 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

# Uniform & Appearance

We, as a school, expect students to take care of and have pride in their appearance.

Our student designed uniform has been created to promote belonging to our school community. We expect students to wear the uniform or PE kit correctly and that they look smart.

This is to promote a sense of how important their presentation is, not just in school but for their future employment too.

## Boys

Black Trousers, Black Socks, White Shirt with Clip On/ Velcro/ Standard Tie in 'Oakleigh' Tartan and Black Blazer with Embroidered Badge. Wirral Uniform, Birkenhead Precinct or The Other Uniform Store, Unit 9, Brimstage Hall Court.

## Girls

School Skirt or Pinafore in 'Oakleigh' Tartan, White socks, White Blouse with Revere Collar inc school badge and Black Blazer with Embroidered Badge. Available from The Other Uniform Store, Unit 9, Brimstage Hall Court, CH63 6JA Tel: 0151 348 4041 & Wirral Uniform, Birkenhead Precinct.

Please be aware – other uniform suppliers are not allowed legally to sell our uniform as our logo is trademarked. Trousers can be worn but these must be black, with white shirt, school tie and black blazer.

## Coats

During the colder weather, students are advised to wear a suitable coat for school. Tracksuit tops or hooded sweatshirt tops are not permitted.

## Jewellery and make-up

We have extremely high standards and the rule around uniform and appearance are non-negotiable.

- Students are allowed to wear watches.
- Only one pair of plain gold or metal studded earrings in the lower ear are permitted.
- No other jewellery is permitted
- Nose, facial, tongue or body piercings are **not allowed** for health and safety reasons.
- Hair must be one natural colour. No extreme hairstyles are allowed (this includes partially or totally shaved hair below a number 3). For health and safety, all hair should be clear of the eyes.
- Nail varnish needs to be in natural (nude) colours only
- No false or acrylic nails are allowed for school.
- No false eyelashes are to be worn
- Students may wear discreet make up.

**Please note as outlined in the school policy. The Head reserves the right to send students home or place in the Reflection Centre for infringements of uniform or appearance rules.**

## Uniform Suppliers

Wirral Uniform	The Other Uniform Store
The Pyramids Shopping Precinct Birkenhead CH41 2XY	Unit 9, Brimstage Hall Courtyard Brimstage CH63 6JA
0151 647 9588	0151 384 4041
<a href="http://www.wirraluniforms.com">www.wirraluniforms.com</a>	<a href="http://Schoolstuff.direct">Schoolstuff.direct</a>

### Footwear guidance

Shoes must be plain all black leather style professional business-like and POLISH-ABLE; either slip-on or lace-up. No logos. No colours. Training shoes of any make are banned whether it be Nike, Adidas or Reebok etc.

**Examples of acceptable shoes below- please buy only these styles- plain kickers allowed in styles indicated only**

**– do not buy the kicker version or similar to the 1st image in the banned list:**



No trainers. No canvas shoes or sports shoes or pumps. No boots, no stripes, logos, emblems, colours or coloured soles. No metal or plastic logos or tags. No metal or plastic bars in or through laces. **Formal shoes only. If in doubt ask before you buy!!**

**Examples of unacceptable/banned shoes below:**



**Girls' Shoes**

Shoes must be plain all black leather style professional business-like and polish-able, either slip-on or lace-up. Training shoes of any make are banned whether it be Nike, Adidas or Reebok etc.

**Examples of acceptable shoes shown below- buy only these styles- plain kickers allowed in styles indicated only:**



No trainers, canvas shoes or sports shoes or pumps. No high heels or boots. No stripes, logos, emblems, colours or coloured soles. No metal or plastic logos, metal or plastic bars in or through laces. **Footwear similar to the second image are banned.....formal shoes only. If in doubt ask before you buy!!**

## Examples of unacceptable/banned footwear:



Please only buy styles similar to those indicated – no excuses will be considered. The guidance cannot be any clearer- ask if you don't understand what a formal shoe is!

The Head teacher reserves the right to make a final decision on what is deemed as acceptable! Those exempt from wearing shoes must have medical evidence clearly stating the reasons for this- written evidence must come directly from a specialist or consultant.

Be aware any student who arrives in school in incorrect footwear (without a medical exemption) **will be expected to wear spare shoes provided by the school**. Any student who refuses this concession will be placed in the Reflection Centre until the matter is resolved or they attend in the correct footwear. **Often hardship or failure to understand the guidance are offered as excuses to avoid wearing the correct footwear, the shoes we provide are clean, comfortable and well sanitised so there is no room for negotiation on this matter.**

# Year 7 - 11 PE Kit

Parents and Carers are expected to provide their child with the official Co-op Academy Bebington indoor and outdoor kit. The student's name should be clearly labelled inside the collar, in case they misplace it.

## Girls

- PE bag with child's name in
- Navy polo shirt with school badge year 7 only
- Navy blue shorts or skirt
- Navy blue hoodie with school badge
- Navy blue socks with white trim
- Suitable training shoes (pumps are not suitable)
- Blue/Black leggings may also be worn in cold weather outdoors

## Boys

- PE bag with child's name in
- White polo shirt with school badge (indoor)
- Blue rugby jersey (outdoor)
- Navy blue shorts
- Navy blue socks with white trim
- Suitable training shoes (pumps are not suitable)
- Football boots or 'Astroturf' trainers

If your child is injured they will still be expected to bring their kit (along with a note from parent/carer explaining the injury) and act as a Sports Leader within the lesson.

They will NEVER be asked to do anything that will aggravate the injury. The only exception to this is where changing in and out of their kit would prove difficult e.g. – on crutches, arm in a sling etc.

If your child has lost their kit and you haven't yet bought a replacement, please send them in with suitable sportswear along with a note explaining the problem. If their kit has been lost in school they should visit lost property as a matter of urgency. The expectation is that a replacement kit should be purchased within a week.

## Lockers

Co-op Academy Bebington have a limited number of vandal resistant lockers throughout the school for your child to use.

The lockers are provided by Prefect Lockers with no cost to the school.

Students are able to rent a locker for the school year by visiting [www.locker.rentals](http://www.locker.rentals) from any device connected to the internet.

The cost per school year is £18.00. Payment can be made by Paypal, Debit / Credit Card. Upon receipt of payment, the code for the combination lock is sent to you directly via text or email.

# Rewards & Sanctions

It is very important to recognise effort, hard work, outstanding contribution and success; therefore we reward students with Class Chart points.

## Praise and Rewards

This helps to foster an ethos of positive achievement and progress. Rewards can then be 'traded in' for prizes of the students choice from the Class Chart catalogue. Prizes range from keyrings to prom tickets!

Class Charts are not the only form of reward.

We hold half-termly reward activities and 'Celebration Assemblies' to recognise students' efforts throughout the half-term.

Form Prizes are also awarded for behaviour and attendance too. We also encourage and recognize the achievement and effort of individual students through our annual Celebration Of Achievement Awards Evening. At the event students, parents, staff, governors and well-known guest speakers publicly celebrate achievements.

## Behaviour and Discipline

Here at the Co-op Academy Bebington we make no apologies for having extremely high expectations of our learners and we take great pride in ensuring that all students can come to school and learn in a positive and stimulating environment.

As a school we will not compromise on our expectations of our learners and we have clear systems in place at Bebington which ensure that those who disrupt the learning of others are dealt with swiftly and effectively (see sanctions section).

Here at Bebington, we believe that we are preparing our students for the next stage in their lives and this is why we insist upon all students wearing the correct uniform and footwear.

At the Co-op Academy Bebington we expect learners to do everything to the best of their ability by:

- Arriving to the academy on time
- Wearing the correct uniform at all times
- Bringing the correct equipment to all lessons
- Giving 100% effort in lessons
- Displaying positive attitudes to learning & behaviour and respect all staff and other students at all times

## Sanctions

Please be aware that as part of the Code of Conduct and our Climate for Learning Policy, we have the legal authority to issue after school detentions. We, as a school, by law, do not have to inform you of any detentions but will endeavour to advise you as soon as possible. We also have internal measures in place to avoid fixed term exclusions. Should behaviour be significantly serious, the Head Teacher may decide to issue an exclusion. This is only done where other strategies have

failed or the incident is extremely serious. Such exclusions are carried out under DFE guidance. Students in uniform are representing Co-op Academy at all times, therefore the school conduct policy applies before, during and after school hours.

For further details see our Behaviour for Learning Policy on the school website

# Attitude to Learning

Co-op Academy Bebington Expectations.

The academy has expectations that are shared between the staff and students so that all students have a right to learn and all staff have a right to facilitate learning:

- To always treat others fairly and with respect
- To take responsibility for their own learning and the learning of others
- To look after and respect the school environment and resources
- To be on time and prepared for learning
- To be actively involved and proud of themselves and the Co-op Academy Bebington community.

## Sanctions

At times it is necessary to issue sanctions to students who do not demonstrate a positive attitude to learning, these may include the following:

- 15 minute detention for failure to bring full equipment on any day
- 30 minute detention for failure to bring in homework.
- 45 minute automatic after school detention for any student obtaining a L2 Cooling Off or L3 On Call (resulting in time in the Reflection Centre).
- Uniform to be corrected, shoes provided if inappropriate footwear is worn.
- Detaining a student at break, lunch or after school.
- Verbal warning may be used in class to make it clear the student's attitude needs to improve.
- Removal to a 'Cooling Off' may be used in class which means a student is asked to leave the class and work with another teacher.
- 20 negative behaviour points in a term to result in receiving a Form Tutor or Progress Leader report card.

Please note under DFE guidance that the school is legally allowed to issue a detention of up to 60 minutes without notice to any student breaching school rules. We expect all parents to support the school in honouring this sanction without challenge!!

All negative attitudes to learning and sanctions are recorded on Class Charts which is the school's electronic recording system.

## What can I do to help?

- Ensure that your child comes to school every day, on time, in the correct uniform and with basic equipment such as their pen, pencil, ruler and planner.
- Let the school know about any issues that might affect your child's learning
- Support your child in homework and other opportunities for home learning and sign their student planner each week.
- Be involved in discussions regarding your child's progress and attend Parent's Evening/ Careers events.

# Behaviour for Learning

## Criteria for Attitude to Learning Grades (AtL)

### 1: Outstanding

A learner's attitude to their studies is exemplary in all aspects of their work. They engage positively in all lessons and, in line with their ability, demonstrate consistently outstanding levels of commitment and dedication to the learning process. This includes ensuring they have the necessary equipment and homework is always completed on time and to the very best of their ability.

### 2: Good

A learner makes a consistently positive contribution during all lessons. They participate fully and engage readily both in independent and group work. They set a positive example for others to follow, have the necessary equipment and homework is completed on time and to a good standard.

### 3.Requires improvement

A learner demonstrates inconsistent levels of application to the subject area. They can engage well in class at times but they are prone to lapses in effort and concentration which effect their ability to themselves and others to learn. They demonstrate erratic levels of motivation which may mean they do not always have the right equipment, hand homework in on time and produce work of an appropriate standard both in and out of the classroom.

### 4:Serious Concern

A learner demonstrates unacceptable levels of application to the subject area. Their engagement in class is minimal and they make little or no attempt to complete work or enter discussion, despite positive teacher intervention. They demonstrate poor levels of motivation which may include a lack of equipment, late completion of homework and a poor standard of work both in and out of the classroom.

## Curriculum

The curriculum is well organised and students follow a structured learning programme in each course. All our courses are broken down into Medium Term Plans (MTP) which cover the learning for a term. A MTP will detail the skills and knowledge that students should cover in that time, together with key assessments. We use regular assessments to monitor the progress of students and ensure that students know how well they are progressing compared to other students nationally.

As a parent/carer, it is really important that you take an active interest in the work that your child is doing. By following the MTP, you could complement the work that is being done in school through enrichment activities or extended reading. Please refer to the Website

[www.bebington.coopacademies.co.uk](http://www.bebington.coopacademies.co.uk) to view planned learning activities at each key stage.

## Reports

You will receive a report termly, which provides information on target grades for the end of the year and current level of achievement.

In the reports, staff will grade both attitude to learning and independent learning/homework. This allows us to provide regular updates on your child's progress. With their form tutor, every student, after receiving the school report, reviews their overall progress and achievements setting personal targets for development.

## Parents' Evening- Virtual or In person

Parents' Evenings are set for each year group and are held throughout the year. We use School Cloud an automated appointment system where parents can select times to see staff. Dates for the Parents' Evenings are sent to parents in advance, and can be viewed on the school website.

## Equipment

To ensure your child is prepared for the day ahead, we expect them to arrive at school, each day fully equipped. A well-stocked pencil case is essential part of that preparation as this allows quality learning to take place.

### Items to have would include:

- Pens - black/blue
- Pencils
- Ruler
- Rubber
- Sharpener
- Coloured pencils
- Calculator (KS4)

For Key Stage 3+4 students, they will be expected to have their reading book too.

**Reminder** - At Key Stage 4 & 5 students must only use black pens and all stationery must be in a clear case for examinations.

## Academic Planners

All students are issued with a planner to record homework and any other key information like attendance figures. It is an expectation that parents/carers check these on a weekly basis, signing them in preparation for a Form Tutor check on Mondays.

## School bag

We no longer provide a specialised school bag. All students should purchase a suitable bag for school to hold their equipment. Please do not purchase an expensive designer version as school cannot be accountable if it is damaged or stolen.



## Key Stages

The Curriculum is divided into 3 key stages: Key Stage 3 is Years 7 & 8, Year 9 , Key Stage 4 is Years 10 & 11 and Key Stage 5 is Years 12 & 13 , however at the Co-op Academy Bebington we believe in a holistic learning pathway, where skills and knowledge are built up from Year 7.

### Key Stage 3

All students follow a 'broad and balanced' curriculum. Specialised teaching in the core and foundation subjects prepares students for the challenge of GCSEs at Key Stage 4. Where students' Literacy or Numeracy skills are developing we run catch up programmes, and students will receive additional lessons in the areas where required.

### Key Stage 4

During Year 9, students select from a range of subjects they wish to study at Key Stage 4. All students follow English, Maths, and Science to examination. PE and ICT will also be studied until the end of Year 11. Students will have access to courses which best suit their ability levels and interests. This is a comprehensive programme, which involves parents, students and school staff, enabling your child to make informed decisions.

### Key Stage 5

Most students continue into 6th Form where they are able to study a wide range of subjects which include A-levels or BTEC courses. Our provision reflects the ethos of the school – *Shaping Exceptional Futures*. As for Key Stage 4, we run a detailed programme to support Year 11 students to help them choose their most suitable courses. This includes one-to-one meetings with a member of the Senior Leadership Team, our Careers Advisor and opportunities to attend 'taster days' where Year 11 students can attend 6th form lessons to make informed choices on their next step.



# Literacy & Numeracy

Literacy and Numeracy are integral to all aspects of the curriculum.

We place an extremely high value on literacy and numeracy skills as they are essential for academic achievement and are skills for life.

Reading, writing and speaking and listening are crucial as the ability to communicate is fundamental. In order to address these needs, a whole school approach is in place, whereby all staff are committed to focusing on Literacy as part of each lesson your child experiences.

## Numeracy

As well as building strong Literacy skills, we are also very aware of the importance of students having a thorough grounding in Numeracy. At the Co-op Academy Bebington, we educate students of all ability levels from those who need the basics to those who go into university to study Maths.

If your child requires additional support in Maths, there is a formalised assessment and tuition programme. Students can also access the 'Mathswatch' programme from home. For those students who are gifted in Maths, further support is available to nurture and develop their talents.

## Class Charts

'Class charts' is a school system that allows students to view their homework on all electronic devices. Each student receives individual log-in details and sets up his/her own account.

Class charts provides all students with a list of homework tasks that are specific to them, with submission dates. Furthermore, all parents and carers receive individual log-in details that allow them to set accounts that enable them to monitor homework and behaviour points.

Class Charts supports students' progress and attainment in all subjects.

## In Class

Each classroom displays Literacy support such as keywords, spelling rules, punctuation and how work is marked to address literacy. Each child has their own Literacy target, that is updated twice a year.

## Identifying and Monitoring Progress

In September, all students complete reading and spelling tests. These enable us to establish their reading and spelling ages and track their progress. It also assists in identifying the needs of all students of all abilities so that we can support where appropriate. We use the 'Star Reader program' to monitor students progress each term. Every year group has a Progress Leader attached to them, it is their job to identify progress concerns and intervene where necessary.

# Student Leadership

At Co-op Academy, Bebington High, we believe student leadership is central to developing and empowering our students to make a difference in school and to the wider community. It offers opportunities to develop relationships and make a difference to others. Our leadership programmes seek to nurture and develop their potential in a number of different ways.

Our student leadership programmes include:

- Student Council
- Sports Leaders
- Apprentices
- Peer Mentors
- Head Boy and Head Girl
- 6th Form Prefects
- Duke of Edinburgh—Bronze, Silver and Gold programs.

## Additional Needs

We follow the Special Educational Needs Code of Practice (2014). This ensures that provision will be made if students have:

- a) A significantly greater difficulty in learning than the majority of others of the same age; or
- b) Have a disability, which prevents or hinders them from making use of educational facilities of a kind provided for others.

The academy has an MLD base for up-to 20 students, these places are allocated by the local authority for students identified with additional needs in primary school.

It is the responsibility of all staff to support students with Additional Needs. Support is allocated to students in a number of ways; some students receive in class support whilst others have a modified curriculum. Further information can be found on our school website or contact the SEN Department at school.

## Learning and Teaching

At our school, the key to a successful education is learning and teaching. Students are provided with a quality education; ensuring that they enjoy a range of activities across the curriculum.

We regularly ask students for feedback on school issues, including their learning experience.

We place a significant emphasis on the positive wellbeing of your child and a wide range of staff and other agencies are on hand to support them – both academically and pastorally.

# The Learning Resource Centre

Our large library is a centre of learning which is used by students from Year 7 to 13.

The LRC has a huge variety of uses – including individual research and study, reading and whole class use. Our School Librarian, organises events and initiatives to promote the library and literacy development. This includes events such as author visits, Premier League Reading Stars, Accelerated Reader and involvement in World Book Day activities.

The facilities in the library are for all - resources include:-

- A wide range of fiction for students in Years 7-13 which caters for all abilities
- Non-fiction materials which support research and independent study
- Magazines and newspapers
- Careers information
- University prospectuses
- A full suite of computers with internet access



## Extra-Curricular Activities

The school provides a wide range of opportunities for students, both in and outside of the classroom.

These include international links and fundraising, sporting prowess and artistic displays of talent. Many of our students represent the locality in a number of different disciplines.

These are only a small number of what is available during school time. We also offer opportunities to travel – previously we have run trips to Spain, France, America, Iceland, Morocco and Austria.



We also go a lot closer to home with trips to other events such as the Conway outdoor centre, Manchester to see Sale Sharks and even Preston for a residential Maths camp. We also provide instrumental tuition in partnership with external providers. Lessons are organised for most instruments and students are encouraged to take examinations.

Arts Festival  
Bebington Bakery:  
Dance  
Duke of Edinburgh—Bronze, Silver and Gold Awards  
Fitness suite  
Fun Club  
Football  
Handball  
Homework Club  
Maths Club  
Music Club  
Star Wars Club  
Science club  
Table tennis  
Trampolining  
School team fixtures  
The school farm/farm club  
Bike repair club

**See school website for update details of extra-curricular opportunities.**

# Health & Wellbeing

A National Lead School for Health and Wellbeing

In 2014 the Co-op Academy Bebington became a Youth Sport Trust National Lead School for Health and Wellbeing. Our work since 2014 led to the school being named national Outstanding School for Health and Wellbeing at the annual Youth Sports Trust Awards in 2016.

All of our work in health and wellbeing stems from what our students tell us. Every year we conduct a survey called 'Fit to Succeed'.

This empowers our students to tell us their feelings and opinions about a number of factors affecting their lives including; their physical health, fitness and activity levels, nutrition and hydration, sleeping habits, causes of worry and stress, attitudes to school and learning and much more.

From this we are able to continually review and update our policies and practice to ensure we are doing all we can to help our students become healthy, happy and ultimately successful young men and women.

Our fantastic programme of physical education is complemented by a range of extra-curricular and enrichment activities that promote health and wellbeing in our students. For example;

## **Lifestyle Club (Healthy Eating & Self-Esteem)**

Active lunchtime a range of sports and activities engaging hundreds of our students EVERY DAY!)

**Fun Club** - the single most popular extra-curricular club in any school in Merseyside

**Leadership Club** - developing key employability skills for our sports leaders

**Living for Sport** - a pre-school programme of activities designed to enhance school opportunities for our students through the medium of sport and physical activity

Our students are assigned a health mentor who leads them in 30 minutes extra moderate to vigorous physical activity each week in addition to their PE and extra-curricular sessions.

# Health & Wellbeing

## Impact

On average, each year...

**68% of all students significantly improve their cardiovascular fitness**

**93% improve their lower body muscular endurance**

**71% improve in abdominal muscular endurance**

**83% improve in 'explosive' upper body strength**

**88% improve in speed and agility**

**100% improve in speed and coordination**

**92% improve in lower body explosive strength many of our students reduce their BMI**

**75% of all participants report 'feeling' fitter and healthier by taking part in the programme.**

**30% of our students, identified each year as being unable to swim 25m unaided now can**

**10% of our student, identified each year as unable to ride a bike now can**

## Primary School PE and Sport Partnership

The Co-op Academy Bebington is proud to have been named Merseyside School of the Year in both 2013 and 2016 for commitment to Physical Education, physical activity and sport.

One of the reasons we were awarded this accolade is our outstanding work with our local primary schools.

As a higher performing PE department, we help coordinate PE and sport in 9 local primary schools.

## Follow us!

The best way to stay in contact with the many initiatives we run is by following our Twitter account; @BebingtonHighPE

## School Farm

The School Farm is well-stocked with a range of livestock and poultry including British Guernsey and Pygmy goats, our very friendly cats, guinea pigs, a pony, various reptiles and a variety of breeds of chickens and ducks.

Established in 2013, Bebington High School Farm has been recognised as providing excellent opportunities for developing life skills and being truly innovative in our approach to outdoor learning (Educate awards shortlisted in three categories in 2015, School Farm Network awards shortlisted in four categories in 2017).

The School Farm Club students feed, water and clean the animals, help out when we are kidding (students' favourite) and when we are preparing to take our livestock to shows.

We emphasise the importance of understanding how the welfare of animals link to their daily lives, showing the whole process of farm to fork with the livestock reared on the farm or at off-site facilities like Claremont farm.

We have found this open, honest and compassionate approach to develop our students to be well educated on matters of food provenance and food security.

In KS4 and KS5, students have the opportunity to study directly on the farm as part of Animal Care or Animal Management qualifications and we are currently the only school in Merseyside that offers such a wide range of land-based subjects at level 3.



# Catering

The School Dining Hall is open for breakfast at 8am, for break at 11:10am and lunch at 1:30pm for students in years 7- 11 whilst it is open all day for 6th formers. We are a 'Healthy School' so we encourage students to eat a varied and healthy diet.

## Packed Lunch

If you wish to bring a packed lunch into school, it must be eaten in the Dining Hall. We discourage students bringing fizzy drinks; water is available in the Dining Hall. Due to the time allocation, students do not leave the premises at lunchtime.

## Cashless Dining System / Biometrics

The dining hall operates a cashless system. Each child will have their thumbprint scanned so money can be credited to accounts using biometric revaluation machines, which are to be found inside and near the Dining Hall. You can also pay for your sons/daughters dinner money via the **ParentMail app** *When using Cashless Catering the minimum payment is £5.00 (i.e. Approximately 2 days' worth of dinner)*. Once their balance gets low (under £1) parents will be notified by text message.

## Free School Meals

If you receiving certain benefits, you may be eligible for free school meals. You should apply using the online form at: [www.cloudforedu.org.uk/ofsm/sims-wirral](http://www.cloudforedu.org.uk/ofsm/sims-wirral) You will be notified immediately as to the status of your application, further help is available through the school office (bebi-school.office@coopacademies.co.uk) if you are unable to apply online. Pupil eligible for free school meals will not be identifiable to other pupils, as we operate a cashless system in our canteen. Nearly 50% of our pupils are currently entitled to Free School Meals but we know some eligible parents may not have applied yet or even realized that are entitled.



## Admissions

Co-op Academy Bebington has continued its close links with the local Primary schools.

205 places are allocated to Year 7 and the academy is usually over-subscribed. Applications are to be made to the Local Authority. Parents unable to gain a place at the Academy may appeal to the Local Authority for a review of the decision. The admissions policy can be found on the school website.



## Transition

The change from Primary to Secondary is a challenge for every child. Co-op Academy Bebington aims to make that transition as smooth and supported as possible.

Whilst in year 6, your child will be able to come and spend time with us in July. They will be able to get a feel for the academy, enjoy exciting lessons, have lunch and meet some key staff and peer mentors.

Pastoral and teaching staff from the academy attend meeting with year 6 teachers to get a picture of where each child is socially and academically. This information helps us to place pupils in form groups and be proactive in supporting them.

# Travel Information

## School Bus Service Timetable

Operator	Service	From	Dep. Time	To	Arr. Time
Als Coaches	601	Eastham Village	0754	Coop Academy Bebington	0832
Als Coaches	602	Eastham Library	0754	Coop Academy Bebington	0832
Selwyns	713	Coop Academy Bebington	1510	Bebington Oval	1526
Selwyns	613	Coop Academy Bebington	1510	Eastham, Bridle Road	1536

The flat single journey fare is £1.50. Customers using these services will still be able to use concessionary and prepaid tickets on these services or can purchase a daily My Ticket for £2.20 (this can be used on other services throughout the day as long as the user is under 19 years of age)

If parents have any questions regarding this I would ask they contact Merseytravel directly by email using the following address [mail@merseytravel.gov.uk](mailto:mail@merseytravel.gov.uk) and my colleagues will seek to answer any questions. [www.merseytravel.gov.uk/timetables/bus/601/](http://www.merseytravel.gov.uk/timetables/bus/601/)

Please check your local travel services for specific routes as there are various buses which stop outside the Acorn Pub on Teehey Lane which is a 10 a minute walk to the school.

The school is also 10 minute walk from Bebington train-station.

