



# 2021 School Handbook



Co-op Academy  
Swinton



# welcome

to our family

Welcome from Mrs Ali	1	Safeguarding Parent Information	11
Vision and Values	2	Wellbeing Student Information	12
Our Senior Leadership & Pastoral Teams	3	Anti-bullying	13
Behaviour	4	Extra-curricular Activities	14
STRIVE-Behaviour for Learning System	5	Student Council	14
Academy Day/Essential Equipment	6	Nurture /Catering	15
Academy Uniform/PE Kit	7	Payments / Free School Bus	16
Term Dates	8	Keeping in Touch	17
Attendance and Absence	9	Curriculum / Academy Organisation	18
Medical Information	10	Homework	19
		Map of School	20

# An introduction from Mrs Ali

---



Dear Parents/Carers

On behalf of the governors, staff and students, I would like to welcome you to Co-op Academy Swinton. Our role is to help your child achieve their very best, through both academic success and personal development. We want them to leave us in five years time with a good portfolio to allow them to secure their next step successfully.

Through the hard work of everyone at our academy, I am confident that your child will enjoy a happy, challenging and successful five year journey. They will be set high expectations for their work, uniform, manners and, most importantly, their aspirations. We will give them the support they need to have the best start in life possible.

This handbook provides you with all the necessary information you need before your child begins their school career with us.

If you would like to know more about anything mentioned in this handbook, or have questions which have not yet been answered, please get in touch or make arrangements to come and see our school in action.

Yours faithfully,

A handwritten signature in black ink that reads 'Zarina Ali'.

Mrs Zarina Ali  
Head of Academy

# Vision and Values

Our school motto of 'Striving to be Co-op' is the foundation on which our educational values are built.

We will establish a culture in which openness and fairness is encouraged. Students, teachers and the wider community will work together in a professional and efficient environment.

Caring for others is promoted at Co-op Academy Swinton, where we understand that everyone is valued.

We aim for high achievement in an environment which is based on rewards, not sanctions. We share the common values of 'respect' and 'honesty'.

We refer to our Values as our 'Ways of Being'. They are;



We care about our academy, creating an environment of trust, safety and respect, now and for the future.



We bring our best self to Co-op Academy Swinton, so that we each contribute and respect others for doing the same.



What matters most is ensuring that our students achieve the best possible outcomes.



Success is a measure of our determination, we're better and stronger when we work together.



# Our Senior Leadership Team

Our Senior Leadership Team (SLT) consists of five senior members of staff including our Headteacher, two Deputy Headteachers and two Assistant Headteachers. Through their wide range of expertise and experience, our team work together to ensure that every student enjoys their time at the academy and reaches their full potential.



**Mrs Ali**  
Head of  
Academy



**Miss Withers**  
Deputy  
Headteacher



**Mr Fletcher**  
Deputy  
Headteacher



**Mrs Fagan**  
Assistant  
Headteacher



**Miss Bicknell**  
Assistant  
Headteacher

# Our Pastoral Team

Looking after the students and their specific Year Groups are our Pastoral Team. There are five teaching staff who are Pupil Progress Coordinators for each Year Group and three, non-teaching Year Managers. Together they are responsible for;

- mental health and wellbeing
- safeguarding of all our students
- monitoring student behaviour and attendance
- celebrating students' success and encouraging them to achieve even more
- working together with students and their families to overcome any obstacles
- monitoring students' progress in lessons and supporting them to reach their potential
- supporting students with any welfare issues and being someone students can talk to

## Who can I speak to about my child?

In the first instance, parents and carers should always contact their child's **Pupil Progress Coordinator**, **Year Manager** or **Form Tutor**, they are the best placed person to speak to you about any concerns you may have.

Please call the main academy number on: **0161 794 6215** or email us at: **info@swinton.coop**

	Pupil Progress Coordinator	Year Manager	Senior Leader
Year 7	Mr Sloan	Mr Bowcott	Miss Withers
Year 8	Mr Robinson	Mrs Mooney	
Year 9	Mrs Simpson	Mrs Mooney	
Year 10	Mr Dodd	Mrs Howarth	
Year 11	Mr Cavanah	Mrs Howarth	

# Behaviour

Our academy approach to behaviour is positive and places an emphasis on praise, encouragement and rewards for making good choices. Our basic expectations for developing good learning habits are rooted in our core values of **STRIVE**:

<b>Success:</b>	Stay on task in lessons
<b>Togetherness:</b>	Be on time
<b>Respect:</b>	Listen when others are speaking
<b>Independence:</b>	Have the basic equipment with you for all your lessons
<b>Versatility:</b>	Use the correct presentation and learning skills for each subject
<b>Effort:</b>	Ensure homework is handed in on time and to a good standard

We expect all our students to;

- Treat others with respect, in keeping with the ethos of our academy
- Be polite and helpful to others
- Work to the best of your ability
- Be punctual to the academy and to lessons and attend daily
- Ensure you have all the equipment needed for lessons, including your student planner and cashless system card
- Always wear the correct academy uniform and be tidy in appearance
- Look after the environment of our academy and our community as a whole
- Ensure your classwork and homework is well presented, completed to the best of your ability and handed in on time
- Behave appropriately at all times - whether that is in the academy, arriving or leaving and when representing the academy in extra-curricular activities

# Mobile Devices

**Students are not allowed their phones out in school at any time, including break and lunch time.** If your child needs to carry a phone to and from school that is fine, but please be aware that any child who has their phone out in school will have it confiscated for the remainder of the day in the first instance. There will be no warnings, the expectation is that phones are not seen at any time in the school building, this also includes headphones/earbuds etc. If they need to contact you during the school day then they must do this through the school office.

**What happens if your child has a mobile device out in the school building?**

- Your child will be directed to go to the main school reception to hand the device into a staff member
- The device will be stored for the day and your child can pick up the device at the end of the day
- If your child does not hand in the device to the main school reception, then appropriate sanctions will be put into place.
- If your child repeatedly breaches the mobile device expectations parents/carers will become involved.

# STRIVE : Behaviour for Learning System

Students must realise that making good choices around positive learning behaviours will be rewarded, whilst making poor choices will have consequences. Our STRIVE system of consequences are as follows:

A student will be given two reminders to help them make the correct choice for learning. If after that they choose not to uphold the STRIVE learning standards, they will receive a **SAME DAY** correction **AFTER SCHOOL**. Students will be informed of the correction by the class teacher and we will make every effort to notify parents/carers, by text, of a same day correction before 2:45pm that day.

If a student receives more than one correction per day, then the amount of time spent in correction will increase in line with the number of corrections, see below:

<b>1 correction</b>	<b>= 30 minutes</b>
<b>2/3 corrections</b>	<b>= 40 minutes</b>
<b>4/5 corrections</b>	<b>= 45 minutes</b>

Should a student continue to make inappropriate choices, there will be an escalation of consequences as follows:

- Not attending the after school correction will result in a 45 minute detention after school the following day
- Failing or not attending the 45 minute detention will result in being isolated and spending the next day with the Form Tutor/Form Team
- Failing the isolation with the Form Tutor will result in a day in Retreat
- Failing a day in Retreat will result in a day in Retreat+
- Failing the day in Retreat+ will result in a fixed term exclusion from the academy.
- Should any student choose to exhibit extremely challenging behaviour (such as swearing at a member of staff) they will be immediately isolated with the form team and then spend the next day in Retreat.

# Our Academy Day

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	8:30am-9:30am	8:30am-9:30am	8:30am-9:30am	8:30am-9:30am	8:30am-9:30am
Lesson 2	9:30am-10:30am	9:30am-10:30am	9:30am-10:30am	9:30am-10:30am	9:30am-10:30am
Break	10:30am-10:45am	10:30am-10:45am	10:30am-10:45am	10:30am-10:45am	10:30am-10:45am
Lesson 3	10:45am-11:45am	10:45am-11:45am	10:45am-11:45am	10:45am-11:45am	10:45am-11:45am
Lesson 4	11:45am-12:45pm	11:45am-12:45pm	11:45am-12:45pm	11:45am-12:45pm	11:45am-12:45pm
Lunch (35mins)	12:45pm-1:20pm	12:45pm-1:20pm	12:45pm-1:20pm	12:45pm-1:20pm	12:45pm-1:20pm
Form Time (25mins)	1:20pm-1:45pm	1:20pm-1:45pm	1:20pm-1:45pm	1:20pm-1:45pm	1:20pm-1:45pm
Lesson 5	1:45pm-2:45pm	1:45pm-2:45pm	1:45pm-2:45pm	1:45pm-2:45pm	1:45pm-2:45pm
End of academy day	2:45pm	2:45pm	2:45pm	2:45pm	2:45pm
Corrections	2:45pm-3:30pm	2:45pm-3:30pm	2:45pm-3:30pm	2:45pm-3:30pm	2:45pm-3:30pm

## Essential Equipment

### Stationery

In addition to our academy uniform, all students are required to have essential equipment with them everyday. This includes; a pen(s), pencil(s), a ruler, a pencil case and a calculator. Items of stationery can also be purchased from Year Managers during Form Time each morning.

### Student Planner

At the start of each academic year, every child will receive a student planner. The planner is an essential communication tool between home and school. There are sections for emergency contact details, personal and homework timetables, a weekly planner, absence notes and medical consent forms. Please take time to check your child's planner regularly. Replacement planners can be purchased from the school office.

### Cashless System Card

Our academy operates a 'Cashless Catering System' where each student is issued with a card which they can credit with money at top-up machines throughout school. Each student receives their card in Year 7 and is expected to bring the card to school on a daily basis (food cannot be purchased in the canteen with cash). The card can be used to purchase food at breakfast, break and lunchtimes. If a student loses their cashless card, a replacement can be purchased from the canteen for the cost of £2.

### Locker Hire

Should you wish your child to hire a locker for the academic year, September 2021 to July 2022, you must visit our website and complete a Locker Hire Request Form online. You'll find the form here: <https://swinton.coopacademies.co.uk/primary-transition-2021>

There is an extremely high demand for lockers in school and we cannot guarantee availability. Lockers are allocated on a 'first-come first-served' basis on the replies we receive. Your child will be notified during their first week in school if they have been successful. **Please note, this form is purely a request for your interest in a locker.** The cost to hire a locker for the full academic year is £7 which must be paid via our online payment system, [Scopay](#).



# Academy Uniform

Uniform shows that we are part of a community and by wearing it we respect our academy. Some uniform items can be bought at shops of your choice, however, certain items (marked \*) can only be bought from Whittakers Schoolwear. Please ensure your child's name is marked clearly on every item of clothing and footwear.

- Academy blazer\* - blue with academy logo
- Academy jumper\* (optional) - grey v-neck with academy logo
- Shirt - light blue, plain
- Academy tie\* (clip-on style) - available from Whittakers or our School Office
- Skirt\* - Trutex navy blue, stitch-down pleat (other skirts will not be accepted)
- Trousers - black tailored trousers only (no cord or denim)
- Shoes - plain black with NO additional colours (suitable black, low-heeled shoe, no trainers, boots or leisure shoes)
- Socks - plain black (knee length for girls)
- Tights - black (plain, not patterned)

## Jewellery, Make-up and Hairstyles

- Jewellery - For health and safety reasons, no jewellery is permitted. No piercings to be worn of any kind. This includes tongue piercings. Piercings will be asked to be removed irrespective of the length of time since the piercing was made. A wrist watch may be worn.
- Make-up - No make-up of any kind to be worn. If a student is found to be wearing make-up, they will be asked to remove it using a wipe provided by school or soap and water.
- False nails or acrylic tips, whether they are plain or patterned will not be allowed. No nail varnish is to be worn.
- Hairstyles - Excessively bright and unnatural colours (including streaks, braided extensions), tramlines and shaven patterns will NOT be allowed. This includes hair that has been shaven at different lengths, Mohican style haircuts or any unblended shaved patterns. The Head of Academy will have the final judgement to deem the hairstyle appropriate or inappropriate to school policy.
- Denim - No denim (trousers, coats etc)

## Hats and Coats

Students may wear winter hats in outdoor areas. Coats worn over the blazer may be worn in cold weather but must be taken off when inside the academy building.

# PE kit

## Boys

- Academy polo shirt\* - synthetic blue with logo
- Shorts - plain navy blue
- Football/rugby socks - plain navy
- Trainers/pumps - for indoor use
- Football/rugby boots - for outdoor use
- Academy hooded top\* (optional)

## Girls

- Academy polo shirt\* - synthetic blue with logo
- Shorts - plain navy blue
- Leggings - black footless for indoor use
- Socks - plain black
- Hair bobble
- Trainers/pumps - for indoor use
- Academy hooded top\* (optional)

Correct kit must be worn for all PE lessons, even if your child is not participating. All students will be expected to take part, unless a valid note is produced, signed by a parent or carer. If a child has a medical condition which may affect their long term participation, then they may be asked to bring in a medical note or evidence from your family GP. Students will not be allowed to wear training shoes or socks for gymnastics. Students may wear navy tracksuit bottoms for PE lessons during periods of cold weather and at the teacher's discretion.

# Term Dates 2021-2022

You can find all our term dates and a full calendar of events at:

[www.swinton.coopacademies.co.uk/parents/term-dates/](http://www.swinton.coopacademies.co.uk/parents/term-dates/)

	STARTS	FINISHES
Autumn Term 1	Wednesday 8 September 2021	Friday 22 October 2021
Half-term Holiday	Monday 25 October 2021	Friday 29 October 2021
Autumn Term 2	Monday 1 November 2021	Tuesday 21 December 2021
Christmas Holiday	Wednesday 22 December 2021	Tuesday 4 January 2022
Spring Term 1	Wednesday 5 January 2022	Friday 18 February 2022
Half-term Holiday	Monday 21 February 2022	Friday 25 February 2022
Spring Term 2	Monday 28 February 2022	Friday 1 April 2022
Easter Holiday	Monday 4 April 2022	Tuesday 19 April 2022
Summer Term 1	Wednesday 20 April 2022	Friday 27 May 2022
Half-term Holiday	Monday 30 May 2022	Friday 3 June 2022
Summer Term 2	Monday 6 June 2022	Friday 22 July 2022

## Other Notable Dates

### Autumn Term Start Dates

Year 7 ONLY start school on Wednesday 8 September

ALL Years return on Thursday 9 September with staggered times (see website for exact timings)

### Public Holidays

Our academy will be closed for the following Public Holidays during term time:

Bank Holiday : Monday 2 May 2022

### Staff Training Days

Our academy will be closed to students on the following days for Staff Training:

Monday 6 September 2021

Tuesday 7 September 2021

Friday 3 December 2021

Tuesday 4 January 2022

Tuesday 19 April 2022

# Attendance and Absence

Our attendance target for 2021/2022 is **96%**.

## Why is attendance important?

It is vital that your child attends school regularly and punctually in order to learn and progress. We believe that every lesson is important and that every day your child is absent has the potential to damage their achievement and affect their future.

Low attendance leads to underachievement and possible safeguarding concerns. Studies have shown that students with a higher percentage of attendance will simply achieve higher overall grades. Poor attendance can make the difference between a pass or fail, or being accepted onto their chosen college course or not.

Every day counts and every minute is important...did you know that being just 15 minutes late each day is the same as missing two whole weeks of learning? With your help we can reach our target!

## Procedure for reporting your child's absence

Parents/carers have a responsibility to contact school on their child's first day of absence **BEFORE 8:30am** with an explanation and likely duration of absence. It is necessary for you to contact school each morning that your child is absent unless we have a doctor's note for a longer term illness. If we do not receive notification via telephone, text or App then the absence will be recorded as unauthorised. Our reception is open to take calls from 8am. Parents will be contacted, and home visits made if we do not receive any notification.



**Telephone**

0161 794 6215 (option 1)



**SIMS Parent App**

Free parent app

## What can you do to help us?

Always keep us informed. If your child is unable to attend the academy, for whatever reason, please contact us **BEFORE 8:30am** to explain the reason for absence. Our reception is open to take calls from 8am.

We urge parents not to take students out of school unless absolutely necessary. Medical appointments should always be made outside of the school day or during holidays wherever possible. If your child has an unavoidable appointment during school time, we ask that you inform school and write a note in their Student Planner with, if possible an appointment card/letter. We would normally expect to see your child in school for the session before and after the appointment.

School should receive an explanation for every absence. Any unexplained absence will be classed as unauthorised. If you know in advance that your child will be absent eg. religious observance, please notify Mrs Craven, Social Inclusion Manager by either phone, email or [SIMS Parent App](#) as listed above.

All attendance will be monitored and any pattern of non-attendance, or a high number of unauthorised absences, may be referred to the Education Welfare Service and this may lead to legal action being taken against you. If a student has 10 or more unauthorised sessions a fixed penalty notice will be issued by Salford City Council. We also request that after 15 days of authorised absence a medical certificate/evidence is provided to support your child's absence. In addition to this, a medical planning meeting will be held. Failure to provide such evidence will result in the school involving the Education Welfare Service

## Exceptional Circumstances Leave of Absence

In September 2013 The Department for Education (DfE) announced important amendments to legislation surrounding holidays in term time. The law now gives NO entitlement to parents to take their child on holiday during term time. Leave of absence during term time will only be granted under exceptional circumstances; this does not include family holidays, celebrations or weddings.

Any application for leave must be made to the Head of Academy who must be satisfied that the circumstances are exceptional and warrant the granting of leave. The Head of Academy's decision is final and cannot be appealed.

# Medical Information

## Accident or illness at school

Occasionally, students fall ill at school and not infrequently have accidents. **Children who are feeling unwell during the school day must see their Year Manager or Pupil Progress Coordinator in the first instance and not contact parents themselves asking to be collected from the academy.** Children will only be allowed to leave school for illness once authorised by the Pupil Progress Coordinator or Year Manager. Once authorised, a member of staff will contact parent/carer by telephone to confirm that someone is available to collect the student.

**Students will NOT be allowed to leave the premises alone if they are unwell.**

Sometimes, a child will require hospital attention and on such occasions they will usually be transported by ambulance, taken by parents or by staff car if no other transport is available. In such cases, we assure you that our staff will go to great lengths to ensure the child is properly cared for. Parents will be contacted as soon as possible. Sometimes, a considerable amount of time can be spent at the hospital and we ask that, apart from exceptional circumstances, parents take responsibility as soon as possible after being contacted.

**It is very important that parents/carers complete and return the ANNUAL PARENTAL CONSENT FORM to us, giving details of:**

- Home address and telephone number
- Alternative contact number (for emergency use only)
- Mother's/father's/carer's place of work and telephone number
- Name and address of family doctor
- Declaration of any disability or health condition eg. asthma

Please let your Pupil Progress Coordinator, Year Manager or the school office know of any change during the year. PLEASE DON'T FORGET, WE MIGHT NEED TO CONTACT YOU IN AN EMERGENCY!

On occasion, it has been the case that the school has been unable to contact a parent and medical attention has been urgently required by the student. This can occur during the normal school day or on day visits away from school. In the case of such an occurrence, we cannot sign any medical consent form on your behalf unless you have previously agreed to that, and we would ask you to complete the Annual Parental Consent Form and return this to the school.

## Administration of medicines

Our *Medical Needs Policy* enables parents to visit the school office and give their authorisation for our staff to administer medicines to their child. In order for us to administer medicine to your child, you must complete and sign a 'Medical Consent Form' which can be requested from the school reception. A copy can also be found at the back of your child's Student Planner, or you can download a copy from our website at: <https://swinton.coopacademies.co.uk/parents/medical-information/>

When we administer medication to any student a 'Medical Log Form' is completed. For each administration, a member of staff will sign your child's log and also ask for the signature of your child as proof that they have been given the medicine and the time is recorded. The academy would not normally be expected to supervise routinely the treatment of all children who receive thrice-daily medication (eg, antibiotics or even anti-convulsant drugs) as the medication could be provided before and after school. The child's doctor will be able to advise whether dosage adjustments make this possible. Consideration will be given to enable a parent to come to the main office and administer the medication personally. Under no circumstances must any child carry on them any medication to administer personally. Where at all possible, please ensure the medication you send to school is in tablet and not liquid form as we have limited storage for medicines.

Please note: If your child has asthma, it is imperative that they carry their own inhaler with them at all times.

# Safeguarding Parent Information

We take our role in safeguarding students extremely seriously. All our staff receive annual Child Protection training and we also have a dedicated Safeguarding Team of staff comprising;

Head of Academy - **Mrs Ali**

Deputy Headteacher (Designated Safeguarding Lead) - **Miss Withers**

LAC/Previously LAC/Child Protection Officer (Deputy Safeguarding Lead) - **Mr Duke**

Named Governor for LAC/Child Protection - **Mr Andrew Hay**

If you have any questions or concerns please do not hesitate to contact our dedicated Safeguarding Team on: **0161 794 6215** You can download our full [Safeguarding and Child Protection Policy](#) from our website.

Please see below for some useful links to support and information from other sources.

## Operation Encompass

Operation Encompass is a police and education initiative to safeguard and support children and young people following a domestic abuse incident. When a child or young person has been involved in, or been exposed to a domestic incident, information is reported directly to the school's trained 'Key Adult' prior to the start of the next school day. Appropriate support can then be offered to the child in school. You can find out more at: [www.operationencompass.org](http://www.operationencompass.org)

## Self Harm

The term 'self harm' means doing anything on purpose that causes harm to yourself. This can include; cutting, burning, overdosing or swallowing something dangerous or anything that causes harm to your body on purpose. At least 10% of adolescents report having self-harmed. Self harm is something that people do to help manage their emotions, what is sometimes called a 'coping strategy'. Young people can self harm for a number of reasons. The most common is to help them cope with their feelings in response to situations such as; depression, low self-esteem, drug or alcohol abuse, bullying, family problems, abuse (physical, emotional or sexual) plus many more.

How can you help? The most constructive way to deal with self harm is to stay calm, try not to be alarmed or show your fears. There are many things that can help: it may be that the individual needs structured therapy from a mental health professional, or that the compassionate support of family and friends is enough to aid their recovery. Find out more at: [www.harmless.org.uk](http://www.harmless.org.uk) - a national voluntary organisation for people who self harm, their friends, families and professionals

## Online Safety

It is really important to ensure that, as a parent, you are aware of the risks your child is exposed to when using technology and the ways you can help your child stay safe and understand online dangers.

Find out more at:

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) - an education programme from NCA-CEOP, a UK organisation which protects children both online and offline

[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) - specialists in online safety training for school staff, parents and students

[www.ceop.police.uk](http://www.ceop.police.uk) - if someone has done something online that has made you or a child or young person you know, feel worried or unsafe

## Prevent

'Prevent' was established by the government as part of its' wider counter-terrorism strategy called CONTEST. Prevent's aim is to stop people becoming terrorists or supporting terrorism and as a school we have responsibility to follow procedures to protect our students from radicalisation and extremism.

The Prevent strategy has three objectives:

- Challenging the ideology that supports terrorism and those who promote it,
- Protecting vulnerable people,
- Supporting sectors and institutions where there are risks of radicalisation.

The Department for Education has a helpline for anyone concerned about a child who may be at risk of extremism. Email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk) Telephone: 020 7340 7264



# Wellbeing Student Information

At times, you may feel worried and stressed or you may have problems that you're finding hard to talk about. We are committed to providing a safe environment for our students. We offer lots of help in school and our staff are always available to talk to, you can speak to any member of staff or specifically the Pastoral or Safeguarding teams.

You can find out more on our website: <https://swinton.coopacademies.co.uk/students/student-support/>

If you feel that you may need help from someone outside of school, please see below for some very useful links to information from other sources.

## Online Safety

It is really important to ensure that, as a student, you are aware of the risks of using technology and the ways to keep yourself safe when using different digital devices. Take a look at our helpful advice sheet which gives you some handy tips to stay safe: <https://swinton.coopacademies.co.uk/online-safeguarding-policy/>

Think before you post online...don't use another person's username, don't share your password with anyone, keep all your social media profiles private, inform an adult if you think that something you have received online is not appropriate, don't accept people whom you do not know as 'friends' on your social media, don't open emails from unknown sources and report any inappropriate content

Useful links: Take a look at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), an education programme from NCA-CEOP, a UK organisation which protects children both online and offline

Visit [www.ceop.police.uk](http://www.ceop.police.uk) if someone has done something online that has made you or a child or young person you know, feel worried or unsafe

## Self Harm

The term 'self harm' means doing anything on purpose that causes harm to yourself. This can include; cutting, burning, pulling your hair out, hitting yourself, scratching, overdosing or swallowing something dangerous or anything that causes harm to your body on purpose. Self harm is something that people do to help manage their emotions, what is sometimes called a 'coping strategy'. Young people can self harm for a number of reasons. The most common is to help them cope with their feelings in response to situations such as; depression, low self-esteem, drug or alcohol abuse, bullying, family problems, abuse (physical, emotional or sexual) plus many more.

How can you help yourself? Speak to someone you know who may be able to help, perhaps a teacher or parent. Look for alternative options that are soothing, are a distraction or provide stress relief. Try going for a walk, keeping a diary or blog, doing some sport or physical exercise, listening to music, watching a movie or getting in touch with a friend.

Useful link: Take a look at: [www.harmless.org.uk](http://www.harmless.org.uk), a national voluntary organisation for people who self harm, their friends, families and professionals.

## More useful links

Childline: [www.childline.org.uk](http://www.childline.org.uk) or call 0800 11 11

Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk) or call 020 7730 3300

# Anti-bullying

Bullying is not tolerated at our academy. Before joining us, Year 6 will have been spoken to in their primary school by Miss Withers, Deputy Headteacher and the Pupil Progress Coordinator to allay any fears.

All our staff, students and parents work together to create a school community where bullying is not tolerated. We are committed to not only dealing with bullying, but to do all that we can to prevent it happening in the first place.

All our students should feel free from the threat of bullying and have the right to feel safe and secure. Students should know where to go and whom to speak to if bullying does occur. We will make students aware that all bullying concerns will be dealt with sensitively and effectively.

We expect a very high standard of self-discipline and behaviour from all our students and encourage students to adopt a caring and responsible attitude at all times. We pride ourselves on two mottos - 'Strive to Achieve' and 'Respect'. These are the key principles of our academy ethos and are taught to our students in every aspect of academy life.

## Our 'Seven Steps' Anti-Bullying Support Group Approach

In every year group we promote a 'support group approach'. All our staff have been trained to use the 'Seven Steps Approach' when dealing with incidents of bullying.

The 'Seven Steps Approach' focuses on not attaching blame to a particular person or group, but it aims to change the behaviour of the bully as well as creating a safe and secure environment for the victim.

If a student has an issue with bullying in school then they must inform a member of staff who will be able to help them and offer support.

**Stage 1:** Seven Steps (no parental involvement)

**Stage 2:** Parental involvement

**Stage 3:** Outside agencies

**Next measures:** When the bullying is serious or escalates further we also use; Retreat, Retreat+ and possible permanent exclusion.



# Extra-curricular Activities

We firmly believe that education doesn't belong solely in the classroom, but is a whole life experience. We have a multitude of 'extra' activities that not only widen learning experiences but also make academy life more enjoyable. We have regular visits to the theatre, cinema, concerts, museums and factories, both during and after academy hours. We visit relevant exhibitions on a regular basis and we invite external visitors to talk to our students on various subjects. We also organise annual trips and exchanges abroad.

All our faculties take an active part in extra-curricular life and offer an enormous range of after-academy activities. Below are some of the example clubs we have running at any one time, although these are subject to change periodically throughout the academic year;

Science Club, Homework Club, Street Dance, Cheerleading, Art, Photography, Gifted Readers, Drum Club, Rounders, Boxing, Softball, Weightlifting, Basketball, Girls' and Boys' Football, ICT and more!

To see the most up-to-date schedule of clubs and activities in operation see our website at:

[www.swinton.coopacademies.co.uk/students/extra-curricular-activities/](http://www.swinton.coopacademies.co.uk/students/extra-curricular-activities/)

# Student Council

Our Student Council is the inspiring student voice of our academy. It consists of two students per Form Group and, chosen from these are, four Year Councillors representing each Year Group.

Each half-term, the Council debates and discusses issues which are important to students as determined by the Form Councillors. It makes recommendations to the Head of Academy around school issues such as; school improvement, teaching and learning, rewards and whole school policies.

Our Council is a vital part of our school community. In recent years, our Student Council have:

- Organised fundraising activities for various charities including; Mary's Meals, Cancer Research UK, British Heart Foundation, Once Upon a Smile and Just a Drop raising more than £10,000 since 2015!
- Devised our student 'STRIVE' values
- Organised and distributed Harvest Festival packages for various community projects
- Assisted in the recruitment of new staff
- Helped to introduce additional rewards trips - subsidised by our School Governing Body
- Helped to introduce new sporting activities
- Helped to introduce new prizes for our Achievement and Attendance Rewards including; iPods, iPads and various vouchers

# Peer Mentoring

Peer Mentoring is a service in school that is run by our Year 10 students who have been trained to become mentors for students in Year 7. A peer mentor is a sort of 'friend' who helps younger students by giving them guidance and advice, as well as being a listening ear. Students may request a Peer Mentor for a variety of reasons. They may; want help to give them encouragement, want to talk to someone older than themselves, be lacking in confidence or be worried about coming to school.

Students who are selected to be Peer Mentors receive full training around support, confidentiality and child protection and are taught how to deal with difficult situations.

# Nurture Group

Nurture groups are an approach to inclusion designed to open up learning for children who are struggling for a variety of reasons. Our Nurture groups provide a safe base, helping students cope with the demands of a secondary school, especially those with transition from primary to secondary school. They usually take the form of a small discrete class, offering a safe, structured and predictable environment.

Our Nurture provision provides short-term, targeted intervention for children with social, emotional and behavioural difficulties which are creating a barrier to learning within a mainstream class. Each Nurture group consists of a maximum of eight students, selected from Year 6 or Year 7 students who are identified by SEND or pastoral staff.

As the children learn academically and socially, they develop confidence, become responsive to others, learn self-respect and take pride in behaving well and in achieving. This has a real impact on the development of their ability to fit into a secondary school environment and form positive adult and/or peer relationships.

In 2008, we were proud to receive the Kitemark standard for the work that we do in this field. Kitemark is a quality mark that recognises the outstanding practice that goes on with our Nurture groups. It is extremely difficult to achieve this award and we are now recognised as a leader within this field.

Please feel free to contact our Assistant SENDCOs, Mrs Seward or Miss Daley for more information.

# Catering

We take great pride in the food we serve in our academy, healthy eating and healthy living are very important to us. All food is cooked on the premises and many ingredients are sourced from local suppliers.

We offer a wide selection of balanced and nutritious, hot and cold foods during our break time and lunchtime services.

Our lunches are served on a 3-week rotating menu with choices including wraps and sandwiches, pasta dishes, jacket potatoes, a variety of hot main courses, desserts and drinks. You can visit our school website at: [www.swinton.coopacademies.co.uk/parents/catering/](http://www.swinton.coopacademies.co.uk/parents/catering/) to view the current menus for each week and also our price list.

Students may also bring their own packed lunch and a section of the dining room is set aside for their use.

## Cashless Catering

Our academy operates a 'Cashless Catering System' where each student is issued with a card which they can credit with money at top-up machines throughout school. Each student receives their card in Year 7 and is expected to bring the card to school on a daily basis (food cannot be purchased in the canteen with cash). The card can be used to purchase food at break and lunchtimes. If a student loses their cashless card, a replacement can be purchased from the canteen for the cost of £2.

## Free School Meals

Students who are entitled to 'free school meals' are automatically credited with the value of £2.25 to their cashless card at 1pm of each academy day. If you require any assistance in completing the claim form for free school meals, please contact either the Customer Care Centre: 0161 793 2500 or Mrs Sparrow in our Main Office: 0161 794 6215

# Payments

We are delighted to offer an online payment system, *Scopay*, to enable parents/carers to pay for academy meals, trips, music lessons and various other items.

This confidential online system allows:

- Simple to use web interface
- Secure payments
- Parents/Carers can view their history online
- Reduce the risk of students losing cash

To create an online account once your child has been registered with us, please contact our school Finance Department to request the login details for your child. School Finance Office: 0161 794 6215 (Option 3) or email: [swin-accounts@coopacademies.co.uk](mailto:swin-accounts@coopacademies.co.uk)

For more details and a copy of our 'Online Payments User Instruction Guide' please visit our website: <https://swinton.coopacademies.co.uk/parents/online-payments/>

# Free School Bus

We are pleased to offer a free school bus which operates along the A6 from Little Hulton to our academy. If your child lives within M28 or M38 postcodes, they are eligible to travel for free on our school bus to and from the academy each school day during term time.

Currently, first pick-up is at 7:55am from Greenheys bus stop outside the White Lion on the A6 and picks up at all stops, if required, along the route.

Please note, it is the responsibility of parent/carer to ensure the child has sufficient money to travel home, in the event they are undertaking after school activities or corrections.

Should your child wish to take advantage of this offer, please contact our Finance Department via email: [swin-accounts@coopacademies.co.uk](mailto:swin-accounts@coopacademies.co.uk) to advise.

For more details you can view our School Bus Behaviour Policy here: <https://swinton.coopacademies.co.uk/about-us/policies/school-bus-behaviour-policy/>



# Keeping in Touch

We cannot over stress the importance of contact between home and school. Your first point of contact when speaking to anyone at school about your child should be a member of their Year Team (see page 3 for full details of the appropriate member of staff).

We also strongly encourage you to access our free parent/carer app, website and social media as often as possible to keep up to date with our school news and events.

## Website

Our academy website is a great source of information and general interest. As well as important parent information and our latest news stories, you can find a handy 'key dates' calendar with all upcoming events and term dates. Find us at: [www.swinton.coop](http://www.swinton.coop)

## Social Media

Our social media channels are a great way to keep up-to-date with our latest information too.



/coopacademyswinton



@swintoncoop

## SIMS Parent App

SIMS Parent App is an online system which you can access either as an App from a smartphone or tablet, or online via a website - anytime, anywhere. SIMS Parent App and website will allow you to monitor your child's progress in school more closely than ever before.

### Getting started with SIMS

You will receive a registration email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) containing a unique invitation code. You will need this code to set up your SIMS Online Services account. Follow the link in the email to be directed to the Sign in page.

Register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant third party account and you will be directed to sign in using your existing details.

Once registration has been completed successfully, you will then be able to access your children at this school.

### How do I sign in?

Once your registration process is complete, you can either sign in online at: [www.sims-parent.co.uk](http://www.sims-parent.co.uk) or by downloading the App (App Store or Google Play - search for SIMS Parent) and accessing the information from your smartphone/tablet.

For more detailed instructions on how to download and set up the App, please visit our website at: <https://swinton.coopacademies.co.uk/sims-parent-app/>



## Parents Evenings'

We hold one Parents' Evening for each Year Group throughout the academic year. You can see the planned dates for each year on our website at: [www.swinton.coopacademies.co.uk/parents/parents-evenings/](http://www.swinton.coopacademies.co.uk/parents/parents-evenings/) and also in our 'Key Dates' section.

Parents' Evenings take place from 4pm until 7pm. Close to the date, students will bring home information letters and a timetable for you to book appointments to see each teacher.

# Curriculum

We are proud of our school and the community it serves. Our ambition is for students to make their mark in the world whilst sustaining strong associations to their heritage; consequently, removing any sense of geographical disadvantage.

We believe that the breadth and quality of the curriculum is central to the ongoing achievement, progress and motivation of our students. Our curriculum is innovative, challenging and fulfilling to enable each student to achieve their full potential.

We are creating an ever evolving knowledge rich curriculum, delivering consistency of implementation across our school whilst facilitating effective assessment, including the use of retrieval and recall activities. We have explored and continue to embed a curriculum with every concept broken down into granular items of knowledge to be mastered. We believe greater specificity of knowledge supports purposeful teacher autonomy within a set of common expectations and shared standards. Too little specificity undermines clarity and pupil entitlement. Every child is entitled to a rich wealth of knowledge.

We adopt a rigorous programme of literacy intervention to support our academy pledge that every child has a reading age of 10.5 or more by the end of Year 7. This ensures that our students can all access the opportunities that our modern curriculum presents to them.

Our school operates a three-year Key Stage 3 in Years 7, 8 and 9. Guided option choices are made in Year 9 and students are given every support and encouragement to pursue subjects aligned to their abilities and interests. Please visit our website at: <https://swinton.coopacademies.co.uk/curriculum/> for the latest Curriculum Model which will show you which subjects we deliver and how often.

## Curriculum Evenings

We hold a Curriculum Evening for our Year 7 during their first year with us. The evening is designed to inform you about what your child will be studying over the course of the year. There are presentations from our Directors of Learning of the EBacc subjects and Pupil Progress Coordinator of the Year Group. The evening is an important event as it allows you to learn how you can ensure that your child makes the best possible progress they can.

# Academy Organisation

On entering Co-op Academy Swinton, children are placed in a mixed ability form group. These units are not too large, usually about 25 students. All the forms of the same age group make up a Year Group which is the responsibility of a Pupil Progress Coordinator and Year Manager. They are the members of staff who collect all the information – social, behavioural and academic, concerning your child. It is to the Pupil Progress Coordinator and Year Manager that any personal information, problems involving your child or enquiries should be directed in the first instance.

Our subjects are covered by ten faculties. They are;

**English:** English Language, English Literature, Media, French and Spanish

**Maths:** Mathematics

**Science:** Science and Separate Sciences

**Humanities:** History, Geography, Religious Studies and PSHCE

**Modern Foreign Languages:** French, Spanish and Mandarin

**ICT:** Business Studies, Computing – Computer Science and Creative Media Products

**PE:** PE and Sports Studies

**Arts:** Art and Photography

**Technology:** Design Technology

**Performing Arts:** Performing Arts, Drama, Music and Music Technology

# Homework

We believe homework is a necessary part of the education we provide. It trains students to work independently and encourages them to develop the study and research skills necessary for today's form of examinations.

**Homework is set for all students for each weekday evening. Your support as parents is absolutely essential and we ask you most sincerely to take an interest in the standard and presentation of the work submitted.**

During Key Stage 3, homework normally occupies at least one to one and a half hours each evening, increasing to two hours or more in Upper School. If your child is usually spending either far more time than this or far less, please draw the matter to our attention.

Each student will receive a Student Planner for them to enter all homework they are given. Parents/carers are asked to check and sign it each week. If your child is not completing homework, this will be recorded by the subject teacher in the Student Planner. Students will receive corrections if homework has not been completed, or is not completed to an acceptable standard.

Much of the homework that children will receive is set, and completed, online using Google Classroom (children will be set up with a school Google account during their first week here).

Other websites we regularly use are; [www.hegartymaths.com](http://www.hegartymaths.com), [www.senecalearning.com](http://www.senecalearning.com) and [www.pearsonactivelearn.com](http://www.pearsonactivelearn.com)

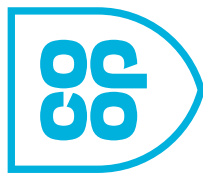
## Homework during Year 7

For their first half-term with us, Year 7s are not given daily or weekly homework, but instead are set the task of creating a 'project' based on a topic of their choice which they are then asked to present at an annual event where we invite parents/carers to join us. During their second term, homework will focus specifically on English, Maths and Science moving on to all subjects starting in term three.

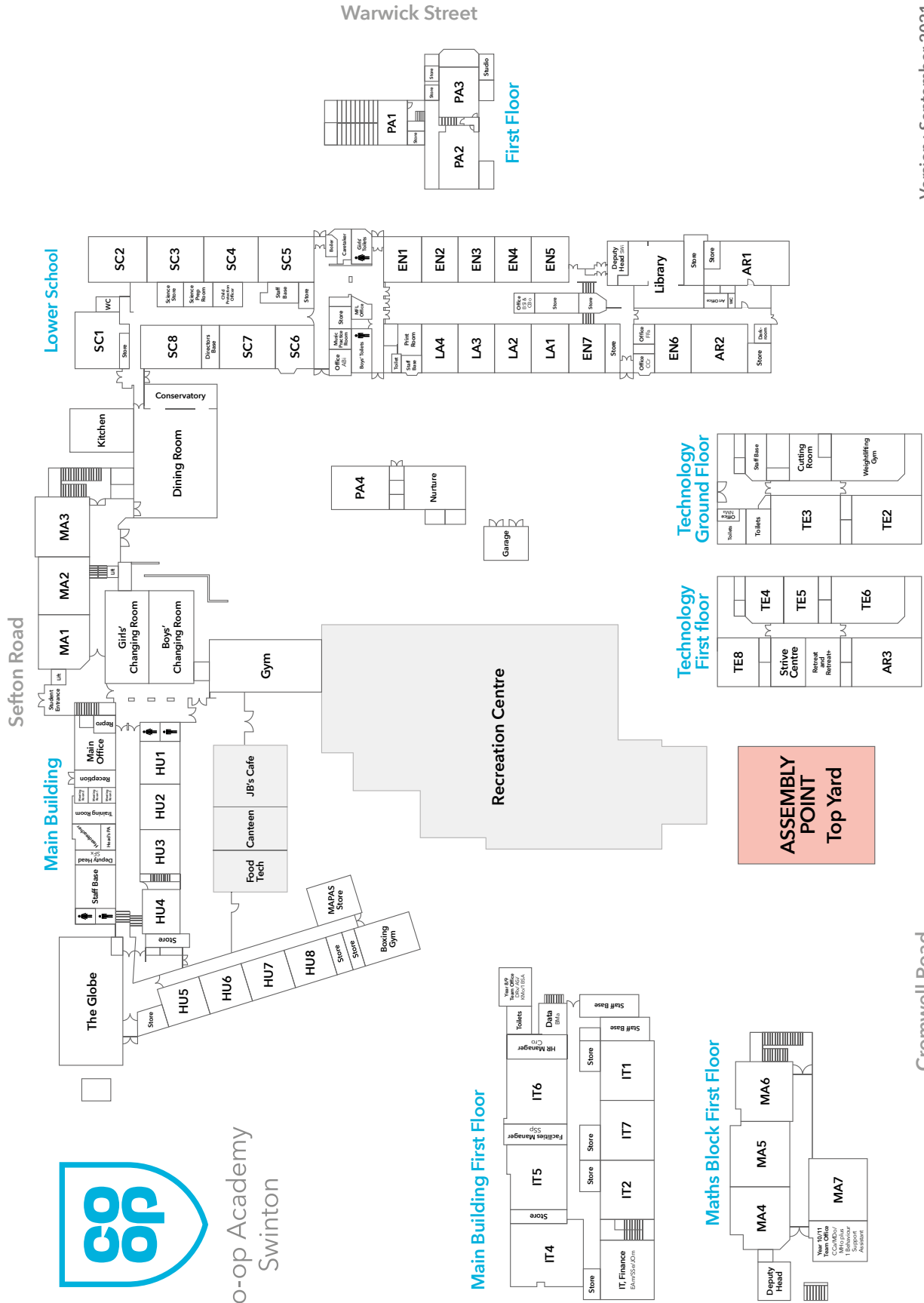
## How can you help your child with homework?

Type of homework	What your child does...	What you can do to help...
Learning	The job is to remember certain words, facts, details or rules.	Act as a question master or a tester.
Completing	Work already started in school is to be finished at home.	Look at the whole piece of work and perhaps make useful comments. Ask what the whole task is about.
Writing up	Your child will use homework time to write about work done in school or write a finished version of rough work done in school.	Again, look at the whole piece or, even better, talk about it briefly first, to get the work clearly ingrained in your child's mind and jog their memory.
Questions	A matter of answering questions after a lesson's work.	Check the answers. Do they give the exact information wanted in the questions?
Finding Out	A matter of answering questions after a lesson's work. Searching for information on a given subject. Part of this homework might be done in the school library/resource centre in the student's own time.	Don't do too much for them here! But encourage and help when they are stuck. It is obviously better to suggest where they might find the information than find it for them.
Revision	Quite simply a matter of learning a section of work for a test or an examination.	Get your child to explain the work to you. You ask the questions once they are ready. You can even 'mark' the answers if you like
Reading Ahead	Reading on ahead in a text book to get some ideas of what work is to come - and be ready for it.	Be aware of what they are doing in the subject at the moment; be interested in what your child has found out.
Rough Work	Here, the students are asked to prepare for a lesson to come by putting ideas or information down on rough paper.	Suggest a starting point perhaps. Once finished, ask them to read the work to you. Even if it is rough the rules of spelling and punctuation still apply.

# Map of School



Co-op Academy Swinton



Version : September 2021

Cromwell Road







Co-op Academy  
Swinton

**Head of Academy:** Mrs Z Ali

**Address:** Sefton Road, Pendlebury, Manchester M27 6JU

**Tel:** 0161 794 6215 **Email:** [info@swinton.coop](mailto:info@swinton.coop) **Web:** [www.swinton.coopacademies](http://www.swinton.coopacademies)

 [/coopacademyswinton](https://www.facebook.com/coopacademyswinton)

 [@swintoncoop](https://twitter.com/swintoncoop)