



Co-op Academy
Failsworth

Year 6
Transition Guide
2024 - 2025

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Guide to Co-op Academy Failsworth

Year 6 Transition

At Co-op Academy Failsworth, we are very proud of being part of the Co-op Academies Trust. We feel the strong co-operative ethos this provides is perfect for our Academy. We promote four Academy behaviours that build on the Co-operative values. These include:

Be yourself,
always

Do what
matters most

Show you
care

Succeed
together

The school provides a safe, positive learning environment that is a positive 'Centre for Education' in the community. The conduct, attainment and progress of the students are always the focal point of any activities offered at the school.

Expectations of students:

- We expect students to have 100% attendance with a minimum attendance of 97% and perfect punctuality.
- Always aim for their personal best in all aspects of school life.
- Wear the correct uniform and take pride in their appearance.
- Complete all classwork and homework to the best of their ability.
- Be pleasant and respectful to students, staff and visitors.
- Bring the correct equipment every day.
- Follow the rules and procedures of the Academy.
- Behave in a responsible manner when in uniform in the local community.
- Keep the school free from litter and graffiti.
- Take part in extra-curricular and out of school hours learning opportunities available at Co-op Academy Failsworth
- Take all letters home for parents/carers.
- To follow all expectations that fall under the home-school agreement.

Expectations of Parents:

- Download the Arbor App where you can see all the attendance and behavior data.
- Attend Parent's evenings each year over the five years your child is with us.
- Engage with and support students in understanding our progress charts that we send home twice per year.
- Make sure students attend school
- Ensure students complete all homework tasks set.

School Day for Year 7

Our Academy day starts at 8:15am each day. Year 7 students will have five lessons each day with a break and lunchtime. On Monday, Tuesday and Wednesday the school day finishes at 3:00pm. On a Thursday Lessons are 50 minutes long and we finish the school day at 2.05pm. On Friday, we have a reduced form time session so that we finish at 2:40pm.

Students will be given a timetable on their first day, which will show the subject, teacher and room for each lesson. Students will be supported to help them find their way during the first week in school. Full details of the school day can be found on our website.

Registration at Co-op Academy Failsworth and Family time

Every student is placed within a form group. They will register with their form group each day. Each form group is made up of students from the same year group, so your child's form will be made up only of Year 7 students. We try to place new Year 7 students with a person from their Primary School, as advised by Primary School teachers. Students are placed separately and often differently for subjects and lessons. Students will take a series of assessments and we will speak to year 6 teachers to support us in placing students into the right class for each subject.

Since September 2021 our year 7 students have a registration period each morning from 8:15am until 8:35am to ensure they are ready for the school day. We will be continuing this for year 7, 8 and 9 students in the 2024/25 academic year. We expect all year 7 students in the building by 8:10am so they can arrive at their timetabled room on time.

We will be supporting all students in year 7 with our Reading for Fluency Program. This will take place in an afternoon form time session every day. The program will include guided oral reading instruction which is an evidence-based strategy to improve reading fluency. Reading is required to access knowledge and the need for good reading fluency will increase as students get older. The program will provide extension to those students who are reading at or above their chronological age. It has never been more important to focus on reading and we look forward to working with you and your child on this aspect of their education.

The Year Team

Year 7 will have a year leadership team. This will be led by the Head of Year and Assistant Head of Year. Their role is to support the pastoral and academic progress of students in the year group. Your child's form tutor should be the first contact point for general questions and concerns. Subject teachers should be contacted for subject specific queries. However, if appropriate, you can contact the Head of Year. The best way to contact them is by email. Linked to the Year teams are Assistant Headteachers - Mr. Smith is the Assistant Headteacher for Key Stage 3 behaviour and safety.

Failsworth Curriculum

Year Seven students study a broad range of subjects, including a Core of Maths, English, Science and PE. Additionally, they study Humanities (Geography and History), Citizenship and RE, Modern Foreign Language (Spanish), Technology (Food, Textiles and Resistant Materials), the Arts (Art, Music, and Drama) and ICT.

Religious Education

Students study Religious Education in Years 7 and 8, and are then able to opt to do further study to GCSE level in Y9-11. All students will study RE through the Citizenship program in Y9-11. RE explores the variety of religions met in Oldham, as well as exploring ethical and philosophical issues.

Collective Worship

The Academy holds assemblies for each Year group, as well as a daily time for reflection within form time.

Why Good Attendance Matters

If students are to achieve their potential, good punctuality and attendance are critical. The link between attendance and achievement is well documented. Figures from the Department of Education demonstrate the direct link very clearly.

We want all of our students to achieve the very best examination results they can as well as embrace the wider side of school life such as extracurricular activities and clubs. Irregular attendance will have a significant impact on student achievement. Students with irregular attendance can:

- Fall behind in their schoolwork and lose the thread of the topics being taught.
- Become demotivated on returning to school after absence and find it difficult to catch up on work missed.
- Lose Friendships
- Miss out on important careers and guidance advice
- Miss out on extracurricular opportunities and events
- Are less likely to feel part of the school

What is Good Attendance?

100% - Outstanding

97-99% - Good

95-97 % - Below Good

92 - 94% - Poor

Below 92% - Cause for concern

Below 90% - Serious cause for concern and is defined by the DfE as persistently absent.

Remember: 90% attendance equates to 1 day of absence every fortnight. Over an academic year this amounts to FOUR WEEKS of absence from school, which is 100 lessons missed! If this were repeated over 5 years, it would result in your child missing ½ year of education.

We will always refer students with poor attendance to the Local Authority and proceed down appropriate routes where and when a student's attendance drops below our expected level of 97%.

School attendance is also important because the Law requires it to be. Parents are legally responsible for making sure that their child receives a full-time education. There could be legal and financial consequences:

- For leave of absence taken without permission/authorisation of the Headteacher. Parents may be issued with a Penalty Notice of **£160** (reducing to **£80** if paid within 21 days) this fine is sent to each individual responsible adult. Parents can be fined on two separate occasions in any academic year for absences taken without permission.
- 10 sessions of unauthorised absence will result in a Penalty Notice warning letter being requested from the Local Authority. If no improvement is shown within a specified 15-day period, a Penalty Notice £160 will be issued (reducing to £80 if paid within 21 days) this fine is sent to each individual parent / responsible adult.
- If parents fail to pay this fine, they are in danger of prosecution.
- If prosecuted parents will have a criminal record
- For more serious attendance offences parents may be fined up to £2500 and in extreme cases there is a penalty of up to 3 months imprisonment.

We promote good punctuality and attendance in our school by monitoring them both closely. We monitor student absence through the following channels:

- Phone calls - Daily as required
- Text messages - daily
- Home visits - These will occur from day 3 of absence is not sooner in some cases.
- Parental meetings to explain poor absence.
- Fast Track to attendance procedure (12-week programme to monitor and support attendance) failure to improve attendance during this period will result in the matter proceeding to Magistrates court for prosecution.
- Governor panels for parents to explain poor absence.

We monitor student punctuality through the following channels:

- Late gate - daily.
- Text messages - daily.
- Phone calls - Daily as required.
- Parental meetings - for repeated lateness to school.
- Persistent lateness to school can result in a fine.
- Governor Panels - For parents to explain poor punctuality to school.

Contacting School

Co-op Academy Failsworth seeks to keep parents very involved in their child's education; we will keep you informed about your child's progress and any issues as and when necessary.

Formally:

- There are two calendared progress points in which every teacher will comment on your child's academic progress and behaviour.
- There will be one evening where you can meet with your child's form tutor to check how they have settled in at school and there will be one Year 7 Parents evenings when you will be able to discuss your child's progress with their subject teachers. These are all subject to any Covid restrictions.

When there are issues:

- Your child's Form Tutor, Head of Year or Pastoral Support Worker will contact you with any pastoral or academic concerns as and when.
- Your child's Subject Teachers will contact you with any individual academic concerns or regarding sanctions.

You contacting us:

- Your first point of call should be the Family Tutor - please telephone to leave a message with reception if it is urgent, or email them directly.
- If your reason for calling is subject specific, you should contact the relevant Subject Teacher.
- If it is an attendance matter, contact the Attendance Team.
- If it is a Pastoral matter, contact the Head of Year.

Rewarding Positive behavior and creating a positive climate for learning

The best and most successful approach to creating a positive ethos is to treat students positively, by praising them, offering them encouragement and acknowledging their achievements both inside and outside of school. The school aims to develop a culture of respect, both personal and to others. Through this, we expect students to aspire to personal best in all aspects of their school career.

Co-op Academy Failsworth will ensure students know that their effort, achievement and good behaviour are recognised and valued by means of a range of rewards, and acknowledgement of good behaviour and work:

Reward Points on the Arbor App - Students are awarded points for demonstrating any of the four Co-op values. This may be in lessons and the wider community for positive citizenship, behaviour and academic progress.

Positive postcards - Sent home to recognise continual achievements or individual outstanding pieces of work.

Positions of responsibility - Within school for students who show themselves to be positive role models.

Certificates - Awarded in assemblies to Star students, attendance and competition winners

"Learner of the week" - celebrated through each subject area

Parents informed - Communication to inform of good work completed, outstanding citizenship and progress

Pin badges - Awarded for extracurricular commitment and attendance

Certificates and prizes - Awarded for attendance and punctuality

Offsite visits - to various providers awarded termly for on-going positive behaviour

External stakeholder nominations - Awarded annually for displaying good citizenship in the community

Department trips and offsite visits - Across the school year

We trust and hope you will celebrate your son/daughter's success with them at home.

School Uniform

School uniform is no longer available at the school shop. Any enquiries for uniform should now be purchased through Zutti, 81-83 Yorkshire Street, Oldham. 0161 665 1016

School uniform is compulsory and must be worn at all times in the Academy and on the way to and from the Academy; when representing the school and at any other time specified by the school. 24-hour slips are issued if an item of uniform is incorrect and parents are informed via text message.

Students must wear their uniform correctly i.e. tie to naval length, jumpers should not be tucked into trousers/skirts, belts are not to be worn over jumpers.

Uniform list:

- Co-op Academy Failsworth Blazer
- Co-op Academy Failsworth grey jumper
- Co-op Academy Failsworth Year group tie
- (CO2029 to have tie with grey stripe)
- Plain white shirt
- Plain black tailored trousers (no jeans, canvas or linens) or vertically pleated black knee length skirt to be worn with black opaque tights.
- Plain white or black ankle socks (Knee length socks and ankle socks with frills are NOT allowed) or plain black tights.

Footwear

Plain, all black, flat, leather/leather like business type footwear, (not suede or nubuck). No large logos, patterns or coloured markings. Boots above the ankle, trainers or canvas pumps **must not** be worn. Skate, Vans, Converse, Nike, Supra, Uggs or casual shoes are **not allowed**. Any logos or markings on the footwear must be very small.

Trainers/Pumps - These are **not** part of school uniform. Students are required to come to school wearing the correct footwear- NOT trainers.

If your child arrives with incorrect footwear it is expected that they will change into a pair of our school pumps or shoes until the situation is resolved.

We do provide pictures on our website of footwear and these should be consulted if you are unsure of the footwear that is allowed. Year Teams can also be consulted.

PE Kit

Compulsory

Black Co-op Academy Failsworth Polo T-Shirt (available at Zutti)
Black Shorts
Black Socks
Training Shoes

Optional:

¼ zip Black training top (available at Zutti)
Black tracksuit pants (available at Zutti)

All students must wear **training shoes**, which provide suitable grip and support. These shoes also help to provide a shock absorber and help to prevent potential joint damage as the student matures and develops.

Please note black pumps, Vans, Keds, Converse and other leisure pumps are not acceptable.

For aesthetic activities of gymnastics and dance, all students will participate in bare feet. No training shoes or socks are permitted to be worn as this affects the mobility of the student in these types of activities. Please note specialist dance shoes **are** permitted to be worn.

Under Health and Safety legislation from the Association for Physical Education, teaching staff are **not permitted** to teach students wearing incorrect footwear and will therefore be given an alternative role within the lesson so that learning can continue.

If you wish to discuss this matter further, please do not hesitate to contact a member of the PE team at school.

Other Equipment Needed

Students are responsible for providing their own stationery. This should include a pencil case containing; Blue or black pen, green pen, pencil, ruler, pencil sharpener and a rubber. It is important that students have a rucksack with them so that they can carry the books and equipment they need throughout the day.



Uniform Exchange

In 2021 Co-op Academy Failsworth opened its doors to our first ever uniform exchange.

After a challenging year for families all over the country staff came together and launched a campaign to encourage families to donate any good quality uniform that was no longer needed by current and ex-students.

We were inundated with good quality donations from our generous school community. We opened our service for several days over the summer holidays and gave out over 100 items of school uniform to our community.

After the success of last summer, we will be running the school uniform exchange again this year. The service is available for all current students and our new Year 7 students starting in September 2024. All uniform is good quality and free of charge.

The dates for this year's uniform exchange will be published before the summer holidays, they will be available on our school website and communicated to parents via email.

Jewellery and Make up

- Jewellery must not be worn. Watches are allowed but not smart watches.
- Students with pierced ears may wear one pair of small sleeper/ studs - 5mm or less in diameter, and only in gold, silver, black or diamante.
- No other visible piercings are allowed.
- Plasters or other coverings over a piercing are not acceptable.
- Sunglasses should not be worn in school.
- Make up is banned; this includes fake tan, false nails and nail varnish. If students arrive with make-up on they will be asked to remove it before they start their day.

Mobile Phones & Earphones

- Mobile phones and earphones should not be seen or heard in the building throughout the day.
- They should not be seen or heard during lesson times or whilst moving between lessons.
- If a student fails to meet this expectation, their phone will be taken from them and returned to them at the end of their school day.
- If they argue then it will be confiscated for 5 days and parents should collect it.
- Students may carry their mobile phone in their bags so that parents can contact them on their way to and from school. Mobile phones must be switched off at all times in the building. If a parent needs to contact their child urgently, they are to contact the main school reception where a message will be sent to their child.

Hair

Hair for all students should be neat and tidy. Only plain black headbands and bobbles. Extreme hairstyles are not permitted e.g. Tramlines / shaved patterns or bright non-natural colours.

Coats

Coats can be worn in the main atrium from October half term until Easter. We may also make uniform announcements in the event of very warm weather.

No caps/hooded sweatshirts/hoodies at all anywhere in school, they will be confiscated.

- Coats must be big enough to be worn over the blazer and need to be longer than the blazer.
- Any other outerwear (sweatshirts/hooded tops, cardigans, jumpers) that is not part of school uniform should not be worn in school and will be confiscated and returned at the end of the day.

Prohibited items are:

- Fizzy and energy drinks
- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers and vapes
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property
- Chewing gum
- Correction fluid
- Aerosols
- Quantities of any item that would lead the presumption of 'selling' in school.

Staff will confiscate all of these prohibited items. Some may be returned to parents after a time-period, others may be handed to the Police or relevant authorities. In some cases, the school will dispose of them appropriately.

Property

- The school does not take responsibility for loss or damage of personal items that are on site or lost/damaged on movement to and from school. Any clothing or other property brought into or left in school is at the owner's risk. Parents may wish to check that their home insurance covers possible loss of items of clothing/property at school.
- All personal property should be labelled clearly with the student's name. This includes PE kits.
- It is the students' responsibility to look after their personal property during the school day. The school does not provide lockers. All students should ensure they have a bag, suitable in both size and design that will enable them to carry all items needed for the day.
- The school takes great pride in its appearance and has invested heavily in student resources and equipment. Any deliberate damage to the building or equipment will result in serious consequences and a financial cost may be passed onto parents/carers.

School Lunches

Taylor Shaw provide our catering services. We operate a cashless system, so students have to put credit into value loaders, which are situated around school. They do this through a biometric recognition system. More details are available on request.

Several serving areas are open at break and for lunch. They serve hotmeals, pasta meals and 'sub-style' as well as traditional sandwiches. Students are welcome to bring their own packed lunch. Additionally we serve a simple breakfast once daily before school from our Technology area.

The cashless system and consent form

The system uses biometric fingerprint technology. Each student will enrol on Transition Evening/Day, having returned the attached form. They will then be able to credit their account at a value loader (there are three spaced around the atrium), which will allow them to purchase food in the restaurant by placing their finger on a fingertip scanner. The software captures a digital signature of the student's fingertip, which is turned into an alphanumeric string. This is encrypted and stored within the cashless system. No one has access to this information, and it is not a fingerprint (it can only ever be viewed as a string of numbers). We have used this system since 2008, and know it to be reliable and safe. Please be reassured that any information is for restaurant use only and will not be shared.

We would appreciate you explaining the system to your child. Should there be any objection, please contact school and we can discuss the matter.

Under new legislation, it is a requirement to obtain consent from parents/carers to use this system. We will collect this consent prior to students starting with us in September. This is to enable us to continue to use this system with your child. If no consent is received, they will not be able to use the school cashless system.

Paying cash into the system - This can be done at any of the value loaders in school. Alternatively, parents can load money onto accounts using the **Parent Pay** system. Details of Login will be given to you so that you can set this system up at home. For students on Free School Meals, their account will automatically be credited daily. Any unused monies are not carried over. Accounts can be added to via the value loaders.

Should your child be entitled to Free School Meals, but is not on the school list, please contact Welfare Benefits as soon as possible by completing the application form at the link below. This form can also be completed if you are a Manchester resident and your child attends an Oldham school.

https://www.oldham.gov.uk/info/200231/grants_and_allowances/161/school_meals

Policies

Full school policies can be found on the school website.

<https://failsworth.coopacademies.co.uk/about-us/our-policies/>

Administration of Medicines

School has a qualified Health Care Administrator on site as well as a number of qualified First Aiders. If students are unwell in school, we will contact parents if necessary to collect them.

The School's policy is not to administer any form of medication including Paracetamol. However, if a prescribed medicine is required to be taken by the student during school time, it can be brought into school and stored in the medical room, to be collected and administered by the student at the appropriate times.

The parent will be required to provide details of medication and a letter authorising their taking of the medication in school. There are storage facilities for inhalers, epi pens and insulin.

Safeguarding Children within the Academy

Parents/Guardians/Carers should be aware that the school would take any reasonable action to ensure the safety of students.

Where the school is concerned that a child may be the subject of ill-treatment, neglect or other forms of abuse, staff will follow the Local Authority safeguarding and child protection procedures.

The Academy may also refer to other professional services where appropriate in order to safeguard students in the academy. The Academy may, on occasion, need to make referrals without consultation with parents. However, we will make every effort to maintain a positive working relationship with parents whilst fulfilling our duties to protect the child/children.

Thank you for taking time to read this booklet. I hope that it has given you enough information about the school, but if you have any questions, please feel free to ask at Transition Evening, or to contact school.



Co-op Academy
Failsworth

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