



**Copley
Academy**

**HANDBOOK
FOR NEW
PARENTS/CARERS**



2024-25

As Principal, and on behalf of the Academy, I am very pleased to be welcoming your child into Copley Academy. I hope this is the start of five very happy years of partnership and I know that everyone is looking forward to seeing your child grow and develop into a young person who can leave us with excellent academic qualifications as well as the confidence and compassion that they will need to be a positive part of the local and global community.

Our aims at Copley Academy are:

To provide every student at Copley Academy, irrespective of their starting point, a fully inclusive, broad, and balanced curriculum that will enable them to continue their learning journey post 16 and onwards.

To offer a dynamic and diverse curriculum that is relevant, enjoyable, and challenging so that our students develop confidence, resilience and creativity.

To provide an engaging, high-quality learning experience, where students are enabled to learn more, remember more and do more; where teachers are responsive and adapt to learners' needs.

To ensure that every individual will be cared for, supported, and challenged to maximise their potential in order to create a feeling of self-worth and ambition.

To deliver the GREAT values led curriculum to develop students' character, confidence, resilience and independence so that they continue to be successful leaders and positive role models in their community.

HOW YEAR 7 IS ORGANISED

In a primary school, the roles of staff are quite straight forward; you are likely to have had a lot of informal contact with members of staff and to have built a close relationship with your child's teacher. In comparison the structure of Copley Academy will be very different, and you will be working with a lot more staff.

Although academies vary, at Copley Academy there is a Principal, a Vice Principal and three Assistant Principals each with specific responsibilities. All staff have responsibility for teaching in an academic area (such as English or Technology) and most have, in addition, responsibilities for students' well-being.

The academy is divided into Curriculum Areas (such as English, Maths, Humanities, Science, Technology, Modern Foreign Languages, Computing, Art, PE and Performing Arts).

Generally, the staff you will have most contact with will be your child's tutor and the Pastoral Team.

The other personnel that you may need to contact, if your child has special needs of any sort, will be the academy's SENCo and/or the Teaching Assistant (TA) that has been assigned to them.

Key Staff:-

Principal

Vice Principal

Assistant Principals

Business and Operations Manager

Pastoral Manager

Inclusion Manager

SENCo

Deputy Designated Safeguarding Lead

Mrs R. Craven

Mr. C. Heatley

Mr D. O'Brien (DSL),

Miss J. Tidbury,

Mr C. Coe

Mr J. Bond

Mrs. C. Wilde

Miss N. Hilton

Mr J. Taylor

Mrs J. Gallimore

Form Groups

Your child will be placed in a form group and will have 30 minutes of learning activities each morning. Each form has a form tutor, who has responsibility for your child's overall well-being. They will generally know your child best. Students will register in the mornings in their tutor group with their Tutor. The Pastoral Team has responsibility for all the tutor groups.

If students have any worries they should approach their Form Tutor or Mrs Wilde.

Learning in the time is just as important as any other subject. During this time our PSHE Curriculum called Great Lives is delivered, along with literacy activities and our GREAT Expectations.

Lessons

All our students spend time working in each learning area and therefore follow broad and balanced curriculum. Within each of these areas is a great deal of choice that caters for individual needs and interests.

All lessons are planned to ensure they cater for the needs, abilities, and talents of every individual. Some students may need extra help in some lessons; an extra tutor or teaching assistant working within the class. Students are also encouraged to attend homework clubs. If children are making very good progress in their studies, they will be given extension work to provide them with an additional challenge. More information about the curriculum can be found on the Academy's website.

Rewards and Sanctions

aim to recognise and celebrate the progress and success of our students. Effort and achievement are acknowledged in various ways.

also have our own GREAT points system where individuals are awarded points for their achievements that can then be spent during certain weeks of the year.

It is important that you are aware that the academy is highly disciplined to ensure students achieve and that we remain focused on our core business learning. We expect high standards from all who are involved in its working and appreciate your support in giving a consistent message to students. Praise, rewards, and sanctions will be accessible to parents/carers MCAS, you will receive log in details for.

KEY DATES 2024 - 2025

2024 - 2025 School Calendar																																										
	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T					
September						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
October		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
November					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
December						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
January			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
February						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28									
March						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
June						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
August					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							

Students in the Academy

Staff Inset
Students Off

INSETS
Students Off

Progress Days
Collapsed Days Information TBC

First Day of Academy - Year 7
Tuesday 3rd September 2024

Autumn Half Term Holidays
Monday 28th October 2024 - Friday 1st November 2024

Inset
Monday 4th November

Progress Day Year 7 & 11
Friday 22nd November 2024

Christmas Holidays
Monday 23rd December 2024 - Friday 3rd January 2025

Inset
Monday 6th January 2025

Progress Day Year 8 & 10
Friday 24th January 2025

February Half Term Holidays
Monday 17th February 2025 - Friday 21st February 2025

Easter Holidays
Friday 4th April 2025 - Monday 21st April 2025

Half Term Holidays
Monday 26th May 2025 - Friday 30th May 2025

End of School Year
Friday 18th July 2025

Year 7 students will start with us on Tuesday 3rd September 2024 at 8.30am.

This is a Year 7 only day that will provide an additional opportunity leading on from the Transition Day to help students settle into the Academy and learn some key routines.

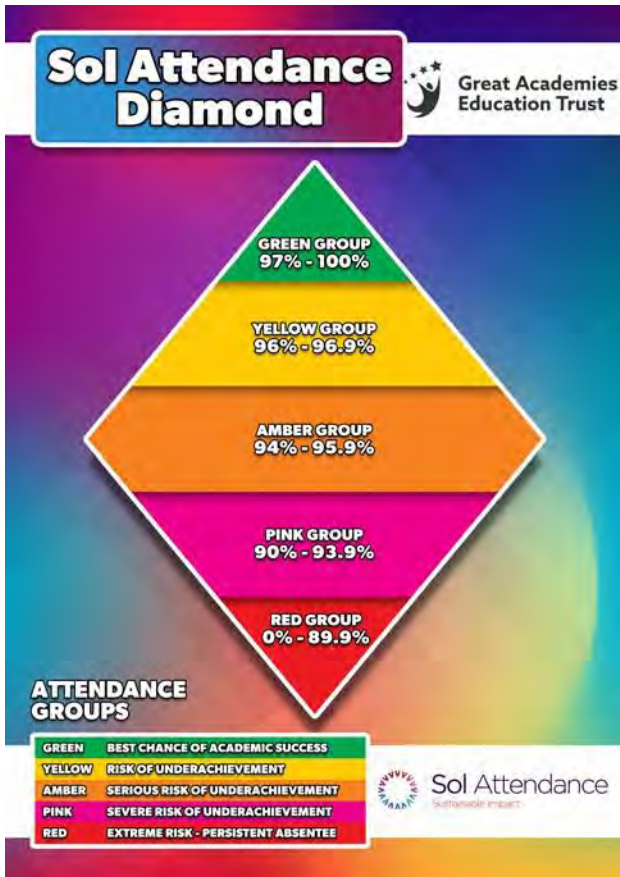
THE ACADEMY DAY

Students are allowed to enter the building from 8.00am to wait in the dining area. A breakfast facility is provided by the catering staff until 8.40am. Students should aim to arrive on site by 8.30am so they can be in their tutor rooms at 8.40am

On the way to and from the Academy, we expect our students to remember that they are representing Copley. They should show respect for other people and always be friendly and polite, whether on foot or using public transport. Our GREAT Expectations extends to the community and to all trips and visits. Copley Academy students always represent the academy, including their appearance and behaviour.

Academy Day	Timings
Form Time	8.40am- 9.10am
Period 1	9.10am-10.10am
Period 2	10.10am-11.30am
Split breaks of 20 minutes	
Period 3	11.30am-12.30pm
Period 4	12.30pm-2pm
Split dinner of 30 minutes	
Period 5	2pm-3pm
Dismissal- 3pm.	

ATTENDANCE & PUNCTUALITY



REGISTRATION PROCEDURES

1. Attendance is recorded electronically on Bromcom at the start of each day and at the start of every period. Registration provides an AM mark (8.40 - 9.10) and Period 4 provides the PM mark Year (7, 8 & 9 - 12.30) (Year 10 & 11 - 13.00).
2. Therefore, all students should develop good habits of attending lessons on time.
3. Registers will be taken within the first five minutes.
4. Staff will make both verbal and visual contact with a student before completing the register.
5. The only codes teachers will use are a /, L or N.
6. Students will reply politely – here, present, or yes miss/sir.
7. Staff will communicate to the attendance team if a student is missing from their lesson if they have been marked present earlier in the day.



*please see the Attendance policy for 2024-25 for full details

GREAT LEARNING HABITS

All our students are encouraged to develop GREAT Learning Habits for them to get the most out of their time at Copley. These learning habits are based on evidence of what makes an effective learner:-

- Pay attention**
- Practise with support until you can do it by yourself**
- Use modelled examples and success criteria to help you along the way**
- Think deeply and apply your learning independently**
- Evaluate your work – what did you do well? How can you still improve?**
- Make it better – if you set yourself a target or get feedback, act on it! Make it better!**
- Interrupt forgetting by quizzing and retrieval tasks**
- Remember that intelligence is not fixed! We can always get better!**
- Study independently**

These habits are rewarded through weekly positive shout-outs in assembly and a bigger termly reward.

ACADEMY UNIFORM

A high standard of personal appearance is expected of, and from, all students.

Through our uniform policy, we aim to:

- encourage pride in the academy;
- encourage a sense of equality and cohesion;
- enable students to be identified in the community and promote a strong, positive image as students of Copley Academy;
- help develop a strong sense of working together as a team;
- support learning and teaching;
- provide a safe and secure environment in which students learn important life skills.

All students will be expected to always wear full uniform correctly including on journeys to and from the academy and to remember that they represent Copley Academy.

We expect parent/carers to support us in the detail as well as the principles of the academy uniform and to ensure their child wears it smartly and correctly.

Parents/carers should not buy items of uniform that are not on the list or specified or allow their child's appearance to deviate from the appearance code.

If in doubt about any aspect of the uniform parents should contact the Academy before making a purchase.

The Uniform

All items of our branded uniform are available from our approved suppliers. We strongly recommend that all items of uniform and PE kit be marked with the student's name.

- **Black blazer with Academy logo**
- **Academy issue skirt with Academy logo (no shorter than just above the knee)**
- **Or:**
- **Black tailored trousers (These must be appropriate for the academy. This does not include tight fitting styles, leggings, jeans or tracksuit bottoms; denim, canvas, jersey, lycra or linen fabrics are not suitable or permitted.)**
- **Long or short sleeved white shirt – not a blouse (worn with top button fastened to hold clip-on tie)**
- **Academy clip on tie (Year 7 students will receive their new tie as a gift on their first day)**
- **Black socks or tights**
- **Black polished, flat, sensible shoes. (Black trainers or any other coloured footwear are not permitted, nor is any footwear with coloured trims)**
- **Students can also purchase a Copley Academy apron that they can use in all practical subjects, such as Art and Technology, to protect their academy uniform.**

PE Kit

- **Black and Green polo-shirt with Academy logo (no other Polo-shirt/T-Shirt is allowed)**
- **Black Shorts**
- **Black Socks**
- **Trainers**
- **Additional PE kit - pupils can wear PLAIN BLACK jogging bottoms/PLAIN BLACK Leggings/PLAIN BLACK tracksuit top or hoodie (Copley Academy PE Hoodies can be purchased).**
- **All jewellery MUST be removed for PE. It is NOT possible to stick plasters over earrings when taking part in PE.**
- **Long hair being tied back.**

The PE Department reserves the right to decide what is suitable for a practical subject based on the physical activity students are participating in.

Outdoor Clothing

An outdoor coat maybe worn to the academy however this needs to be taken off on arrival to academy. (no hoodies or denim jackets are permitted)

Hair

- **Hairstyles/haircuts, which are extreme in colour or style, are not permitted.**
- **Unnatural hair colours are NOT permitted. The interpretation of 'unnatural' is as follows: a colour that is not found within the natural hair colour spectrum, namely a bright, extreme, or vivid colour, or a combination of colours where each is easily visible or stark in contrast.**
- **Hair accessories should be plain black simple and unobtrusive. For safety reasons, long hair will need to be tied back in certain lessons, for example PE, DT and Science.**
- **If a headscarf is worn for reasons of religious observance, then it should be plain black. Please note that other items of religious clothing which could hinder learning and prevent positive social interaction may not be permitted – if you have any specific queries, please discuss these directly with the Principal.**

Jewellery

We advise that students do not wear expensive items in the academy, as we cannot be responsible for their loss

- **Students may wear one pair of small stud earrings, one in either earlobe, a watch is permitted however Apple watches and similar wrist-worn devices are not permitted.**
- **For PE earrings MUST be removed on health and safety ground.**
- **Other body piercings are not permitted.**

Cosmetics

- **No make-up is to be worn; this includes enhancements such as false eyelashes, acrylic or gel nails.**
- **Eyebrows should be of natural shape and colour; "High Definition" tints or similar permanent or semi-permanent enhancements are not permitted.**
- **Students will be asked to remove excess cosmetics immediately.**
- **Students in Years 7-11 are expected to always wear correct uniform; the uniform is practical, widely available and involves the minimum expense for parents.**

Our academy uniform suppliers are MCS, Top Marks, and Debonair. These suppliers are in Ashton under Lyne.

Equipment

It is important that students look after their equipment and uniform and put their names on everything. A suitable bag to carry equipment is essential. Handbags are not permitted in the academy as they are not fit for purpose.

A suitable academy bag must be big enough to contain all books and equipment required. It is not a fashion item. We will ask students to replace bags if we consider them unfit for purpose so please bear this in mind.

To be properly equipped for lessons your child will need the following:

- 1 Pencil Case
- 2 Black pens
- 2 Green pens
- 2 Pencils
- 1 Eraser
- 1 ruler
- A reading book
- A scientific electronic calculator
- Highlighters
- PE kit on the appropriate days
- Food Technology ingredients if needed
- Copley Academy apron

Lockers

All students will be assigned a personal locker and keys, which belongs to them for five years. Should it be necessary for a replacement key to be made due to loss/damage a £1 will be charged.

Coats need to be placed in lockers immediately students arrive in academy and before registration.

Lockers can also be used for safe storage of any other items that students may not wish to carry with them.

All uniform and equipment should be labelled with the name of the student

Mobile Phones, AirPods, and Headphones Policy

The academy understands that students may wish to use mobile technology and other electronic devices outside of the academy day. To ensure a conducive learning environment and maintain discipline, the following rules apply:

Mobile Phones:

Mobile phones must be turned off during lessons. If a phone rings, it will be confiscated and can only be collected by a family member.

Any visible or audible use of a mobile phone during the academy day will result in confiscation and collection by a family member.

Mobile phones may not be used as calculators during lessons.

Students are not permitted to use mobile phones to check the time; clocks are available in classrooms and corridors.

Mobile phones are strictly prohibited during tests, assessments, or exams. Playing music through mobile phones is not allowed. Immediate confiscation of the phone and headphones (if applicable) will occur, and these will need to be collected at the end of the day.

Taking photographs or videos while in the academy is strictly forbidden and may result in serious consequences.

Students may only use mobile phones to contact parents during the academy day with explicit permission from a staff member.

The Principal's decision on all matters related to mobile phone protocol is final.

AirPods and Headphones:

AirPods, headphones, and similar devices must follow the same rules as mobile phones:

They must be turned off and not visible during lessons.

Use during the academy day is prohibited.

Playing music through headphones or similar devices is not permitted and will result in immediate confiscation, which can be collected at the end of the day.

General Advice:

We advise students against bringing expensive electronic items to the academy, as we cannot be responsible for their loss or damage.

These rules are designed to promote a focused learning environment and ensure fair and consistent treatment of all students regarding electronic devices. Please adhere to these guidelines to avoid disruption and ensure a productive academic atmosphere.

MANAGING THE TRANSITION – TIPS FOR PARENTS/CARERS

The aim of this section of your handbook is to provide you with the information you need to help your child to achieve independence, whilst supporting them in getting there.

Time spent early on in establishing habits of work and independence is an investment that will save endless time and battles in the long run. The habits and routines that children develop in Year 7 are those that will stay with them throughout their secondary education and often throughout their working lives – it is worth the effort of getting it right to start with. If you can help your child to do this, you will really be making a difference.

- Recognise your child's achievements no matter how small. Praise and encouragement will motivate your child to aim higher and make the best possible start.
- Establish routines and encourage independence- don't do anything for your child regularly that they can do for themselves. Model what they need to start to do without your help, such as organising their bag the night before, making sure that they have the correct equipment etc.
- To help support this, put a copy of their timetable or a checking list by the door or somewhere else equally as visible.
- Involve your child in making the decisions around what time they get up, set off for academy, when they complete homework etc. This will create clear expectations that your child has been involved in setting. It is easier to do this earlier than try and implement them later.
- Encourage your child to participate in Extra-Curricular Clubs after the end of the day- this will allow them to meet more people, as well as build confidence and other key skills.
- Work in partnership with the Academy – it is important that your child knows that parents/carers and academy staff are working together to achieve the best for them.
- Attend all Parents' Evening and meetings, this will keep you fully informed of your child's progress and help them address any concerns quickly to your child's advantage.

Improving your Child's Independence: Try to:-

- **Encourage your child to be personally organised e.g. getting their own uniform ready, washing and breakfasting.**
- **Make sure they have a list of things they need for that day. Do not pack their bag yourself, but together until they are in routines.**
- **Teach basic time management - during the next few days you've got this and this to fit in, when and where are you going to find time? (You may even be able to relate it to time management in your own sphere of work.)**

Supporting your Year 7 child with their learning

The New Timetable

- **Reassure your child that they will quickly get to know their way around and they move as a group to start with. Most will have mastered it within a couple of weeks. The staff and students in older year groups are all very understanding about children getting lost to begin with and help is at hand if it is needed.**
- **Your child will be given a planner on the first day. The planner has a map inserted at the back to help your child to find their way about.**
- **Get a copy of your child's timetable which will be issued on the first day of term. Your child will be asked to write it on the back of their journal, and it is useful if you can copy this timetable and keep it on display at home so that you and your child can refer to it.**
- **Encourage your child to learn what lessons they have on which days so that they can become independent.**
- **Make sure your child knows what to do if they are late or get lost.**

Organising Books and Equipment at Home

- **Help your child organise their living space so that they have a place for everything to do with academy.**
- **Equip them with the tools they will need at home. Keep two sets of everything if possible – one for academy and one for home so that losing a pen at academy does not stop them doing their homework. A useful home "tool kit" consists of pencils, pens, rubber, highlighters, pencil crayons, ruler, maths equipment (protractor, set square and calculator), paper (lined and plain) and plastic wallets.**
- **A box file or stacking system is useful for students with organisational problems – each file can be labelled with the subject and all books, worksheets etc can be kept ready to pull out and put in the academy-bag when required.**
- **An office two-tier "in tray" is useful for "homework to be done" and "homework completed".**

Improving your Child's Independence: Try to:-

- **Encourage your child to be personally organised e.g. getting their own uniform ready, washing and breakfasting.**
- **Make sure they have a list of things they need for that day. Do not pack their bag yourself, but together until they are in routines.**
- **Teach basic time management - during the next few days you've got this and this to fit in, when and where are you going to find time? (You may even be able to relate it to time management in your own sphere of work.)**

When your child starts at Copley Academy:

- **Encourage your child to glue in worksheet/odd bits of paper into their workbook so they are organised for revision.**
- **When homework is completed, supervise the "packing of the bag". This is best done the night before.**
- **Encourage your child to check their planner for any reminders/notes each night. It's usually worth double-checking as there are sometimes notes from teachers to you.**

Strategies for Managing Homework:

In many ways homework makes demands on both students and their parents:

- **Agree a routine for homework with your child. Life can become a constant "nag" if you don't start this from the beginning. Homework becomes an increasingly important part of the curriculum as your child goes through academy. What he or she starts off doing in Year 7 will set the pattern for attitude towards homework and coursework until they leave in Year 11.**
- **A good time for homework is after a short break when your child returns from academy. Get it out of the way early leaving the rest of the evening free – who wants to start work at 7.00pm?**
- **Agree with your child that TV, other activities, phone calls etc will only be possible after homework is done.**
- **Many children will say that listening to music helps them concentrate and do their work. Agree whether this is allowed – some could say that if attention is on your favourite song, it can't also be on your homework. However, the important thing is to make an agreement and stick to it.**

MENTAL HEALTH AND WELLBEING

Support in School

- Mental Health First Aiders
- Your Pastoral Lead
- Your form tutor/teachers
- Speaking to your friends/peers
- Wellbeing Ambassadors

Some student feedback from this year:-

"We have education surrounding the topic. There's inclusion in GREAT Lives lessons and making it known which teachers are trained in Mental Health."

"They teach us about it and why it matters often."

"Copley talks about mental health."

"Staff listen to you and give you advice."

MHWP Events

- Termly student voice
- Termly Tea and Talk wellbeing mornings
- Fundraising for mental health charities
- Fortnightly lunch time wellbeing drop-in sessions
- Bake sales
- Termly MHWP newsletters
- PE competitions
- Celebration of mental health awareness days/weeks
- Information stalls at lunch time
- Monthly student wellbeing bulletins
- Dedicated MHWP Twitter (X) page
- Wellbeing workshops
- Trained staff and students to support MHWP
- Great Lives
- Assemblies

Our trained members of staff have these posters on their classroom doors.



Follow our new MHWP X (Twitter) page for updates and much more

@CopleyMHWP



SUPPORTING LITERACY

At Copley Academy we believe that fluent literacy skills are essential to ensure strong academic outcomes and improved life chances for all students.

Great emphasis is placed on reading, both academically and for pleasure. All students are expected always to have a reading book in their bag as part of their equipment. In addition, all students are expected and encouraged to read aloud in every classroom. Students will have reading homework every week and are expected to complete 30 minutes of Reading Plus activities (our online reading programme) weekly.

To help support your child it is very important that you give reading the status at home that we give it within the academy. How to encourage your child to read...

Read yourself! Set a good example by reading for fun and talking about the reading you do at work and at home. Let your child know that books are an important part of your life.

Don't stop reading to your child. Some children enjoy being read to long after they are fluent readers themselves.

Visit the library. Take the family to join the local library – it's free! Make a weekly visit.

Make a time to read. Set aside a time for family reading – after academy or before bedtime.

Don't just read books. Encourage your child to read newspapers, TV guides and magazines.

Talk about books. Talk to your child and their friends about their book preferences. Talk about the books you like to read.

Let your child read with younger children. Encourage them to read to younger members of the family.

Keep in touch with academy. Talk with teachers about your child's reading. They will be able to tell you if your child needs any extra help. Find out which books your child is reading in class and read them as well. You can then discuss them together.

Let them read their favourites. Don't worry if they want to read the same books again, or stick to one kind of book. If they get really stuck, tell them to ask the librarian or teacher to recommend something they might like.

Make the story come to life. Encourage your child to read aloud with expression so the story comes to life. This will help them read more fluently.

Discuss books. Ask your child to tell you about the books they are reading: the type of book, the characters, and the plot. Encourage them to have an opinion – Was it a good book? Why?

Use a dictionary. Buy your child a dictionary and encourage them to use it to check the meanings of new words.

COMMUNICATION

Copley Academy welcomes contact with parents, and we have a system in academy to ensure these communications are effective and timely. For students in Year 7, the key person in the academy is your child's form tutor; as such, they will often be the first port of call for any enquiries you may have. Please be mindful that Copley Academy staff may not be free to speak to you immediately our aim is to call you by the end of academy day unless there are extreme emergencies/circumstances.

Academy Comms (e-mail communication with Parents/Carers)

We always aim to keep parents and carers fully informed about what is going on at the academy.

MCAS is a service which allows us to send emails and texts to parents and carers with all the important information you need. Through MCAS we will also be able to send instant messages telling you if a student has been given a GREAT point, share news or even inform you if they are absent or late.

All letters/relevant information will be put on the website and texts sent home via MCAS.



Apple

MCAS App

Google

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