



Co-op Academy Belle Vue

Family Handbook 2023/24

Updated September 13th 2023



Co-op Academy
Belle Vue

Introduction

The purpose of this handbook is to provide an overview of the 'Belle Vue' way. It provides students and our families with the details they need to make the most of their time here at Belle Vue. It should be read in conjunction with the following policies:

[Home School Agreement](#)

[Behaviour and Rewards Policy](#)

[Online Safety Policy](#)

[Chromebook user Agreement](#)

Important Action Needed

Once you have read this document you will need to confirm you have understood it by clicking the link below. This [link](#) also contains information about our Home School Agreement, Chromebook Loan Agreement and Behaviour Policy. If a family does not complete the form here, this will be considered 'assumed consent' to the agreements therein.

**Click Here
to Sign
Academy
Agreements**

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Section 1: Attendance and Punctuality

We expect all our students to have good attendance at school. This means they should be in at least 96% of the time. If a student is not at school, then we cannot keep them safe. For this reason we robustly challenge poor attendance in a number of ways;

1. Parents and carers must report all student absence the first day of absence and each subsequent day of absence. This must be done by telephoning the school on 0161 250 3101 and selecting option 1. A clear reason for the absence must be provided (i.e reporting that they are simply 'unwell' is unacceptable) along with an estimation of when they will be returning to school.
2. Any student absence that is not reported to the school, will be challenged by a telephone call or home visit by a member of staff.
3. If we are unable to ascertain a reason for the absence, it will be recorded as an unauthorised absence.
4. Students who have 5% or more unauthorised absences at any point in the school year, may be referred to the local authority with a recommendation of fixed penalty notice or legal prosecution procedures.

Descriptor	Threshold attendance	Actual attendance	Whole days absent	Learning hours lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	85
	91%	173 days	17	
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious cause for concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

*Figures based on 190 (whole year) expected attendance

Holidays and Trips taken during Term Time

Families whose children are absent from school outside of the school holidays, due to a holiday or other similar event, will be issued with a fixed penalty notice of a minimum of £60. Parents who believe the absence is exceptional and wish it to be authorised must notify the school in advance and request permission from the headteacher for the absence. School will not provide work for students who miss school for these reasons, nor will they provide 'catch up' work on their return.

Absence due to sickness

Students who are unable to attend school due to a medical need will have all reasonable and proportionate absences approved. However, if we feel the amount of time a student has taken off due to sickness becomes disproportionate we will insist on medical evidence, by way of an appointment card or letter from a GP, before we approve any other illness related absence. If this is the case parents will first be notified via letter that this decision has been made. If after this letter, medical evidence is not provided, all absence related to sickness will be unauthorised and be eligible for a referral for a fixed penalty notice or legal prosecution.

Encouragement and Rewards for Good Attendance

Throughout the year there are several opportunities to reward good attitudes to attendance. Whilst we recognise that there are some factors influencing a child's attendance which may be out of their own control, we do not believe that this should take away from those students who do achieve good attendance. All rewards and celebrations are at the discretion of the SLT team and the student's Head of Year and therefore a child who has attendance below 96% will never be automatically disqualified from rewards and celebrations.

Punctuality to School

Students arriving late to school create a worrying disruption to not only their learning but also the learning of others in their classes. Missing even just a few minutes of a lesson has a significant impact on everyone, including the teacher in the class, as the lost learning has to be caught up, or the difficulty in understanding that this creates for a student can lead to disruptive behaviour. For this reason we have a firm stance on punctuality to school; students arriving late to school will receive the following sanctions

First Late of the week	25 minute lunch time detention (same day)
Second late of the week	25 minute lunch time detention (same day) + a 90 minute after school Friday detention
Third late of the week	1 day in isolation
Fourth late of the week	1 day in isolation
Fifth late of the week	1 day in isolation or a possible suspension

Section 2: The Academy Day

Our students are welcome on site from 7.45am. Students must remain on the Yard or in the dining hall during this time. The MUGA may be open to students depending on light levels and weather conditions. Students needing to use the toilets must ask permission from the member of staff on duty beforehand.

Before School	7.45am	Free breakfast for all students is served in the dining room	45 mins
	8:27am (+30 seconds)	Movement Time	2 minutes 30 seconds

The Academy Day starts at 8.30am and all students are expected to be in their Community Ambition seats by the time of the 8.30am bell. To support students to do this a movement bell will sound at 8.27am (+30 seconds). The movement bell consists of two short bursts of sound, this signals to the students that they have 2 minutes and 30 seconds to get to their Community Ambition seat.

At 8.30am, the 'Session bell' will sound. This consists of one long sound and signifies the start of the Academy Day. Students not in their seats at this time are considered to have arrived late to school.

The Academy Day

Monday - Thursday

8:30 - 9:00	Community Ambition
9:00 - 10:15	1
10:15 - 10:35	Break
10:35 - 11:50	2
11:50 - 13:05	3
13:05 - 14:00	Family Dining
14:00 - 14:25	Community Read & Literacy Intervention
14:25 - 15:40	4
15:40 - 16:35	Elective
End of School Day	

Friday

8:30 - 9:00	Community Ambition
9:00 - 10:15	1
10:15 - 10:35	Break
10:35 - 11:50	2
11:50 - 13:05	3
13:05 - 14:00	Family Dining
14:00 - 14:15	Community Reflection
End of School Day	

Section 3: The School Rules

Whether in lesson, out and about at social time or during lesson changeover, all students at Co-op Academy Belle Vue are expected to demonstrate our CARE principles at all times, by acting in a CARE-ing manner.



To provide clarity to staff, students and parents we have 7 basic school rules that we expect students to follow at all times.

1. Treat all others with CARE
2. Have the full essential items kit
3. Wear the full and correct uniform
4. No mobile phones to be seen or heard whilst on school premises
5. Be punctual to school and lessons
6. No eating/ drinking in the classrooms or on the corridors
7. Walk through the school building in single file, on the left and in silence

Students not demonstrating our CARE principles or following our six school rules will be given an appropriate sanction. More information about sanctions can be found later in this handbook.

Mobile Phones, Smart Devices and Headphones

Mobile Phones, Smart Devices (including tablets and watches) are not allowed to be seen on the school site. If a student wishes to bring a phone to school, the phone should be kept switched off and stored in the bottom of their bags so they do not cause any disruption to the Academy day. If mobile phones or smart devices are seen or heard by a member of staff then they will be confiscated with immediate effect and the student issued a Reset Room sanction. Devices will only be returned to an adult at the school reception. If a student refuses to hand over the item they may receive a suspension.

Sexual Harassment, Homophobia and Racism

Sexual Harassment, Homophobia and Racism will not be tolerated at Co-op Academy Belle Vue. If it is decided that a student has made homophobic comments or who is found to be promoting any type of homophobic bullying, they will be seriously sanctioned. This may result in a suspension and possibly a permanent exclusion.

Misuse of Social Media

Students are regularly informed and reminded about the dangers of social media and their responsibilities in using and accessing it. Therefore, students who use social media or the internet to cause upset, embarrassment or fear; either whilst in school or outside of school, will be sanctioned for failing to demonstrate our CARE principals. The list below outlines some behaviours which are likely to lead to a sanction;

- Cyberbullying
- Sexting
- Verbal abuse of students and/ or staff
- 'Liking' any image or post which causes upset
- Posting any image which causes upset
- Posting any image without a person's knowledge and/ or consent
- Posting images and comments which demonstrate illegal and/ or inappropriate activity

Drugs

Drugs, cigarettes, vapes and any associated paraphernalia or dangerous items are banned from school. If a student endangers the welfare of our students and staff by bringing drugs or dangerous items onto our school site or if a student is found to be supplying or distributing illegal substances and/or any items deemed to be drug paraphernalia, they are likely to be permanently excluded and the police informed.

Inappropriate items brought into school

Co-op Academy Belle Vue has a zero tolerance policy towards any weapons being brought onto or into our school site. This for example, could be any type of knife. Any child who is suspected of having brought a dangerous item onto school premises will have their belongings searched. Students who have brought any type of weapon onto school premises are likely to be permanently excluded.

Drinks Policy

Due to the high level of sugar contained in fizzy drinks/energy drinks and the impact this can have on a student's behaviour, fizzy drinks and energy drinks are not allowed on the school site. If found, they will be confiscated. Co-op Academy Belle Vue encourages a water only approach to drinks and water fountains are placed around the site to support this. Students must bring a suitable bottle to use these fountains as cups and bottles are NOT provided for them.

Selling

Selling items to other students is illegal. If students are found to be doing this, the items will be confiscated and the profits given to a selected charity.

Permanent Exclusion

Permanent exclusions will only be used as a last resort, in response to a serious breach or persistent poor behaviour and defiance of the school rules. They are issued because allowing the student to remain in school after the incident would seriously harm the education or welfare of the student or others in the school.

- If a child is at risk of permanent exclusion for persistent breaches of the school's behaviour policy, this will be raised with their parents/carers during meetings or telephone calls. Options of support to avoid a permanent exclusion will be discussed at these meetings, however when these have been exhausted or when these are no longer suitable then a permanent exclusion may be issued.
- A serious breach of our behaviour policy may involve drugs, fighting, banned substances/items (including fireworks), assault against an adult or student and/or weapons. This list is not conclusive.



Section 4: School Uniform

It is compulsory that only those items stipulated within the official school uniform list are worn by our students. The only exception to this is if a student wishes to wear something of religious or cultural importance. In this instance the matter should be discussed with their Head of Year who will make a discretionary decision as to whether the item is appropriate for School. Additional and amendments are in bold font.

Main Uniform

- Dark blue Academy branded blazer.
- Grey academy branded jumper (Yr 7 - green collar stripe, Yr 8 - blue collar stripe)
- Academy tie
- White shirt with a collar (not a polo shirt)
- Straight leg black trousers (Trousers must be straight and must not be Lycra, denim or similar stretchy material. Skinny or tight style trousers are not permitted).
- Academy branded pinafore (must be below knee length)
- Plain black socks or black tights. Socks with decorations are not permitted e.g bows.
- Plain black shoes (no trainers, heels, pumps, canvas, patterns, accessories or excessive decorative features. Shoes should not be on or above the ankle i.e. no boots. Shoes with any sport logos visible on the outside of the shoe, are not permitted)
- A rucksack of suitable size and style to carry a student's full essential equipment.

Optional Summer Uniform

- Academy branded summer dress
- Smart black knee length shorts

PE Kit

- Academy branded polo shirt and/or long-sleeved multi top
- Academy branded sport shorts
- Suitable trainers (sports logos are permitted on PE trainers)

Optional PE Kit

- Academy branded jogging bottoms
- Academy branded sweatshirt

Jewellery & Accessories

- Students are permitted to wear all types of plain black headwear that has a recognised religious meaning. No other colour is permitted.
- Watches are the only jewellery to be worn in the academy
- Hair bands to be discreet and either black or dark navy blue
- All long hair must be fully tied back and must not obscure the face
- Only natural hair colours are permitted to be part of hairstyles
- No shaved patterns are to be part of hairstyles.
- No facial/tongue/body piercings are allowed, this includes earrings
- No obvious makeup should be worn
- Nail varnish or acrylic nails are not allowed.

Additional Uniform Expectations

1. The Academy subscribes to the 'Halo Code' and therefore we encourage our students to embrace all Afro-hairstyles.
2. Outdoor coats MUST be removed once inside the school building. Sports 'hoodies', 'zippies' or similar items are not considered to be an outdoor coat or an item of the school uniform and therefore must be removed before entering the school site.
3. Students with make-up/Jewellery/ fake tan etc will be asked to remove it
4. Blazers and jumpers must be worn at all times; unless permission has been granted to remove them. Students choosing to wear a pinafore, should not wear a jumper.

Students arriving at School without the correct uniform

Any student arriving without the correct uniform will be placed in our reset room until the uniform can be corrected. If students arrive wearing items that are not allowed, they will be confiscated and returned at the end of the week.



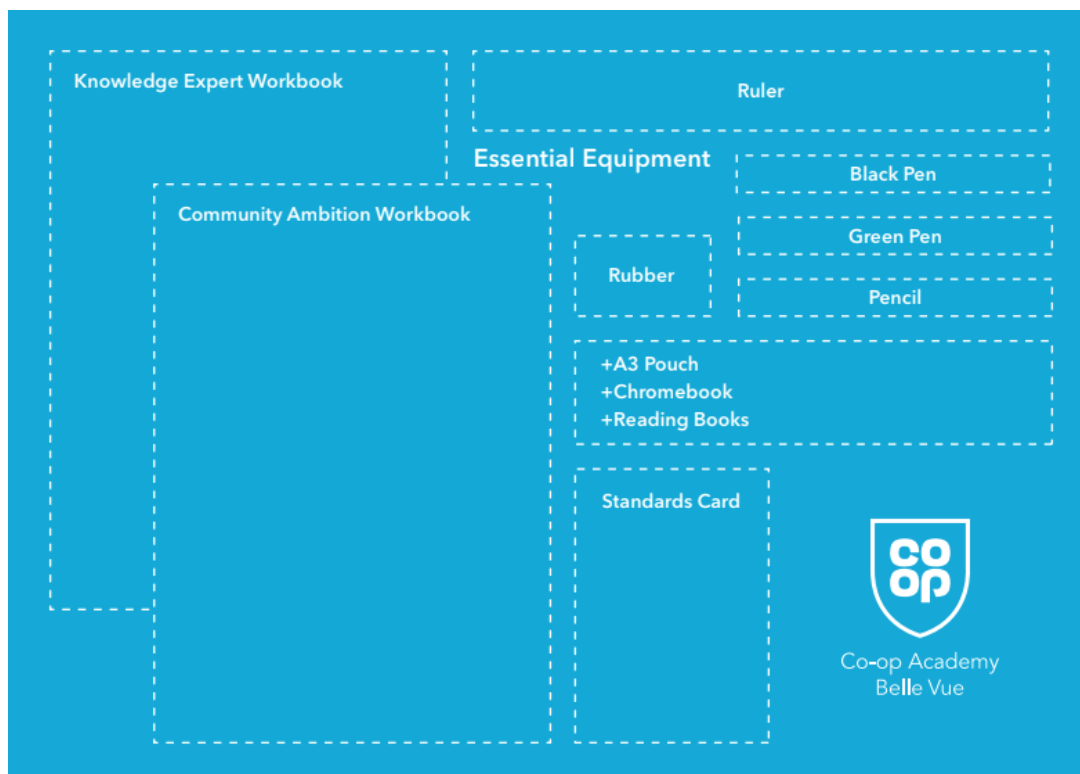
Section 5: Essential Items - The Terrific Ten

In order for students to attend school each day ready for learning, they must bring with them their 'essential items' as detailed below. There is an expectation of every item, every lesson, every day*. To support students to do this, they will be given a large durable A3 folder in which their items must be kept.

Failure to come to school with all ten items will result in behaviour points and sanctions. Most items are 'sold' at school for students to 'buy' using their rewards points via Class Charts.

- Chromebook
- Rubber
- Black pen
- Pencil
- Ruler
- Standards card
- Green pen
- Reading book
- Knowledge Expert book
- Community Ambition book

A full essential Items equipment check will be completed each day during period 1. This will be done using the Belle Vue Equipment Matt. Standards checks may also be conducted at unannounced points in the school day by any member of staff



Students arriving at School without Essential Items

Class Charts Reward Shop: From 8.15am until 8.30am students who have not been able to bring all ten items of the basic kit with them, will be able to purchase it from the Rewards Shop located inside the School Dining Hall. Where the student has enough 'Class Chart' points to purchase the items from the Class Charts shop this will be used as the method of payment. Where the student does not have enough points, a 10 minute detention will be issued. Students who do not have all ten essential items at any point in the school day from then on, will be issued a CD20 minute detention from their class teacher.

Section 6: Behaviour & Culture

As represented by our CARE principles it is important to us that our students make a positive contribution to their communities. By asking our students to follow some accepted behaviour norms of respect, we will ensure they are helping us develop a community based on mutual consideration and appreciation.



Sir, Miss or Dr. every time. We call this the Belle Vue full stop. It should end every sentence.



Thank you, every time someone does something for us.



Excuse me, every time you need to enquire or get attention. then we wait.



Please, every time that you request something.



Sorry, every time we make a mistake. We ensure we do everything we can to put it right.



Section 7: Rewards & Celebration

At Co-op Academy Belle Vue, we acknowledge students when they positively display our CARE principles. These are acknowledged regularly in the form of achievement points which are issued electronically by teaching and support staff. There are weekly, half-termly and termly awards for individuals, forms and year groups.

Weekly CARE Focus | Our acknowledgement system sets targets every week.

Verbal Acknowledgement | Around the academy, and in lessons, staff members use positive language, specific descriptive feedback and reinforcement to signal to students that they are demonstrating positive learning habits. Year teams will communicate with home regularly; this is an opportunity to provide our families with positive information.

Achievement Points | Students are acknowledged in the form of achievement points which are issued electronically by teaching and support staff. There are weekly, half termly and termly awards from individuals, forms and year groups.

CARE Cards | Students may be awarded a CARE Card for demonstrating one of our CARE principles. Each week at least one CARE Card is drawn out from the CARE jar and the student given an additional prize.

Postcards & Letters Home | Departments, year teams and our Senior Leadership Team will send postcards and letters home to students who demonstrate over and above behaviours that mirror our core values.

Golden Tickets | Raffles | Students who consistently demonstrate outstanding learning habits will be awarded a Golden Ticket. Students keep their Golden Tickets with them for the term. These tickets are then handed in during the last week of term so they can be drawn out for a chance to win a variety of prizes.

Clean Standards Card | Students with a clean standards card will be entered into a prize draw at the end of each half term. If the student picked out of the raffle does not have a clean standards card the prize will roll over to the week after.

End of Half Term & Termly Celebration Assemblies | Students will receive a film afternoon if they have 0 behaviour points for the half term

Celebration Assemblies | Department Stars, Most Achievement Points, 0 Behaviour Points, Outstanding Attendance, Golden CARE student (0 Behaviour Points, 0 Lates, 75+ Achievement Points, at least one Golden Ticket), Head of Year student of half-term/term, Form Tutor Student of the half-term/term and SLT student of the half-term/term

Section 8: Classroom Behaviour (including Reset Room)

The Academy has 7 basic rules that students are expected to follow at all times; including during lessons. These can be found in the 'School Rules' section above. However, if a student fails to follow one or more of these rules during a lesson, then they will be issued with one or more of the sanctions below.

V.W
(Verbal Warning)

If a V.W is given by the classroom teacher or teaching assistant, then this will be signified by the student handing in their 'Standards Card' for the member of staff to sign. This is a supportive measure which aims to give an explicit instruction that the student must alter their behaviour.

CD20
(Care Detention -
20 minutes @ lunch)

A second offence sanction is given by the classroom teacher or a teaching assistant*

2 x CD20s in a day will be upscaled to a CDR

CDR
(Care Detention
Removal- Removed for
the lesson and then 5
consecutive periods in
the reset room)

A third offence sanction is given by the classroom teacher and will result in the student being removed from the lesson and placed in the Reset Room.

Failure to demonstrate our CARE principles in the reset room may lead to a suspension or a repeated day

Serious Incidents in the Classroom

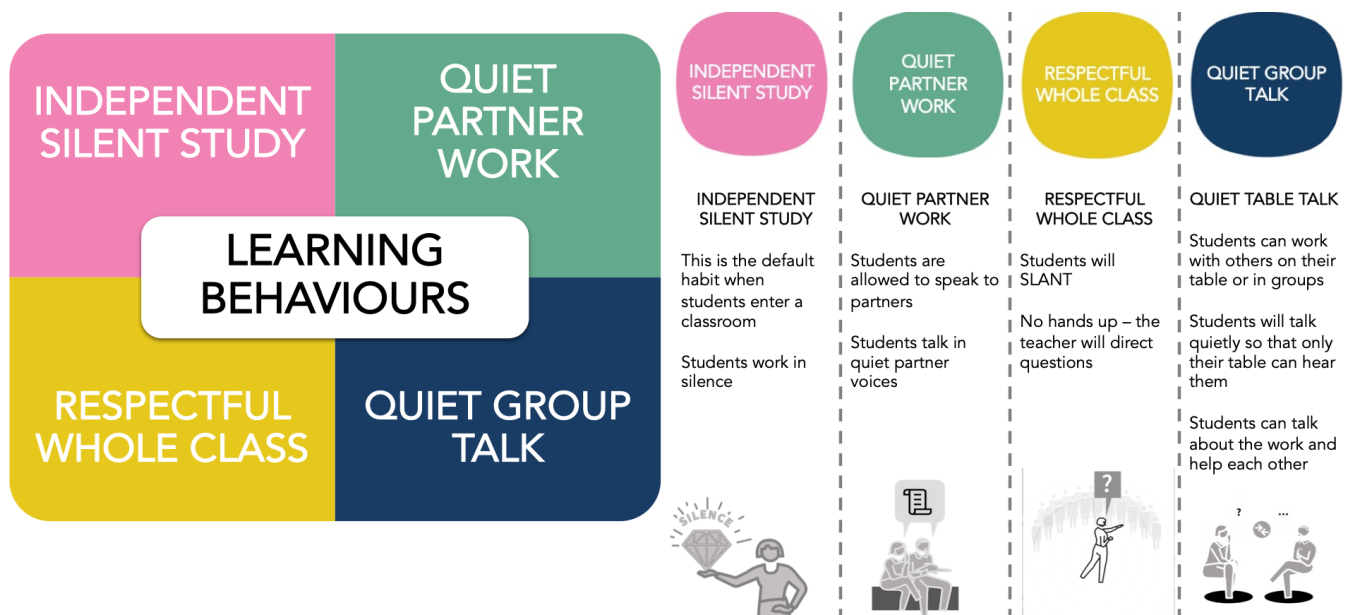
Students who seriously threaten the safety or dignity of our staff and students, or who demonstrate severe defiance or disruptive behaviour may be awarded a CDR immediately and removed from the classroom.

Standards Cards

These are small cards which students must carry in their blazer pocket at all times. They are used to monitor the number of Verbal Warning (VW) and also act as an explicit method of issuing a memorable warning to students to support the avoidance of further poor behaviour. Therefore a student must hand the card to any member of staff on request and failure to do so will result in a

CD90 being issued to the student. If a student loses or fills up their standard card, replacement cards will be issued to them by their class teachers, however a CD 90 will also be issued.

Learning Behaviours



During lesson time, elective and community ambition students will be expected to work in one of the four 'states' below. The state will be chosen by the member of staff leading the session and communicated to students. Students who fail to exhibit this learning behaviour will be sanctioned in line with the behaviour system above.

SLANT

SLANT is a strategy used to get students to pay attention not only when the teacher is talking but also when a student contributes to a discussion. It ensures students are concentrating on what they should be focusing on rather than being distracted by other things that may be going on around them. Teachers will call for Students to 'Get into Slant' or 'Show me your best slant' etc. students who fail to do this will be sanctioned in line with the behaviour system above.



Section 9: 'Out of Classroom' Behaviour

We expect our students to demonstrate our CARE principals at all times, not just during lessons and electives. Therefore, if a student fails to meet these expectations, a CARE Detention (CD) will be issued. Some examples of behaviours which will lead to a CD are below, although this list is not exhaustive.

- Talking during a lesson
- Rudeness or Aggression
- Talking during reset
- Arriving late to the reset line
- Failing to have all of the 'Essential Eight' Items
- Eating in a classroom or corridor
- Graffitiing equipment
- Boisterous behaviour
- Swearing
- Ignoring reasonable instructions

CDs may last 10 minutes (CD10), 20 minutes (CD20), 60 minutes (CD60) or 90 minutes (CD90). They will take place at break time, lunch time or after school. Students will be informed of the duration and location of the detentions by the teacher who has witnessed the incident or who has investigated it. Students who are removed from lessons will be issued a CDR (Care Detention Removal). This means they are removed from lessons and social time for 5 consecutive periods and instead work in the Academy's Reset Room.

Serious Incidents outside of the Classroom

Students who seriously threaten the safety or dignity of our staff and students, or who demonstrate severe defiance or disruptive behaviour may be awarded a CDR immediately and taken to the Reset Room.

Line Ups/Reset

At various points throughout the day students will be required to line up in their form or class groups. These are called 'Resets.' The purpose of this activity is to provide a dedicated time slot to allow students to refocus themselves and ensure they are ready to learn. Prior to a reset, the movement bell will sound. This signifies to the students that they have 2 minutes 30 seconds to get lined up into their correct form group line. The session bell will signify the start of the reset, after which any student not in line or not in silence will be sanctioned in line with our behaviour system.

Silent Corridors

All students must be silent when travelling around our school building. This applies to all movement when travelling between lessons or to and from social time areas. Furthermore, to ensure the safety and efficiency of our students, we expect everybody to walk on the left and in single file. Students who fail to meet this expectation will be sanctioned with a CD10 minute detention.

SSF

When walking around the building or standing during a reset, students should be standing in silence, facing forwards and in a straight line. The acronym SSF will be used to remind students of this.

Behaviour at transition and social times

Students are expected to demonstrate our CARE principles at all times and this includes during their social times. Students who act inappropriately or unsafely will therefore be issued with an appropriate sanction. These can range from a CD to a day or more in isolation. A student can also be suspended or permanently excluded for serious misconduct.



Section 10: The Reset Room

Following a serious breach of our behaviour expectations, students may be directed to work in the 'Reset Room.' This is an internal exclusion unit where a student will work in silence and not be allowed out during break and lunchtime. Note that students may be placed in the Reset Room whilst an incident is being 'investigated' or following a suspension as part of their reintegration back to school. Students who fail to meet these rules may be suspended. In such cases, the decision will be made by the Head of Academy following consultation with the Reset Room Manager.

Section 11: Toilet Breaks

The Academy has provided 5 designated times during the school day, when Students can freely use the toilet facilities.

Students using the toilets during lesson time presents not only a disruption to their learning but also to the learning of other students in the classroom. Furthermore, there is also a safeguarding concern for students using the toilets during lesson times, as they are not supervised whilst out of the classroom. For this reason, students are heavily encouraged to restrict their use of the toilet to social times, this includes before school, break and lunch time and after school.

If a student needs the toilet outside of these times, it will be at the discretion of the classroom teacher. The student may be asked to 'make up' the lost learning time at break or lunch depending on individual circumstances, including in instances where a pattern of toilet use has been identified which undermines our CARE principles.

Section 12: Community Ambition

Community Ambition time is an opportunity for our students to engage and reflect on the issues and events that matter to them. Through a combination of assemblies, speakers, intervention work and celebratory events we will develop our students' sense of belonging and contributions to our wider communities. Students are expected to demonstrate our CARE Principles during these sessions. Community Ambition session will consist of the following;

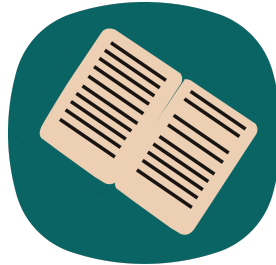
- **Community CARE:** Serves our CARE curriculum and supports the personal development of our students.
- **Ambition Briefings :** Supports our students' vocabulary, metacognition, and acquisition of the most powerful knowledge.
- **Community Achievement** We explicitly teach the behaviours we expect from our students and their achievements are publicly shared and celebrated.
- **Community Reflection:** Allows SLT to give feedback on the week. It gives students an opportunity to reflect and to ask themselves one of our critical questions; have I been the best version of myself this week?

Location of Community Ambition Sessions

	Year 7	Year 8	Year 9
Monday (Community CARE)	Sports Hall	Sports Hall	Sports Hall
Tuesday (Ambition Briefing)	Sports Hall	Dining Room	Auditorium
Wednesday (Ambition Briefing)	Sports Hall	Dining Room	Auditorium
Thursday (Ambition Briefing)	Sports Hall	Dining Room	Auditorium
Friday (Community Achievement)	Sports Hall	Sports Hall	Sports Hall
Friday (Community Reflection)	Sports Hall	Sports Hall	Sports Hall

Section 13: Community Read

We are passionate that all students at Co-op Academy Belle Vue develop a love for reading. That is why every student has a 30 minute community reading and intervention session Monday - Thursday. The vision for community reading & literacy intervention is to ensure that every student reads high quality and challenging texts so they are instilled with the knowledge to think critically and creatively.



Section 14: Community Lunch

Community Lunch is a huge part of who we are at Co-op Belle Vue. The purpose of community lunch is to provide a reliable and safe space in which students and staff can enjoy a meal together whilst discussing the events and experiences that shape their day. Students pre-order their meal choices in advance and work together to ensure everyone enjoys their meal. This ensures an efficient dining experience that allows us to focus on building and maintaining relationships between students and staff.



Section 15: Detentions

Most detentions are served the same day that they are given. An exception to this is either when the detention is given after lunch, in which case the detention will be served the following day. Alternatively, if a student has multiple detentions then there may be a need for a detention to be arranged for the following day(s). CD 60 and CD60 detentions always take place on a Friday after school.

Students can check whether they have a detention, why they have been given it, when it is set for and the duration, by using their Chromebook to log onto their class charts account. This must only be done outside of lesson time. Parents can also log onto their parent account to see this information.

Section 16: Behaviour Points and Reports

Each instance of poor behaviour will be logged using class charts. Each log will result in a behaviour point value being awarded to the student. The number of behaviour points a student has in any given period will determine whether they are placed on a behaviour report (approximately 30 points over 3 weeks), however the final decision about whether a student will be placed on a behaviour report, will be made by their Head of Year or a member of the Senior Leadership team. Behaviour reports are a way of monitoring and hopefully improving a student's behaviour, by giving them a small number of basic behaviour targets. Parents will be notified when a student is placed on report and are asked to monitor the child's behaviour themselves by reading the teachers comments each night.

We have three levels of behaviour report, each one increasing in severity. Students who fail to make satisfactory progress on all three behaviour reports are at risk of permanent exclusion from the Academy due to persistent Disruptive Behaviour. Where this is the case, parents will be notified of this risk well in advance of any decision being made. More information on our 'Behaviour and Intervention Reports' can be found in our Behaviour Policy, which is available on our website. [.](#)

Section 17: Bullying, Homophobia, Racism, Sexism and Sexual Harassment

Incidents of Bullying, Homophobia, Racism, Sexism and Sexual Harassment are never acceptable in our school and will not be tolerated. When we are made aware of such instances, we will take a zero tolerance approach to sanctioning them. In some cases they may lead to a permanent exclusion. Any incidents of Bullying, Homophobia, Racism, Sexism and Sexual Harassment should be reported immediately to any member of staff.

Section 18: Off Site Behaviour

For the avoidance of doubt, all students are ambassadors for our school when travelling to and from school and when out and about in the local community. Our expectations and sanctions therefore apply to students behaviours during these times. More information relating to this can be found in our Behaviour Policy.

Section 19: Use of ICT equipment and Social Media

All students are expected to demonstrate our CARE principles when using the Academy equipment and this extends to the Chromebooks they loan from us. Furthermore it extends to their behaviours towards each other on social media. If students are found to be being unkind to another member of our school community, the school has the right to issue sanctions as outlined previously in this document.

Further information about what students can and cannot do when using the Academy's ICT equipment can be found within the ChromeBook Loan Agreement.



Section 20: Behaviour of Parents and Carers

There are likely to be occasions where parents disagree with a decision or action of the Academy. In these instances parents must remain respectful when talking to school staff and must act appropriately when in or around the school site. It is important that all adults in our community set an example to our students and never act in a way that threatens or frightens our children. If this does happen, we will report parents for public disorder or otherwise, to the police and ask them to take action to stop it from happening again.

In instances where parents do have cause for disagreement with school, we insist that those concerns are raised professionally and respectfully with us. It is important that home and school outwardly present a united front to students in order to retain the effectiveness and respect demanded in a school environment. This therefore means we kindly insist that students are not present or witness to parents or carers criticising school procedures or staff either at home or at school. We are very happy to meet any parent and to have an open and frank conversation where both sides are listened to and hopefully an agreement is reached that all parties are happy with.

Section 21: Term Dates

Term Dates for the Academic Year 2023/24

Autumn Half Term 1	Monday 4th September 2023 to Friday 20th October 2023
Autumn Half Term 1	Monday 6th November 2023 to Friday 15th December 2023
Spring Half Term 1	Monday 2nd January 2024 - Friday 9th February 2024
Spring Half Term 2	Monday 26th February 2024 to Thursday 28th March 2024
Summer Half Term 1	Monday 15th April 2024 to Friday 20th May 2024
Summer Half Term 2	Monday 3rd June 2024 to Friday 19th July 2024

Section 22: Safeguarding Concerns

If you are concerned about the wellbeing and safety of either yourself or anyone else who attends our school, you can talk to either a Head of Year or any other teacher. The Designated Safeguarding Lead for the school is Mrs Hibbert and Mrs Makinson is the Deputy Designated Safeguarding Lead. You can also make an online referral using the website below although this should not be used for concerns where there is a serious or immediate risk of harm to a child - in this situation you should call 999.

www.bit.ly/reportyourconcern

A variety of safeguarding advice and guidance can be found using the link to our Padlet below. This will take you to a portal that signposts students and their families to helpful websites and external agencies

www.padlet.com/sarahhibbert2/wpreqpy7cypzh8o4

Section 23: Contact Information

If you have any questions regarding any of the information in this document, or perhaps questions about something that is not included in here, you can contact us using the school admin email address below. If you are a student with a question you can ask your form tutor or your Head of Year.

bellevue@coopacademies.co.uk