



Co-op Academy
Belle Vue

A young woman wearing a black hijab and a dark blue school blazer is smiling and looking down at a document on a table. She has several colorful pins on her blazer, including one with the Co-op logo and others with letters 'R' and 'E'. In the background, a school building with large glass windows and other people in uniform are visible.

Family Handbook

2026-2027

Contents

Introduction.....	3
Attendance and Punctuality.....	4
The Academy Day.....	6
Enrichment.....	9
The Academy Rules.....	10
The Academy Uniform.....	12
The Essential Items.....	14
Behaviour and Culture.....	15
Rewards and Celebration.....	16
Classroom Behaviour.....	18
Independent Learning.....	20
Behaviour Outside of the Classroom.....	21
Detention, Reports and Reset Sanctions.....	22
Toilet Breaks.....	23
Community Ambition.....	24
Use of Technology and Social Media.....	27
Behaviour of Families.....	29
Term Dates.....	30
Safeguarding Concerns.....	32
Contact Information.....	33
Home Academy Agreement.....	35
Student Chromebook Loan Agreement.....	38

Introduction

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

[Home Academy Agreement](#)

[Behaviour and Rewards Policy](#)

[Online Safety Policy](#)

[Chromebook User Agreement](#)

[Safeguarding and Child Protection Policy](#)

[Safeguarding and Child Protection Policy \(Family Version\)](#)

This link also contains information about our:

- Home Academy Agreement (Pages 35 & 36)
- Chromebook Loan Agreement (Pages 38 & 39)
- Behaviour & Rewards Policy.

Attendance and Punctuality

We expect all our students to have good attendance at the academy. This means they should be present at least 96% of the time. If a student is not at the academy, we cannot ensure their safety. For this reason, we robustly challenge poor attendance in several ways:

Parents and carers must report all student absences on the first day of absence and each subsequent day. This must be done by telephoning the academy on 0161 250 3101 and selecting option 1. A clear reason for the absence must be provided (e.g., simply reporting that they are 'unwell' is insufficient), along with an estimation of when the student will return to the academy. Alternatively please email attendance@coopbellevue.co.uk.

Any student absence that is not reported to the academy will be followed up with a telephone call or home visit by a member of staff. If we are unable to ascertain a reason for the absence, it will be recorded as unauthorised.

Students with 5% or more unauthorised absences at any point in the academic year may be referred to the local authority, with a recommendation for a fixed penalty notice or legal prosecution.

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
Unsatisfactory	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	85
Cause for Concern	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
Serious Cause for Concern	87%	165 days	25	125
	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

Figures based on 190 (whole year) expected attendance.

Unauthorised Leaves of Absence During Term Time

Families whose children are absent from the academy during term time, due to a holiday or similar event, will be issued a fixed penalty notice. As of recent updates in UK law, the penalty is £80 per parent per child if paid within 21 days, rising to £160 if paid between 22 and 28 days. Failure to pay the penalty notice may result in prosecution. Parents who believe the absence is exceptional and wish it to be authorised must notify the academy in advance and request permission from the Principal. The academy will not provide work for students who miss school for these reasons, nor will they offer 'catch up' work upon their return.

Absence Due to Sickness

Students who are unable to attend the academy due to medical needs will have all reasonable and proportionate absences approved. However, if the amount of time a student takes off due to sickness becomes disproportionate, we will require medical evidence, such as an appointment card or a letter from a GP, before approving any further illness-related absences. If this requirement is put in place, parents will first be notified via letter. If medical evidence is not provided after this notification, all subsequent sickness-related absences will be unauthorised and may be subject to 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 positive attitudes toward attendance. While we recognise that certain factors affecting a child's attendance may be beyond their control, we believe this should not detract from recognising those students who achieve good attendance. All rewards and celebrations are at the discretion of the SLT team and the student's Head of Year. Therefore, a student with attendance below 96% will not be automatically disqualified from rewards and celebrations.

Punctuality to the Academy

Students arriving late to the academy cause a significant disruption, not only to their own learning but also to the learning of others in their classes. Missing even a few minutes of a lesson can have a substantial impact on everyone, including the teacher, as lost learning needs to be caught up, and the difficulty in understanding can lead to disruptive behaviour. For this reason, we have a firm stance on punctuality: students arriving late to the academy will receive the following sanctions:

Incident	Sanction
First Late of the Week	20-minute lunchtime detention on the same day.
Second Late of the Week	20 minute lunchtime detention (same day) + a 90-minute after-school Friday detention
Third Late of the Week	1 day in the reset room
Fourth Late of the Week	1 day in the reset room
Fifth Late of the Week	1 day in in the reset room and a suspension considered

The Academy Day

Timetable

The academy follows a two-week timetable. On Fridays, students leave at 14:15. There are a series of bells throughout the day that signal transitions and session ends.

Timings		Monday-Thursday			Friday	Timings
08.30 - 09.00	AM	Ambition Briefing			AB	08.30 - 09.00
09.00 - 10.00	60 mins	Period 1			P1 60m	09.00 - 10.00
10.00 - 10.59	59 mins	Period 2			P2 60m	10.00 - 11.00
10.59 - 11.15	16 mins	Break			Break 20m	11.00 - 11.20
11.15 - 12.14	59 mins	Period 3			P3 60m	11.20 - 12.20
12.14 - 13.13	59 mins	Period 4			CL1 30m	12.20 - 12.50
13:13 - 13:43	CL1 30m	7 & 10- Lunch	11 & 8- AB	9 - Play	CL2 30m	12:50 - 13:20
13:43 - 14:13	CL2 30m	7 & 10 - Play	11 & 8- Lunch	9 - AB	CL3 30m	13:20 - 13:50
14:13 - 14:43	CL3 30m	7 & 10 - AB	11 & 8- Play	9 - Lunch	CA 25m	13:50 - 14:15
14.43 - 15.40	57 mins	Period 5				
15:40 - 16:35	55 mins	Period 6				

Arrival to the Academy

Our students are welcome on site from 7:30 am. Students should enter the site from the side entrance leading from the car park to the yard. During this time, students must remain on the yard or in the canteen. The MUGA (Multi-Use Games Area) 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.

From 07:30 to 08:20 students are welcome to take advantage of our free Big Belle Vue Breakfast, where they can enjoy a variety of cereals, bagels, and crumpets at no cost.

The Academy Day schedule is designed to ensure that all students are seated and ready to begin their day on time. Here's how it works:

- Start Time: The Academy Day begins at 8:30 AM.
- Movement Bell:
 - Time: The movement bell rings at 8:27 AM (+30 seconds).
 - Sound: The movement bell consists of two short bursts.
 - Purpose: This bell signals to students that they have 2 minutes and 30 seconds to make their way to their Community Ambition seat.
- Session Bell:
 - Time: The session bell rings at 8:30 AM.
 - Sound: The session bell consists of one long sound.
 - Purpose: This bell signifies the official start of the Academy Day. Students are expected to be seated in their Community Ambition seats by this time.
- Late Arrival: Any student not in their seat by 8:30 AM when the session bell sounds is considered late.

This structure is designed to promote punctuality and ensure a smooth start to the school day for all students with every minute maximised for learning.

The Morning & BIG Belle Vue Breakfast

The academy is open to students from 7:30 am. Between 7:30 am and 8:27 am, students are required to remain either in the yard, canteen, or chess area. Depending on the light levels, staffing, and weather conditions, the MUGA (Multi-Use Games Area) may also be open for student use. From 7:30 am to 8:20 am, a free breakfast is available to all students. This initiative ensures that every child has the opportunity to start their day with a nutritious meal. The breakfast includes a variety of options and is served in the canteen. The official academy day begins at 8:30 am, with the first movement bell sounding at 8:27 am. This signals to students that it's time to move to their Community Ambition space. At 8:30 am, the 'Session bell' sounds, marking the start of the academy day. Any student not seated in their designated area by this time will be considered late.

Ambition Briefings

Ambition briefings are an essential part of the day at Co-op Academy Belle Vue, taking place from 8:30 am to 9:00 am daily. These briefings include a ten-minute session where students receive important updates, reminders, celebrations, and key information. This is followed by 20 minutes of whole-year group learning using Chromebooks. Whole-academy assemblies are held on Mondays as needed throughout the academic year.

Break Time

Break time at Co-op Academy Belle Vue is an important social period, with the entire student body outside simultaneously. During this time, students can purchase food from the canteen, where Years 7 and 8 use the large servery, and Years 9 and 10 use the smaller servery.

At 11:17 am, a movement bell signals the students to move to reset lines. Following the music sequence, the session bell sounds with a long tone, by which time all students are expected to be in their reset lines in silence. Any student not in their line at this point will be considered late and will be issued a CD10 (a 10-minute detention) by their Head of Year (HOY).

Reset Lines

Students form reset lines under the sign for their form group. Staff ensure that students remain silent during and after the tone. Sanctions are issued for any students who fail SSF during this time. Before a reset line, a movement bell rings, giving students 2 minutes and 30 seconds to assemble in their form group lines. The session bell marks the end, and any student not complying with the SSF requirement will receive appropriate sanctions. Senior leaders oversee the dismissal of teachers and students according to location to ensure prompt arrival to lessons. The academy has five designated entry doors, identified as A-E, with specific doors assigned by year group:

Red: Year 7

Green: Year 8

Blue: Years 9 & 10

Lunch

Lunch at Co-op Academy Belle Vue is divided into three distinct activities for students: Community Ambition, Community Lunch, and Community Play. Each year group participates in these activities in a specific order, which may change on a termly basis to ensure a balanced experience for all students.

Community Ambition: A dedicated time for students to engage with independent learning.

Community Lunch: Students enjoy a meal together, with a focus on fostering social interactions and a sense of community.

Community Play: A period for physical activity and relaxation, allowing students to recharge and interact in a more informal setting.

The Academy Rules

To ensure a shared understanding among staff, students, and families, we have established 7 Academy Rules that we expect all students to consistently uphold. These rules are firmly rooted in our CARE principles, which guide our approach to education and behaviour.

All students are expected to know and be able to recall all seven rules and all eight CARE principles.

1. We treat others with CARE.
2. We are punctual.
3. We bring all essential items.
4. We wear the full and correct uniform.
5. We ensure mobile phones are not seen or heard while on academy premises.
6. We do not eat, drink (except water), or chew gum in classrooms or corridors.
7. We transition through the academy in SSF

Cooperation: We work together to achieve a common goal.

Community: We value the group; we are all different but equal.

Achievement: We recognise and celebrate success.

Ambition: We strive for academic and personal growth.

Responsibility: We take ownership of our actions and choices.

Respect: We treat ourselves and others with kindness.

Enjoyment: We find joy, fulfilment, and pride in what we do and who we are.

Endeavour: We give our best effort in all that we do.

Whether in lessons, during social time, or during lesson changeovers, 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. Students who do not demonstrate our CARE principles or fail to follow our seven academy rules will receive 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), and headphones are not allowed to be seen on site. If a student wishes to bring a phone to the academy, it must be switched off and stored at the bottom of their bag to avoid any disruption to the academy day. If mobile phones or smart devices are heard accidentally or used deliberately by students they will receive a removal from the lesson for three or five periods respectively. Additionally, the device will be confiscated immediately and will only be returned to an adult at reception. Only the Principal or a Vice Principal can approve the return of a phone under any other circumstances. If a student refuses to hand over the item, they will be placed in our Reset room or 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 determined that a student has made homophobic comments or has engaged in any form of homophobic bullying, they will face serious sanctions, which may result in suspension or even permanent exclusion.

Misuse of Social Media

Students are regularly informed and reminded about the dangers of social media and their responsibilities when using it. Therefore, students who use social media or the internet to cause upset, embarrassment, or fear—whether on-site or outside of the academy—will be sanctioned for failing to demonstrate our CARE principles. The following behaviours are likely to lead to a sanction:

Cyberbullying

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

Drugs

Drugs, cigarettes, vapes, and any associated paraphernalia or dangerous items are banned from the academy. If a student endangers the welfare of our students and staff by bringing drugs or dangerous items onto our 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 will be informed.

Inappropriate Items Brought into the Academy

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

Drinks Policy

Due to the high level of sugar contained in fizzy drinks and energy drinks, and the impact this can have on a student's behaviour, these drinks are not allowed on site. If found, they will be confiscated. Co-op Academy Belle Vue encourages a water-only approach to drinks, and water fountains are available 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 prohibited. If students are found to be doing this, the items will be confiscated and the profits will be donated to a selected charity.

All serious incidents in the academy will be fully investigated by a Head of Year or member of the pastoral team to ensure validity and consistency of sanctions.

Permanent Exclusions

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

Parental Involvement: If a child is at risk of permanent exclusion due to persistent breaches of the academy's behaviour policy, this will be communicated to their parents or carers during meetings or telephone calls. During these discussions, options for support to avoid a permanent exclusion will be explored. However, if these options have been exhausted or are deemed no longer suitable, a permanent exclusion may be issued.

A serious breach of our behaviour policy may involve drugs, fighting, possession of banned substances or items, assault against an adult or student, and/or possession of weapons. This list is not exhaustive.

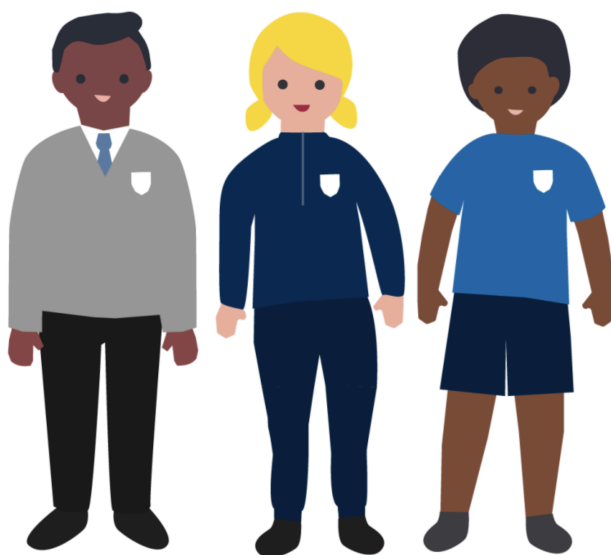
The Academy Uniform

Uniform Checks

Staff will conduct uniform inspections during every interaction with students. If any student does not meet the stipulated uniform guidelines, staff will take appropriate actions, which may include addressing the issue directly with the student and applying sanctions as necessary. (CD20)

Uniform Policy

It is compulsory that students wear only the items stipulated in the official academy uniform list. The only exception is if a student wishes to wear something of religious or cultural significance. In such cases, the matter should be discussed with their Head of Year, who will make a discretionary decision regarding the appropriateness of the item.



Academy Uniform

Grey Academy Logo V-Neck Jumper

(no stripe)

Academy Tie

Traditional white shirt with a collar

Plain black tailored trousers

Plain black smart shoes

If you wear a headscarf or headband,
it must also be plain black, blue, or grey

PE Uniform

Navy Academy logo PE Multi-top

Blue Academy logo PE T-Shirt

Plain navy tracksuit bottoms or plain navy shorts

Trainers

Jewellery & Accessories

- Religious headwear: Students are permitted to wear plain white, blue, or black headwear with a recognised religious meaning. No other colours are permitted.
- Watches are the only jewellery allowed in the Academy.
- Hair bands: Must be discreet and can be of any single colour.
- Hair: All long hair must be tied back and must not obscure the face. No shaved patterns are allowed in hairstyles.
- Piercings: No facial, tongue, or body piercings are allowed, including earrings.
- Makeup: No obvious makeup should be worn.
- Nails: Nail varnish or acrylic nails are not allowed.

Additional Uniform Expectations

- Afro-hairstyles: The Academy subscribes to the 'Halo Code' and encourages students to embrace all Afro-hairstyles.
- Outdoor coats: MUST be removed once inside the Academy building. Sports 'hoodies', 'zippies', or similar items are not considered outdoor coats or part of the Academy uniform and must be removed before entering the Academy site.
- Makeup/Eyelashes/Jewellery/Fake tan: Students wearing makeup, jewellery, or fake tan will be asked to remove it.
- Blazers and jumpers: Must be worn at all times unless permission has been granted to remove them.

Students Arriving at the Academy Without the Correct Uniform

Any student arriving without the correct uniform will be referred to their Head of Year.

The student will be placed in the Reset Room until their uniform can be corrected. If students arrive wearing items that are not allowed, these items will be confiscated and returned at the end of the week.

Footwear

At Co-op Academy Belle Vue, we take pride in maintaining a high standard of uniform that reflects the professionalism and focus we expect from our students. As part of this, we have clear guidelines on acceptable footwear to ensure consistency and promote a smart appearance.

Students are required to wear plain black shoes that meet the following criteria:

- Shoes, not boots or trainers
- Free from any visible sports logos or branding
- Flat-soled for safety and comfort
- Made of polishable material to ensure they are kept in good condition.
- Black in colour



Footwear should not include:

- Trainers or any form of sports footwear
- Shoes with high heels, which can be unsafe
- Shoes with excessive decoration, such as large buckles, patterns, or embellishments

By adhering to this policy, we ensure that our students present themselves in a manner that reflects the values of our academy, promoting a focused and respectful learning environment.



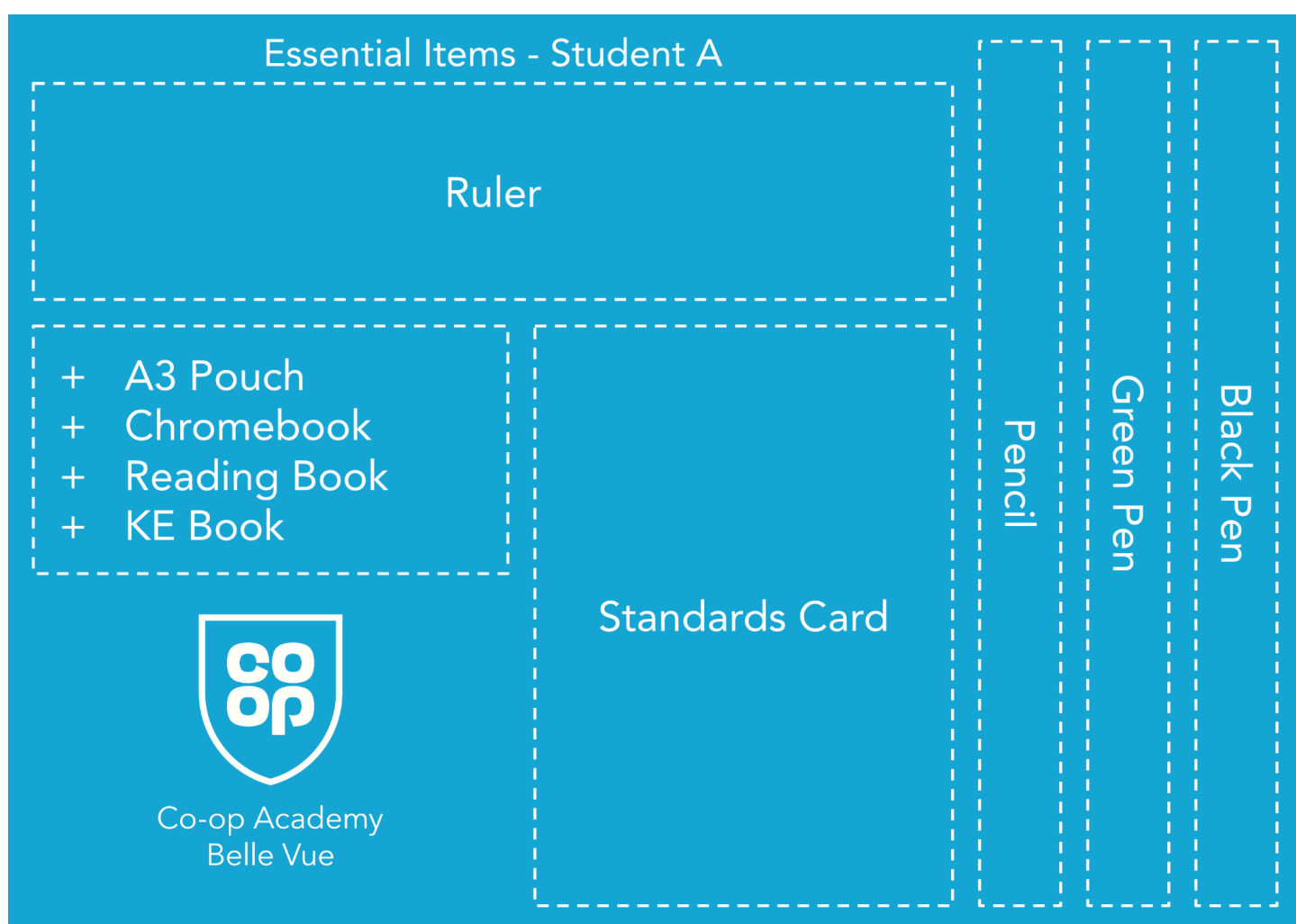
The Essential Items

All students should arrive at the academy each day with every item on the Essential Items list. Most items are 'sold' at the academy for students to 'buy' using their merits.

- Black pen
- Pencil
- Green pen
- Ruler
- Standards card
- Chromebook
- Reading book
- Knowledge Expert Book

Equipment Check

Equipment mats are on all desks in all classrooms. Students begin each lesson by placing their essential items on their mat and leaving it there for the duration of the lesson. Should a student at any point not possess the complete set of essential items a CD10 10 minute detention sanction will be applied.



Students Arriving at the Academy Without Essential Items

Between 8:15 am and 8:30 am, a provision is made for students who do not bring all 'Essential Items' with them. These students have the opportunity to acquire the missing items from the Rewards Shop located within Student Services.

For students who have sufficient merits, these will be used as payment for their purchases from the Rewards Shop. Conversely, students who do not have the required number of points will go into negative merits and be expected to earn these back through positive behaviours in the classroom.


Behaviour and Culture


At Co-op Academy Belle Vue, we believe that a positive and respectful culture is the foundation of a successful learning environment. Our commitment to high standards of behaviour is rooted in our CARE principles, which guide every interaction within our academy community. We expect our students to embody these principles in their daily conduct, both inside and outside the classroom.


We recognise that each student contributes to the overall culture of our academy, and we are dedicated to fostering an environment where every individual feels valued, safe, and supported. Our behaviour policies are designed not only to uphold discipline but also to encourage personal growth and the development of strong character. We strive to create a learning atmosphere where students are motivated to achieve their best, respect one another, and take responsibility for their actions.


STEPS


We ask our students to follow some accepted behaviour norms of respect in order to develop a community based on mutual consideration and appreciation. These norms are known at Co-op Academy Belle Vue as 'STEPS.' All Staff are expected to follow the same behaviours by way of modelling and acknowledging students when they demonstrate the use of STEPS. We encourage these behaviours by correction and modelling, we do not sanction students for failing to demonstrate them.

 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.

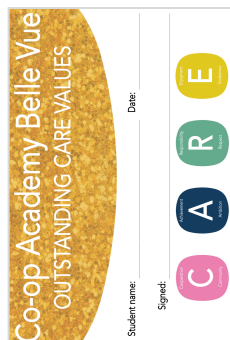
 Sorry, every time we make a mistake. We ensure we do everything we can to put it right.

Rewards and Celebration

Daily Rewards



At our Academy, we believe in celebrating and recognising the hard work and positive attitude of our students. To foster this, we have established a merit system that encourages and rewards excellent behaviour and academic effort. This system is designed to motivate students by linking merits to rewards and opportunities within the academy. There are two main ways we acknowledge outstanding behaviour on a daily basis:



Golden Tickets

Golden Tickets are a special recognition for students who go above and beyond in demonstrating our CARE principles. These tickets are reserved for exceptional behaviour and are a way to honour students who truly exemplify what it means to be a part of our academy. Staff members may award one Golden Ticket per lesson to students who display remarkable behaviour. At the end of each term, students can enter their Golden Tickets into a raffle, where they have the chance to win valuable prizes. Each Golden Ticket awarded adds 5 merits to the student's total.

Demerits

To maintain high standards, we also use a demerit system. Demerits are issued for behaviours that do not meet our expectations during lesson time. Each demerit deducts one merit from the student's total. While demerits serve as a reminder to strive for excellence, they are not meant to be punitive. Instead, they are a tool to encourage continuous improvement. Initially, demerits are limited to one situation, with the possibility of more being issued as needed over time, this initial situation is students failing to achieve SLANT promptly enough.

Other Rewards and Recognition

We seek every opportunity to recognise and praise positive behaviour in our students. To support this, we have created several additional ways to celebrate students for their hard work and excellent attitudes. These are outlined below:

Stars of the Week

Each week, Form Tutors are asked to select one student from their form group who has been an excellent role model, consistently demonstrating our CARE principles. This student receives a certificate and a 'Star of the Week' badge. Achieving Star of the Week earns 30 merits.

Verbal Acknowledgement

Around the academy and in lessons, staff members use positive language, specific feedback, and reinforcement to highlight when students are demonstrating positive learning habits. Year teams will regularly communicate with home; this provides an opportunity to share positive news with families.

Appreciation Cards

Staff are encouraged to write appreciation cards for students who exhibit positive behaviours in line with our CARE principles. Appreciation cards are available from the postbox located in the ground floor corridor.

Clean Standards Card

Students who maintain a clean standards card will be entered into a prize draw at the end of each half term.

End of Half Term & Termly Celebration Assemblies

During these assemblies, various rewards and prizes are given out, linked to the CARE principles and the Knowledge Expert Quizzes. Staff members will be asked in advance by members of SLT or the Pastoral team for nominations.

Classroom Behaviour

The academy has seven basic rules that students are expected to follow at all times, including during lessons. These rules are outlined in the 'Academy Rules' section above. If a student fails to follow one or more of these rules during a lesson, they will be issued with one or more of the following sanctions:

Verbal
Warning
(Standards
Card Signed)

Verbal Warning (VW): If a VW is given by the classroom teacher or teaching assistant, the student will be required to hand in their 'Standards Card' for the member of staff to sign. This is a supportive measure aimed at giving an explicit instruction that the student must alter their behaviour.

CD20
20 Minute
Lunchtime
Detention

Second Offence: A second offence sanction is given by the classroom teacher or a teaching assistant. Note: 2 x CD20s in a day will be escalated to a Care Detention Removal (CDR).

Removal
6 sessions in
the reset
room

Third Offence: A third offence will result in the student being removed from the lesson and placed in the Reset Room for 6 consecutive sessions.

Failure to demonstrate our CARE principles in the Reset Room may lead to a suspension or a repeated day in the Reset Room.

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 issued a removal immediately and be removed from the classroom.

Standards Cards

Standards Cards are small cards that students must carry in their blazer pocket at all times. These cards are used to monitor the number of Verbal Warnings (VW) a student receives and serve as a clear method of issuing a memorable warning to help prevent further poor behaviour. Students must hand the card to any member of staff upon request, and failure to do so will result in a CD90 being issued to the student. If a student loses or fills up their Standards Card, replacement cards will be provided by their class teachers; however, a CD90 will also be issued in such cases.

SLANT

SLANT is a strategy used to ensure students pay attention not only when the teacher is speaking but also when a student contributes to a discussion. It helps students concentrate on what they should be focusing on, rather than being distracted by other activities around them. Teachers will prompt students with phrases such as "Get into SLANT" or "Show me your best SLANT in 3... 2...1..." Students who refuse to follow these instructions will be sanctioned in accordance with the behaviour management system outlined above. Students failing to achieve SLANT promptly will be deducted a merit through the demerit system explained in the rewards section of this handbook.

S

Sit Up

L

Lean Forward

A

Arms Folded

N

Never disrupt

T

Track the speaker



Strong Finish: End-of-Lesson Routine

To ensure that transitions around the building are smooth and orderly, it's important for students to be dismissed from lessons in a calm and structured manner. We use a routine called "Strong Finish" at the end of each lesson to help students pack up efficiently and prepare for a quiet transition to their next class.

Here's how the Strong Finish routine works:

- Closing the Lesson: At the end of the lesson, students are asked to close their books and sit attentively.
- Preparation for Packing Up: The teacher will guide students on how to pass their books and where to place them. This is done with clear instructions so that students know exactly what to do.
- Standing and Awaiting Dismissal: Once their books are put away, students stand behind their chairs and focus on the teacher.
- Golden Ticket Award: The teacher may award a Golden Ticket to a student who has shown exceptional behaviour or effort during the lesson. This is a moment to recognise and celebrate positive actions.
- Dismissal: The class is then dismissed in an orderly fashion, often by rows or groups, ensuring a smooth and silent transition to the next part of their day.
- This routine helps maintain a positive and focused atmosphere throughout the school day and supports students in moving calmly and respectfully between lessons.

Bullying, Homophobia, Racism, Sexism and Sexual Harassment

At our academy, child-on-child abuse is defined as behaviour by an individual or group that intends to physically, sexually, or emotionally harm others. We take a firm stance against any form of bullying, homophobia, racism, sexism, or sexual harassment. These behaviours are completely unacceptable and in direct conflict with our commitment to the Equality Act 2010. When such incidents are brought to our attention, we adopt a zero-tolerance approach. Depending on the severity of the incident, consequences may include sanctions up to and including permanent exclusion. All incidents of bullying, homophobia, racism, sexism, and sexual harassment must be reported immediately. These incidents will be logged and referred for further investigation by the Head of Year.

In cases where there are repeated incidents of discrimination or abuse, our system will automatically alert the Head of Year, who will then investigate further. These cases will be recorded as bullying, radicalisation, or harassment, as appropriate. Our commitment is to ensure a safe and supportive environment for all students, and we take any behaviour that threatens this very seriously.

Independent Learning

At Co-op Academy Belle Vue, we understand that learning continues beyond the classroom. To help students reinforce what they've learned, we have integrated independent learning into the school day. This allows students to review and reflect on their lessons, ensuring they retain and understand the powerful knowledge they've gained.

Key Points:

In-School Support

We've allocated specific times during the school day for students to complete their independent learning. Additionally, an 'Independent Learning Club' is available at lunchtime for those needing extra help.

Effective Study Techniques

Students are encouraged to use proven study methods like 'Look, Cover, Write, Check' and the Leitner System with flashcards. These strategies help improve memory retention and understanding.

Weekly/ Fortnightly Tasks

Teachers will guide students on what they need to review and will check their progress regularly—weekly for core subjects and fortnightly for others.

Time Commitment

Students should spend at least 15 minutes per subject each week on independent learning. This helps prepare them for in-class assessments and checks.

Online Assignments

In addition to in-school tasks, students are expected to complete weekly online assignments in core subjects using platforms like Sparx Reader, Sparx Maths, and Sparx Science. These assignments are crucial for reinforcing classroom learning.

Tuesday	Sparx Science
Wednesday	Sparx Reader
Thursday	Sparx Maths

Independent Learning Club

Students can voluntarily attend this club for additional support. However, if they miss deadlines or fail to meet expectations, they may be required to attend.

This approach ensures that your child is supported in their learning journey, helping them build good study habits and achieve their best.

Behaviour Outside of the Classroom

Expectations of Student Behaviour

We expect our students to demonstrate our CARE principles at all times, not just during lessons and electives. If a student fails to meet these expectations, a CARE Detention (CD) will be issued. Below are some examples of behaviours that may lead to a CD, though this list is not exhaustive:

- 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
- Graffiti on equipment
- Boisterous behaviour
- Swearing
- Ignoring reasonable instructions

CARE Detentions may last 10 minutes (CD10), 20 minutes (CD20), or 90 minutes (CD90). These detentions will take place during break time, lunchtime, or after school. Students will be informed of the duration and location of the detention by the teacher who has witnessed or investigated the incident. Students who are removed from lessons will be issued a removal. This means they are removed from lessons and social time for five consecutive periods and will 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 issued 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 Reset Lines. The purpose of this activity is to provide a dedicated time slot for students to refocus and ensure they are ready to learn. Before a reset line, the movement bell will sound, signifying that students have 2 minutes and 30 seconds to line up in their correct form group. 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 remain silent when travelling around our academy building. This applies to all movement between lessons or to and from social areas. To ensure the safety and efficiency of our students, we expect everyone to walk on the left and in single file. Students who fail to meet this expectation will be sanctioned with a CD10 detention.

SSF (Silent/speed, Single File and Face Forward)

When walking around the building or standing during a reset, students should be standing inSSF. The acronym SSF will be used to remind students of this expectation. When transitioning with a teacher transitions are silent, when transitioning independently the focus is on speed.

Behaviour During Transition and Social Times

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

Behaviour off Academy Premises

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

Detention, Reports and Reset Sanctions

Detentions

Most detentions are served on the same day they are issued. An exception to this is when the detention is given after lunch, in which case the detention will be served the following day. Additionally, if a student has multiple detentions, there may be a need to schedule one or more detentions for the following day(s). CD90 detentions always take place on a Friday after school and come with at least 24 hours notice.

Students can check whether they have a detention, the reason it was given, when it is scheduled, and its duration by logging into their Class Charts account using their Chromebook. This must only be done outside of lesson time. Parents can also log into their parent account to access this information.

Reports

Each instance of poor behaviour will be logged using Arbor. Each log will result in a behaviour point being assigned to the student. The number of behaviour points a student accumulates over a given period will determine whether they are placed on a behaviour report (typically around 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 used to monitor and improve a student's behaviour by setting them a small number of basic behaviour targets. Parents will be notified when a student is placed on report and are encouraged to monitor.

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. Should this be 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.

Reset Sanctions

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 students will work in silence and will not be allowed out during break and lunchtime. Note that students may be placed in the Reset Room while an incident is being investigated or following a suspension as part of their reintegration back into the academy. Students who fail to meet the rules of the Reset Room may be suspended. In such cases, the decision will be made by the principal in consultation with the vice principal. The reset room operates a slightly different schedule as detailed below:

Reset Daily Schedule	Student Priorities in Reset	Reset Student Expectations
AB 08:30 – 08:50 Ambition Briefing Read student briefing information Complete Ambition Briefing work online	Reset intervention booklet. A	We show RESPECT, always. <input checked="" type="checkbox"/>
1 08:50 – 09:50 Lesson One Complete work independently and in silence Online Learning – Sparx Maths	Subject work set by a classroom teacher. (Google Classroom) B	We follow all instructions first time. <input checked="" type="checkbox"/>
2 09:50 – 10:45 Lesson Two Complete work independently and in silence Online Learning – Sparx Science 10:45 – Supervised Toilet Break	Online learning & online assignments. (Sparx) C	We work independently & in silence. <input checked="" type="checkbox"/>
3 11:00 – 12:15 Lesson Three Complete work independently and in silence Online Learning – Sparx Reader	Knowledge Expert work including self quizzing. (Student Portal) D	We raise our hands for assistance. <input checked="" type="checkbox"/>
4 12:15 – 13:05 Lesson Four Complete work independently and in silence Online Learning – Sparx Maths 13:05 – Supervised Toilet Break & Lunch	Independent silent reading with a library book. E	We complete all work & show ENDEAVOUR. <input checked="" type="checkbox"/>
5 14:00 – 15:25 Lesson Five Complete work independently and in silence Online Learning – Sparx Science 15:25 – Supervised Toilet Break & Lunch	Friday 12:05 – 13:00 – Supervised Toilet Break & Lunch 13:00 – 14:15 – (4) Sparx Reader & Reflection	We follow the daily schedule. <input checked="" type="checkbox"/>
6 15:40 – 16:35 Lesson Six CARE / Online Learning – Sparx Reader End of day reflection		We reflect on poor behaviour. <input checked="" type="checkbox"/>
		We drink water only. <input checked="" type="checkbox"/>
		We do not engage in negative behaviours. <input checked="" type="checkbox"/>
		We do not communicate with others. <input checked="" type="checkbox"/>
		We do not eat or drink other than water. <input checked="" type="checkbox"/>
		We do not use mobile phones. <input checked="" type="checkbox"/>
		We do not access online games. <input checked="" type="checkbox"/>
		We do not have heads on the desk. <input checked="" type="checkbox"/>
		We do not damage academy equipment. <input checked="" type="checkbox"/>
		We do not fail the reset report. <input checked="" type="checkbox"/>

When a student receives a reset room sanction from a subject teacher, families will be informed via email in the first instance. This will then be followed by a phone call within 48 hours.

When a student receives a reset for behaviour outside of the classroom, families will be informed directly from the Head of Year.

Toilet Breaks

The academy has provided five designated times during the school day when students can freely use the toilet facilities. Using the toilets during lesson time not only disrupts the student's own learning but also the learning of others in the classroom. Additionally, there is a safeguarding concern when students use the toilets during lesson times, as they are not supervised while out of the classroom. For these reasons, students are strongly encouraged to limit their use of the toilet to social times, including before school, break, lunch, and after school.

If a student needs to use the toilet outside of these designated times, it will be at the discretion of the classroom teacher. The student may be asked to 'make up' the lost learning time during break or lunch, depending on individual circumstances.



Use of Technology and Social Media

All students are expected to demonstrate our CARE principles when using the academy's equipment, including the Chromebooks they loan from us. This expectation also extends to their behaviour towards each other on social media. If students are found to be unkind to another member of our academy community, the academy has the right to issue sanctions as outlined earlier 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.



Behaviour of Families

There may be occasions where parents disagree with a decision or action taken by the academy. In these instances, it is essential that parents remain respectful when speaking with academy staff and conduct themselves appropriately while on or around the academy premises. It is important that all adults in our community set a positive example for our students and never act in a way that could threaten or frighten them. If such behaviour does occur, we will report the matter to the police for public disorder or other relevant concerns and request that action be taken to prevent it from happening again.

When parents have a disagreement with the academy, we insist that concerns are raised professionally and respectfully. It is crucial that home and the academy present a united front to students to maintain the respect and effectiveness necessary in a school environment. We kindly request that students are not present or exposed to any criticism of academy procedures or staff, either at home or at the academy. We are always happy to meet with any parent to have an open and honest conversation where both sides are listened to, with the aim of reaching an agreement that satisfies all parties.



Co-op Academy Belle Vue Term Dates 2026 - 2027

Autumn Term	
We return	Thursday 3rd September
Last day	Friday 16th October
Half Term Holiday	Monday 19th October to Friday 30th October
We return	Monday 2nd November
Last day	Friday 11th December
Christmas Holiday	Monday 14th December to Friday 1st January

Spring Term	
We return	Monday 4th January
Last day	Friday 12th February
Half Term Holiday	Monday 15th February to Friday 19th February
We return	Monday 22nd February
Last day	Thursday 25th March
Easter Holiday	Friday 26th March to Friday 9th April

Summer Term	
We return	Monday 12th April
Last day	Friday 28th May
Half Term Holiday	Monday 31st May to Friday 4th June
We return	Monday 7th June
Last day	Friday 16th July

Bank Holiday school closure

Friday 26th March 2027
Monday 3rd May 2027

Staff Inset Days

Tuesday 1st September 2026
Wednesday 2nd September 2026
Monday 16th November 2026
Tuesday 17th November 2026
Friday 22nd January 2027
Friday 25th June 2027
Monday 19th July 2027

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 Mr Haste. You can contact him during academic hours in term time at daniel.haste@coopacademies.co.uk

You can also make an online referral using the link 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.



A variety of safeguarding advice and guidance can be accessed through our Padlet link below. This portal provides students and their families with signposts to helpful websites and external agencies.



Contact Information

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

Email: bellevue@coopacademies.co.uk



Home Academy Agreement

The Academy Will:

- Care for each student's well-being, safety, happiness, and recognise achievement.
- Adopt a firm but fair and consistent approach to discipline.
- Provide high-quality teaching in a high-quality learning environment.
- Encourage and foster a sense of individual self-respect for each student, as well as respect for others.
- Report students' progress to parents/carers regularly in writing.
- Contact parents/carers if there are concerns about attendance, punctuality, behaviour, or progress.
- Respond sensitively and promptly to any concern or complaint raised by any student, parent, or carer.
- Listen to and value parental and student contributions.

Parents/Carers Will:

- Support the academy's values and behaviours.
- Ensure that their child attends the academy on time, with a minimum of 97% attendance.
- Inform the academy on the first day in the event of any absence.
- Support the academy's policy of holidays not being taken during term time.
- Ensure that their child completes all work set by the academy.
- Ensure their child adheres to all policies of the academy.
- Attend meetings concerning the education and well-being of their child.
- Inform the academy if they have any concerns regarding their child, so that support can be agreed upon.

It is your responsibility as a parent/carer to inform us by email or telephone of any changes of address or telephone numbers. This applies to all contacts listed for your child.

The Academy Student Will:

- Uphold the academy's high expectations of values and behaviours.
- Adopt an attitude of hard work, self-discipline, and organisation in every lesson.
- Be properly equipped for every lesson.
- Meet work deadlines set by teachers.
- Attend regularly and on time, and be punctual to all lessons.
- Follow the academy's policy on uniform and appearance.
- Respect all property, keeping the academy free from litter, graffiti, and chewing gum.

E-Safety

ICT, including the Internet, Virtual Learning Environment, email, and mobile technologies, have become an important part of learning in our academy. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of eSafety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent or carer and then sign and follow the terms of the agreement. Any concerns or questions can be discussed with your child's Learning Tutor.

Academy Student Acceptable Use - Agreement / eSafety Rules:

- I will only use ICT systems in the academy, including the Internet, email, digital video, and mobile technologies, for academy purposes.
- I will not download or install software on academy technologies.
- I will only log on to the academy network/Virtual Learning Environment with my own username and password.
- I will follow the academy's ICT security system and not reveal my passwords to anyone, changing them regularly.
- I will only use my academy email address.
- I will ensure that all ICT communications with students, teachers, or others are responsible and sensible.

- I will be responsible for my behaviour when using the Internet, including the resources I access and the language I use.
 - I will not share my login details with others and will be responsible for all activity that occurs under my login.
 - I will not deliberately browse, download, upload, or forward material that could be considered offensive or illegal. If I accidentally encounter such material, I will report it immediately to my teacher.
 - I will not give out personal information such as my name, phone number, or address, and will not arrange to meet someone unless it is part of an academy project approved by my teacher.
 - Images of students and/or staff will only be taken, stored, and used for academy purposes in line with academy policy and will not be distributed outside the academy network without the written permission of the Principal.
 - I will ensure that my online activity, both inside and outside the academy, will not cause distress or bring the academy, staff, students, or others into disrepute.
 - I will respect the privacy and ownership of others' work online at all times.
 - I will not attempt to bypass the academy's internet filtering system.
 - I understand that all my use of the Internet, email, and related technologies can be monitored and logged and made available to my teachers.
 - I understand that these rules are designed to keep me safe and that if they are not followed, academy sanctions will be applied, and my parent/carer may be contacted.
-

Biometrics Permission

From 1 September 2013, the provisions in the Protection of Freedoms Act 2012 (governed by the Data Protection Act 1998) apply to any school, sixth form college, or further education institution where education is provided to children under 18 who use biometric identification, for example, attendance registration, cashless catering, and site access.

At the academy, we use biometrics solely for cashless catering. Money or free school meal credits are paid into students' accounts, which may then be accessed at the tills using a fingerprint scanner. This reduces the need for students to carry cash around the academy.

The fingerprints (which are just partial fingerprints) are saved on a server as a code, not as a physical fingerprint. There is no way for us or outside agencies to view or use the fingerprint data. If parents or students are unhappy with the data being collected in this way, the student can be given a pin number to use instead.

Photographic Permission

I give permission for Co-op Academy Belle Vue to use or publish images in which my child is included and any reproduction or adaptation, either complete or in part. The images/films taken will be used in all internal and external media types. Use includes, but is not limited to: press, digital media, the academy website and subsidiary sites, printed materials, posters, and billboards. I understand that I do not own the copyright of the images/films, which shall be owned by Co-op Academy Belle Vue, nor do I have any other rights in or to the photographs/films.

Attendance and Absence

We, as the legal parents of the above-named child, confirm that upon accepting a place for our child at Co-op Academy Belle Vue, we will not take our child out of the academy during term time. This includes:

- Leave of absence to return to our home country for family meetings, etc.
- Leave of absence resulting in absence at the end of term or half term to accommodate flight times.

We will also ensure that:

- Our child will be present in the academy on the first day of the new term.
- Any religious festivals will be accommodated within the flexible timetable of the academy, and we will ensure our child is in attendance at the academy.

We understand that the academy may have the right to remove any student from the academy roll if they do not attend for over 10 consecutive days, and we understand that our child will lose his/her place in the academy, and the Local Authority will be informed that our child is missing in education.

Student Chromebook Loan Agreement

Introduction:

ICT equipment is loaned on a temporary basis for the sole, exclusive use of the student named below to enable them to complete work from home and extend their learning. Co-op Academy Belle Vue remains the sole owner of this equipment and reserves the right to request its return at any time.

This agreement outlines the use and care of the device assigned to your child and sets the terms and conditions for taking the ICT equipment home.

The computer will be loaned to the named student for as long as they are enrolled at Co-op Academy Belle Vue. When the student leaves the academy, the device, along with its charger and carry case, must be returned. All three items remain the property of the academy, and students are expected to keep them safe and in good condition.

Use of the Device:

The ICT equipment is loaned for the sole use of the named student only.

The named student and parents/carers agree to make every effort to keep the equipment in good condition and safe.

Understand that activity on academy devices is subject to remote monitoring and reporting for safeguarding purposes.

Take care when transporting the device and ensure that it is kept secure.

Abide by the academy's policies concerning internet safety, internet use, social media, and email.

Not to use the device to insult or upset others or to post inappropriate material online.

The device will not be used for any illegal or anti-social purposes.

Ensure that any damage to or problems with the device are reported to the academy as soon as possible.

Anti-virus and monitoring software installed on the device must not be uninstalled or bypassed.

Do not install any additional software without prior agreement from the academy.

Do not open up or make any modifications to the device, including cosmetic or hardware alterations.

Ensure the student takes the following measures to protect the device:

- Keep the device in a secure place when not in use.
- Does not leave the device in a car/vehicle.
- Does not eat or drink near the device.
- Does not lend the device to siblings or friends.
- Does not leave the device unsupervised in unsecured areas.
- Keeps the device in good condition and returns it in good condition when requested by the academy.

Ensure the device is charged and ready for use each day.

Understand that it is the student's responsibility to regularly save and back up their work. The academy will not accept responsibility for the loss of work in the event of device malfunction.

Damage / Loss:

I agree to take full responsibility for the loaned device and understand the conditions of the agreement.

I understand that the student and I are responsible for the device at all times, whether on academy property or not.

I will ensure that the equipment is kept in our possession at all times and will not leave it unattended.

If the device is damaged or lost, I will immediately inform the academy and acknowledge that I am responsible for the reasonable costs suggested by the academy to repair or replace the device.

If the device is stolen, I will immediately report it to the police and obtain a crime reference number. I will also report this to the academy, which will make every effort to replace the device as soon as possible.

I understand that the device has software installed that allows for tracking and remote wiping, to render it useless to a third party should the device be lost or stolen, or should possession otherwise transfer to a third party without the academy's written consent.

I understand that I must report any problems with the equipment as soon as they arise and when returning it.

Unacceptable Use:

I am aware that the academy will monitor activity on this device.

I agree that the student will not carry out any activity that constitutes "unacceptable use," including but not limited to:

- Using ICT or the internet to bully or harass others or to promote unlawful discrimination.
- Any illegal conduct or statements deemed to advocate illegal activity.
- Activity that defames or disparages the academy or risks bringing the academy or Trust into disrepute.
- Causing intentional damage to ICT facilities or materials.
- Using inappropriate or offensive language.
- Breaking any rules set out in the academy's policies on internet use, social media, and email.

I accept that the academy will sanction the student in line with its behaviour/discipline policy if they engage in any of the above at any time, which may include the recovery of the device.

Personal Use:

I agree that the student will only use this device for educational purposes and not for personal use and will not loan the device to any other person.

Data Protection:

I agree to take the following measures to keep the data on the device protected:

- Keep the device password-protected in line with the academy's password setting approach.
- Ensure the device is locked/logged off if left unattended or inactive for a period of time.
- Do not share the device with family or friends.
- Update anti-virus and anti-spyware software as required.
- Install the latest updates to operating systems as prompted.

The academy cannot be held responsible for damage to files or data loss incurred while using the equipment.

The academy assumes no responsibility for files stored on the hard drive or for the recovery of files accidentally left on the hard drive after the equipment has been returned.

Return and Termination:

I will return the device in its original condition to the academy when requested.

The academy may request the return of the equipment at any time, for example, to install software. During this process, technical staff may view data or programmes on the computer. The user will be held accountable to the acceptable use policy at this point. Personal data may be removed from the computer before its return.

Upon return, the equipment will be checked by staff for any loss or damage.

If the student no longer attends the academy, I will ensure the return of the device to the academy.

Misuse of the device will result in this agreement being terminated, and permission to loan the device will be withdrawn immediately. I understand that I must return the device to the academy upon demand should this happen.

Academy Liability:

To the fullest extent permitted by law, the academy will not be liable for any consequential, incidental, indirect, or direct damages arising out of these terms or the use of the device, including, without limitation, any losses of or affecting your or the student's personal property, software, or data.

Governing Law:

This agreement shall be governed by and construed in accordance with the laws of England.

Consent:

I confirm that I have read (or had explained) the terms and conditions set out in the agreement. My signature at the end of this agreement confirms that I (student and parent/carer) will adhere to the terms of the loan.

I acknowledge that I have read the above information and agree to the terms of the loan of the equipment. I understand that it is my responsibility, as parent/carer of the named student, to ensure that they stay safe online.