



Co-op Academy
Leeds



In year starter booklet



Welcome

to Co-op Academy Leeds

.....

We are delighted to welcome you to Co-op Academy Leeds.

Induction checklist

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At Admissions Meeting (Done by ALT links):

- Student Information
 - Name DOB Address
 - Contact Information
 - Nationality/Language
 - Sibling Information
 - Who they live with
 - What subjects they study
 - Hobbies/things they enjoy
 - Technology/internet at home
 - Travel
 - Photocopy of Passports
 - Student photo
- Medical Form
- Free School Meals Form
- Who's who handout
- Uniform (potentially voucher) - PE kit and PE days explained
- Acceptable Computer and Internet Usage and Photo permissions
- Home - School Agreement
- Permission for photos / trips / visits,
- Acceptable use policy
- Any SEND needs / support from SEND / extra time in tests
- Phonics Check / Test (HLTA)
- Home learning expectations
- Red line / Blue line expectations
- School Day/PE Days/Breakfast Club/Extra Curricular Clubs
- Attendance - Absence Phone Number
- Safeguarding Information
- *if new to the area giving them some information about the area / CAL in community

Pre-First Day (Done by ALT links):

- Decision on whether they are joining the 'induction group' [phonics, meeting, prior school information all to inform this]
 - Option 1 > into mainstream lessons with a buddy (should not be into bottom set)
 - Option 2 > blended timetable of SEND / mainstream with a mentor and a buddy
 - Option 3 > into induction group, assumed to go into NFE
- Communication with WTR about adding to Arbor and creating the timetable
- Communication with subject leaders around classes
- Communication with class teachers about the new student
- Communication with all staff with photo and pupil profile
- IT / Unifrog account created
- Inform DSL and Deputy DSL of name of student and previous education

Day One:

- Met by ALT Link and Year Manager >> introduced to form tutor and told which tutor group
- Parent comes in and given access to ClassCharts / Arbor
- Finger prints done and onto the canteen system
- Timetable given and talked through
- Planner given and talked through
- Shown where to go for a fire alarm
- Challenge sheet given for induction
- Check in at the end of the day by ALT link
- New photo taken with student in uniform
- ***Students in induction to sit a maths assessment on day one***

Day Two:

- Check in by YM / AYM
 - CAT Test completed - arranged with Sam Walker

Day Three:

- Check in by YM / AYM

End of Week One:

- ALT link to check in and get any feedback on the week

Student Information

Name/DOB/Address

Forename	
Middle Name	
Surname	
Legal Name	
Preferred Name	
Date of Birth	

Address	
Postcode	

Name of last school/Social worker

Previous School	
Location	

Do you have a social worker?	
------------------------------	--

Contact information

★ 1	Name	
	Relationship to student	
	Address if different to above	

★ 2	Name	
	Relationship to student	
	Address if different to above	

★ 3	Name	
	Relationship to student	
	Address if different to above	

Nationality/Language

Ethnicity		Religion	
Home language		First Language	
Country of Birth		English as an Additional Language	YES/NO

Does the student have any brothers or sisters in the Academy?

Name		Name	
Year		Year	
Tutor Group		Tutor Group	

Who do they live with at home?

What subjects does the student currently study?

Does the student have any hobbies?

Do they have access to technology/internet at home?

How will you get to and from school?

* Please take a copy of passport for parent/guardian and student *

* Student photo *

Medical Form

Parental agreement for Co-op Academy Leeds to inform of all medical conditions and permission to administer medicine.

The academy will not give your child's medicine unless you complete, sign and return this form. The Academy has a policy which states that staff can administer medicine within policy guidelines. It is however at the academy's discretion as to the medication administered, we encourage any antibiotics to be a three-dosage course to minimise the need of medication to be brought to the academy.

Students are not permitted to bring medication into the academy without prior written permission. All medication is for the sole use of the named person on the medication Prescribed. Under no circumstances will any medication be shared between students.

Name of Student	
Date of Birth	
Tutor Group	

Medical Conditions - even if your child does not need medication for their diagnosis the academy still requires this information.

Medical conditions/illness - please give as much detail as possible, and where possible attach a doctors letter:

.....
.....
.....
.....
.....

Medicine

Note: Medicines must be the original container as dispensed by the pharmacy

Name/Type of medicine (as described on the container):

.....
.....
.....
.....

Date dispensed	
Expiry date	
Dosage and method	
Timing	

Special Precautions:
.....

Are there any side effects that the academy needs to know about?
.....
.....
.....

Procedures to take in an emergency:
.....
.....
.....
.....

Self-administration: Yes No

Does the student carry medication or is it to be secured by the academy?
.....
.....

Daytime telephone no. of parent carer contact:
.....
.....

Name and telephone no. of GP:
.....
.....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy first aid staff administering medicine in accordance with the academy's policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that I must deliver the medicine personally to first aid at student reception and accept that this is a service that the academy is not obliged to undertake.

I understand that I must notify the academy of any changes in writing.

Parent/carers signature:	
Print name:	
Relationship to student:	

If more than one medicine is to be given a separate form should be completed for each one.

Medical Form 2B

Parental agreement for the academy to administer medicine

The academy will not give your child medicine unless you complete and sign this form, and the academy has a policy that staff can administer medicine.

Name of the academy	
Date	
Student's Name	
Tutor Group	
Name and strength of medicine	
Expiry date	
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions (please add additional information on the back of this sheet)	
Number of tablets /quantity to be given to school/setting	

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by (name of member of staff):	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy first aid staff administering medicine in accordance with the academy's policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/carer signature:	
Print name:	
Relationship to student:	

If more than one medicine is to be given a separate form should be completed for each one.



Application Form for Free School Meals

This application form can be used by the following individuals:

1. Parents or carers who live outside Leeds but have children who attend a school or Academy in Leeds.
2. Parents or carers who live in Leeds but who do not have any direct Rental or Council Tax liability (for example they are living with relatives or friends or are temporarily homeless).
3. Any parent who wishes to claim Free School Meals for children they are fostering or acting as a Family Network Carer under an arrangement sponsored by Social Services.
4. Parents or carers already in receipt of Housing Benefit and/or Council Tax Support who wish to claim Free School Meals for their children now attending school in Leeds.

If you wish to claim help with your rent and/or Council Tax for an address in Leeds, you should complete the full Leeds City Council benefits application form. This will also allow you to claim Free School Meals for all the children under your direct care. You can apply online at <https://www.leeds.gov.uk/residents/council-tax-and-benefits/housing-benefits>

If you have children who live with you but attend schools or Academies outside Leeds, we cannot award Free Meals to them- you must make a separate claim to the Local Authority in which their school is located.

DO I QUALIFY FOR HELP?

You can claim Free School Meals for any child who normally lives with you and who is classed as being under your parental care. To get Free School Meals you must receive one of the following benefits:

- Universal Credit (and your net combined household income is less than £7,400 a year after tax)
- Income Support, Pension Guarantee Credit, Income-based Job Seekers Allowance.
- Income-related Employment Support Allowance
- Child Tax Credit Only (With No Working Tax Credit) and your Annual Taxable Income does not exceed £16,190.

WHICH CHILDREN GET FREE SCHOOL MEALS?

You can claim Free School Meals if you have any children in your care who attend a non-fee paying school full-time. This includes Academies and Free Schools, those in the sixth form (except Notre Dame and Elliott Hudson Sixth Form Colleges), those attending Pupil Referral Units and Specialist Inclusive Learning Centres and those below Reception age who have full day places at nurseries attached to an LEA maintained school (that is they attend nursery both before and after lunch).

HOW DO I FILL OUT THIS FORM?

Simply complete the questions on the other side of this sheet, making sure that you give us the following details: - your name, address and daytime telephone number, details of yourself and your partner including both your National Insurance Numbers, and details of all children under your care who attend schools or Academies in Leeds, including the name of each establishment. Please do not include children attending a school outside Leeds. Tell us which of the qualifying benefits you receive. We will verify your eligibility using the Government's secure ECS website. If we are unable to determine entitlement using this service, we will write to you to request paper proof of benefit. Finally, read and sign the declaration at the end.

WHERE DO I SEND IT?

Once you have filled in the form, you can hand it back at your child's school, return it to any Council One Stop Centre or Community Hub in the city, or post it to us directly at the following address:

Welfare and Benefits (FSM Claims)
Leeds City Council
PO Box 911
Leeds
LS1 9WJ

Finally, if you are an Asylum Seeker receiving NASS Support, you do not need to complete this form. Simply show your UK Border Agency identification at your child's school and they will contact us directly.

Application Form for Free School Meals

Please complete this form in capital letters:

Parent's Name _____

Address _____

Postcode _____ Telephone number _____

Please provide the following details below about you and your partner (if you have one). We use this information to check your eligibility via a secure government website. If we cannot confirm your details, we will contact you. You may have to provide proof of the qualifying income you receive if we cannot confirm your eligibility (your full award letter). If you provide your telephone number, we can ring you:

<u>Title</u>	<u>First Names</u>	<u>Surname</u>	<u>Date of birth</u>	<u>National Insurance number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please tick the box below to tell us which qualifying benefit you are currently in receipt of:

- | | |
|---|--|
| <input type="checkbox"/> Universal Credit | <input type="checkbox"/> Income-related Employment Support Allowance |
| <input type="checkbox"/> Income Support | <input type="checkbox"/> Child Tax Credit (but not Working Tax Credit) |
| <input type="checkbox"/> Income-based Job Seekers Allowance | <input type="checkbox"/> Guaranteed Pension Credit |

Please list below the children who you want to claim free school meals for – they must normally live with you and attend schools within Leeds. Do not list children who attend schools outside of Leeds:

<u>Title</u>	<u>First Names</u>	<u>Surname</u>	<u>Date of birth</u>	<u>Date started</u>	<u>Name of School</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please read the statement below and then sign and date the form:

- This is my claim for Free School Meals **ONLY**.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I authorise Leeds Welfare & Benefits Service to make any necessary enquiries to verify the details I have provided and to cross check them with other council departments, councils and benefit authorities.
- I understand that if I give information which is incorrect, or fail to report any changes which may affect my entitlement to benefit I may be prosecuted.
- I am aware that I have a duty to notify Leeds Welfare & Benefits Service in writing immediately of any changes in my circumstances which might affect my entitlement to Free School Meals, including change of income, change of address or change of school.
- I understand that the information I have provided on this form may be used by Leeds City Council to prevent and detect fraud.

Signature of person claiming: _____ **Date:** _____

Who's who?



Miss N Jones
Headteacher



Mrs J Field
Deputy Headteacher



Mr S Moncaster
Deputy Headteacher

Year 7



Mr T Hudson
Year Manager (7)

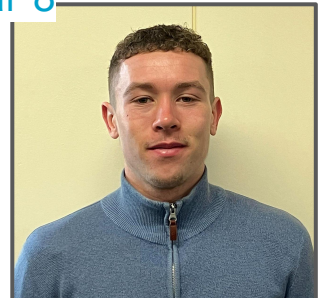


Mrs K Sunter
Inclusion Support
Worker

Year 8



Miss A Shewkat
Year Manager (8)



Mr L Odunston
Inclusion Support
Worker

Year 9



Mr A Blair
Year Manager (9)

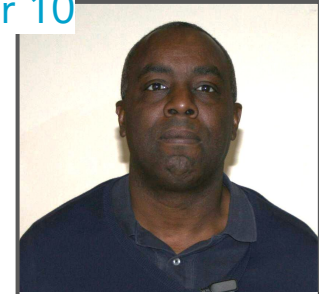


Miss S Ambreen
Inclusion Support
Worker

Year 10



Miss H Watson
Year Manager (10)



Mr J Jones
Inclusion Support
Worker

Year 11



Mrs A Parmar
Year Manager (11)

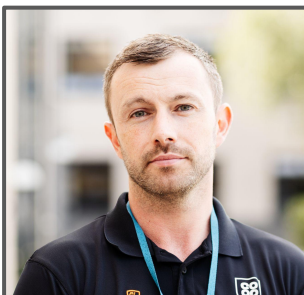


Mr M Awan
Inclusion Support
Worker

ALT Year Group Link



Mrs J Field
Deputy Headteacher
(Y7)



Mr J Cafferky
Assistant Headteacher
(Y8)



Miss D Barnett
Assistant Headteacher
(Y9)



Miss Fox
Assistant Headteacher
(Y10)



Miss E Pearson
Assistant Headteacher
(Y11)

Safeguarding



Mrs E Wingfield
Designated
Safeguarding Lead



Miss D Murray
Deputy DSL

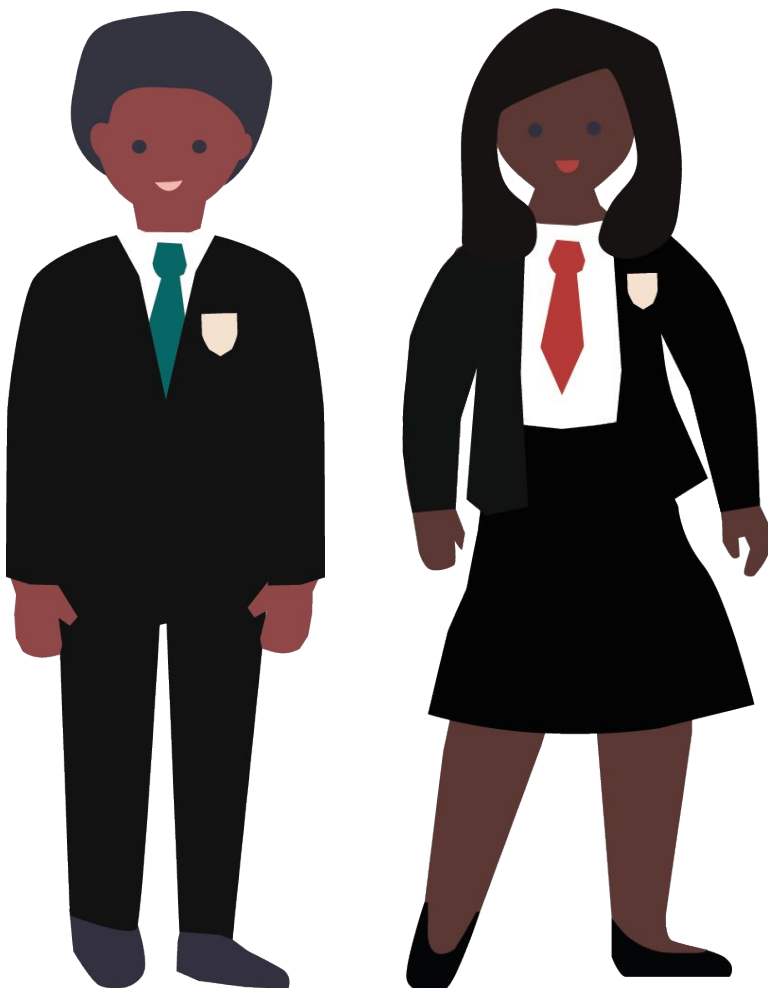


Mr S Moncaster
Deputy DSL

Uniform

- Academy blazer - black with badge *provided by the Academy
- Year specific tie *provided by the Academy
- Traditional white shirt with collar (not polo shirts)
- Plain black tailored trousers or knee-length skirt
- Jumper (optional) plain black V-neck
- Plain black shoes *see next page
- Plain black tights
- If you wear a headscarf or headband, it must also be plain black

We do allow students to wear discreet neutral make-up but if we think it doesn't meet our uniform standards, we will ask students to remove it. Nail polish and false nails are not allowed and students will be asked to remove them. Jewellery and bandanas are not allowed to be worn at any time and may be confiscated if seen.



We want our students to take responsibility as they grow into young adults. If a student wears the incorrect uniform, they will receive a 1-hour same day detention. The student would then either be expected to borrow an item of clothing, or they would work in our Inclusion unit until a family member can bring in a missing item.

If at any point you require any assistance sourcing items of uniform, please contact your form tutor. We are here to support you.

Footwear

Acceptable footwear



Please check with academy staff if you are unsure before you buy!

Unacceptable footwear



PE Kit

- Black polo shirt with Academy logo
- Plain black tracksuit bottoms or plain black shorts – no coloured stripes Plain black leggings are permitted with the academy logo on. Year 7 will be provided with track pants with logo on.
- Trainers (moulded boots recommended for football/rugby/ 3G activities)
- Black football socks - Optional but needed for fixtures
- Shin pads (football/ hockey) - Recommended Gum shield (hockey/ rugby) - Optional
- Black 1/4 zip branded pullover Year 7 will be provided with this item.



Uniform can be purchased from...
Jo Brand, 371 Harehills Ln
Leeds LS9 6AP, UK

www.uniwears.co.uk

PE Footwear

The Academy will have a brand new 3G pitch in September 2022. Metal studs are not allowed on this surface. We recommend buying multi ground/ moulded/ plastic bladed boots that can be used on both the field and 3G (if clean). Astroturf or running trainers are also permitted and can be used inside the sports hall. These must be clean for indoor use.

PE days for each year group

	First day of the week	Second day of the week
Year 7	Tuesday	Friday
Year 8	Monday	Friday
Year 9	Monday	Wednesday
Year 10	Tuesday	Thursday
Year 11	Tuesday	Thursday

Acceptable use Policy

Students and Parents

Purpose

This policy is for students and parents, accessing the academy network on site or remotely.

Our academy promotes the positive use of technology in academy and assists in developing pupils' knowledge and understanding of digital devices and the Internet. We ensure that our academy IT and online network is robust and resilient, and staff have a duty of care to safeguard pupils when using technology in the academy.

Any misuse of technology by a student or member of staff must be reported to the Designated Safeguarding Lead and/or Headteacher, so an investigation can take place.

This is the Acceptable User Policy (AUP) for our academy. It highlights the do's/don'ts of using all technology in academy and shows how we want everyone to behave when using online services and equipment. The Acceptable Use Policy covers the following legislation:

- Malicious Communications Act 1988
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003
- GDPR and Data Protection Act (DPA) 2018

GDPR and Data Protection Act

'Personal data' is defined as information relating to a living natural person who can be identified directly or indirectly from that information or other information, which includes opinions about that individual.

It is also likely that such discussions will include 'special category data' (previously known as sensitive personal data).

Special category data is defined by the GDPR & DPA 2018 as information which must be treated with greater care because information about these matters could be used in a discriminatory way and is likely to be of a very private nature.

Please read carefully and sign at the bottom to show you agree to these terms.

Remote Learning Guidance

When students are accessing virtual lessons, especially where webcams are involved, the below should be considered:

- In the majority of cases, virtual learning will be delivered to groups, not on a 1:1 basis. In cases where 1:1 tuition is essential, staff will seek formal written agreement from the Academy Leadership Team (ALT) and the student's parents.
- Staff and students must wear suitable clothing, as should anyone else in the household.
- Our academy reserves the right for staff members to record live streamed sessions with students as a log of the activity. By joining the learning session parents give permission for this to happen.
- The purpose of any potential recording of live sessions would be so that the video can be reviewed if any issues were to arise.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Recording of live sessions may be particularly appropriate when there is only one member of staff on the call and no 'supervising' second adult is available on the feed.
- If live streams are to be recorded, this should be reflected in communication with staff, parents and students.

Using technology in the academy

- I will only use academy IT and online systems, external logins and email for academy related purposes. Other usage will be with the permission of ALT.
- I will monitor the use of all IT and online systems in academy and report any inappropriate use by pupils or staff to the Designated Safeguarding Lead (DSL).
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, extremist, defamatory or copyright infringing.
- I am aware that my online activity on academy devices is monitored by Netsweeper OnGuard. A Designated Safeguarding Officer may need to discuss safeguarding concerns regarding inappropriate internet searches. If I misuse my academy's device it may be confiscated.

Using technology at home remotely

- Students are expected to read and discuss this responsible user agreement with parents, and then to follow the terms of the policy. Any concerns or queries can be discussed with Year Managers/Heads of Department.
- To facilitate online conferencing during academy suspension, parents should support their children by providing them with a workspace that is quiet, safe and free from distractions with an adult nearby if necessary.
- To make sure your children are dressed appropriately (academy uniform is not necessary) ensuring that face-to-face communication is only between teachers and students, any parent to teacher communication should be in the usual manner via email.
- Parents may not record, share or comment on public forums including social media about individual teachers or students.
- Students may not record, share or comment on public forums including social media about individual teachers or students.
- By allowing your child to log on, you are accepting this agreement and acknowledge that you have shared this document and discussed face-to-face learning with your child. It is vital that your child agrees to follow the rules.

Security, Passwords & Copyright

- I will not divulge any academy related passwords and I will comply with academy online safety security procedures.
- I will use academy email systems for academy related communications. I will not use personal accounts for academy business.
- I will ensure that personal data is stored securely and in line with the GDPR and Data Protection Act. I will follow academy policy with regard to external logins, encrypted data and not storing academy material on personal IT equipment unless stated otherwise.
- I will not install software onto the network or mobile devices unless supervised by the Network Manager or IT support staff.

Mobile Technologies

Mobile phones are part of modern society and the majority of students will now own a mobile phone. We understand that for safety reasons students will carry a mobile phone in order to contact parents/carers on their way to and from school. However, mobile phones can lead to several problems in the academy, for example bullying, disruption to lessons and inappropriate web usage. As an academy we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones. As a result the use of mobile phones during academy hours is completely forbidden, and students found using their mobile phone during academy hours will be dealt with in accordance with this policy.

Purpose

- To clarify the academy position on mobile phones.
- To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.
- To support our Positive Behaviour Policy, which aims for outstanding behaviour and safety of students across the academy.
- To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.
- To safeguard students, parents, staff and visitors to the academy

Guidelines

- Students will ensure that their mobile phone and any other personally-owned digital device is switched off at all times in the academy.
- Students are not permitted to use any personally-owned mobile device to take images, video or sound recordings on the academy's site.
- Any student seen using their mobile phone during academy hours will have their phone confiscated.
- The first time this happens, the student will be allowed to collect this from Student Reception at the end of the day.
- Any subsequent incidence of mobile phone use in academy will result in an after-school detention, and may necessitate a parent or appropriate adult collecting the phone from academy.
- This includes the use of 'Smart' or Apple watches – the use of these is not allowed as they are effectively mobile phones and will be treated as such.
- Students will receive assemblies explaining the mobile phone policy and the policy will be placed on the academy website for parents/carers to access.
- When issues with mobile phones exist that involve serious misuse of the phone, transmitting images, cyber bullying etc, parents will be invited into the academy and the Malicious Communications Act will be explained. This states that parents are responsible for the phone and any issues resulting from the phone when it is used by a 'minor'.

Name of student	
Signature of student	
Date	

Name of parent	
Signature of parent	
Date	

Photo permissions

Co-op Academy Leeds would like your permission to use images taken of your child in various publications and promotional materials. We will only ever use first names, if at all. The formats we would use the images on include: Paper based documents and publications, Academy website, Social media (Facebook and Twitter), Videos, Press releases.

Please sign below if you agree to using images of your child:

Student Name	
Signature of parent	
Date	

Home - School Agreement

On our part we will do everything in our power to ensure that students are safe from bullying, harassment or any other danger and that they are allowed and encouraged to make a positive contribution in our learning community.

Furthermore, it will be our absolute priority to ensure that they enjoy all elements of their school life and that they make the maximum academic progress possible. In addition we will strive to ensure that students develop high aspirations and are equipped with the skills and knowledge required for future education, employment or training.

We will always maintain an effective communication partnership with parents and carers, notifying them quickly when concerns arise. Sanctions will be issued for unacceptable behaviour, high levels of unauthorised absence and inadequate applications of effort. In addition we will always look to praise students where appropriate and it will be our intention to ensure that every student who works well at Co-op Academy Leeds will be made to feel valued, appreciated and recognised.

Form Tutor signature: _____ Date: _____

The Parent/Carer

I recognise the enormous importance of my role as a parent/carer in supporting my son/daughter to work hard, participate fully in enrichment activities, be positive about learning and ambitious for the future. I will attend each consultation evening and support them in all areas of their school life.

Where issues occur in the Academy, which are a concern to me, I will notify key professionals immediately, and do everything that I can to work in partnership with the Academy to resolve such difficulties. I will play my part in supporting the Academy in implementing all policies approved by the Governing Body.

I will do everything I can to ensure that my son/daughter maintains an exemplary attendance record and that they are equipped with the resources required to ensure that they maximise their progress.

Parent/Carer signature: _____ Date: _____

Parent/Carer name: _____

Student Signature: _____ Date: _____

Student name: _____ Form: _____

The Lines

The Blue Line

You will cross a blue line every morning when you arrive at the academy. It is your responsibility to ensure:

- Full and correct uniform worn properly including footwear
- No hoods, hats or hoodies are allowed past this line
- All electronic devices and earphones are no longer visible. These will be confiscated if seen from this point
- No excessive makeup or nail extensions
- Show your planner and equipment
- Understand that from time to time you may be asked to empty your pockets and bags
- Be ready to lead and behave responsibly and take responsibility for your own actions
- Keep your hands to yourself at all times and do not touch others
- Treat everyone with respect and kindness

Red Lines

These are crossed for serious breaches of our behaviour policy or when the health and safety of others in the academy is at risk. Your place in the academy is at risk for these offenses.

School Day/PE Days/Clubs

7:50 - 8:15	Breakfast Club
8:15 - 8:25	School Opens for Students
8:25 - 8:45	Tutor (Checks & Messages)
8:45 - 9:40	Period 1
9:40 - 10:35	Period 2
10:35 - 10:55	Break
10:55 - 11:50	Period 3
11:50 - 12:45	Period 4
12:45 - 13:15	Lunch
13:15 - 14:10	Period 5
14:10 - 15:05	Period 6

Extra Curricular Clubs-		 Sport Activities
*Please note that you will need full PE kit to attend extra curricular clubs		
<u>Monday</u> 3:05-4:15	Netball (Year 10/11) Mrs Skelton Volleyball (all years) Mr Pitts Girls Football (year 7/8) Mrs Broadley	
<u>Tuesday</u> 3:05-4:15	Girls Basketball (all years) Mrs Broadley Boys Football (year 7/8/9) Mr Rayner/Mr Pitts/Mr Hurren	
<u>Wednesday</u>		
<u>Thursday</u> 3:05-4:15	Girls Football (year 9/10/11) Mr Hurren Netball (year 7/8/9) Mrs Broadley Boys Basketball (all years) Mr Rayner	
<u>Friday</u> 3:05-4:15	Boys Football (year 10/11) Mr Rayner BTEC Catch up support (year 10/11) Mr Cafferky (CG3/4) Badminton (all years) Mrs Skelton/Mr Pitts Leeds United Foundation Girls Football (year 9/10/11) Mr Hurren	

Attendance Policy



What should my attendance look like?

We want you to attend school every day, so that you can learn, socialise and succeed. Every student should be aiming for 96% or above attendance. Anything below 96% can have a severe impact on your outcomes. It has been proven that attendance below 96% is like losing a whole grade at GCSE.

What should I do every day?



Come to school every day - 190 days per year
Be in school on time – come through the gate by 8:20am

How do my parents/carers report my absence?



They can report an absence on the day by calling the Student Absence Line - 0113 380 7961, or via text message. They must contact school every day you are absent from school, even if you are off school for a number of days in a row.



What is unauthorised absence?

When you take a day off school, the Attendance Team will decide if the absence is authorised or unauthorised. We will only authorise your absence if you are genuinely too unwell to come to school. If you have a stomach ache, headache, hay fever or are feeling unwell, you should still come to school. We may come to visit you at home to check if you are well enough to attend school.

If you go on holiday, and this has not been approved by school, this will be recorded as unauthorised absence. Parents/carers can receive a fine if you have lots of unauthorised absence.

Safeguarding

The Designated Safeguarding Lead (DSL) is:

Emma Wingfield emma.wingfield@coopacademies.co.uk 0113 3807940 ext. 255

The Deputy Designated Safeguarding Leads (DDSL) are:

Deanna Murray deanna.murray@coopacademies.co.uk 0113 3807940 ext. 231

Sam Moncaster samuel.moncaster@coopacademies.co.uk 0113 3807940 ext. 217

We are available 8.00am - 4.00pm during term time. Emails or phone calls that are sent outside of these times will be responded to as soon as possible. If you have concerns outside of these time, you can use the '[Report a Concern](#)' form on the Academy website.

If you have an urgent concern, please contact West Yorkshire Police on 999, or Children's Social Work Services on 0113 222 4403.

Co-op Academy Leeds is committed to ensuring every child should remain safe and free from harm. The viewpoints and voice of children is of paramount importance to our academy and we will always listen to their wishes, thoughts and feelings, as well as identifying and supporting their needs. We will work alongside students to develop trusting, consistent and professional relationships and show we care by advocating the early help process where possible. We will identify any difficulties or concerns early in order to act preventatively. We will always provide support and advice for families and parents/carers, whilst acting in the best interests of the child at all times and doing what matters most. Safeguarding also includes ensuring we work in an open and honest way, enabling our children to feel safe by providing a secure learning environment, where they are equally protected regardless of any barriers they may face and are able to grow and develop in the same way as their peers.

Further information about our safeguarding and child protection procedures can be found in our Safeguarding and Child Protection Policy for Parents, which is available on the academy website or a printed copy can be requested at Main Reception.

Operation Encompass

Our academy is part of Operation Encompass which is a national scheme that operates jointly between schools and police forces. Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a school we have ensured that a member of our staff, known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the child/ren in our care.

The Domestic Abuse Act 2021 identifies children who experience domestic abuse as victims of domestic abuse in their own right. We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

* New to the area? Info about the area
Co-op Academy Leeds in the Community*



Co-op Academy
Leeds

in the community

Every Friday

8:30AM - 10AM

Food & Clothing Bank

**Academic Support
and Advice**

Pastoral Support

Debt Advice



Co-op Academy Leeds

Stoney Rock Lane
LS9 7HD

leeds@coopacademies.co.uk



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www.facebook.com/Co-opAcademyLeeds

@coopleeds

Headteacher: Miss N. Jones



"The idea of equality, in particular, is strong. Pupils are proud of being part of a multicultural school community, and leaders ensure that all pupils are valued."

Ofsted, November 2022