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Co-op Academy  
Stoke-on-Trent

January 2020

Dear Parents and Carers,

I hope you have all had a great start to 2020.

### **Home-Academy Communication**

Timely communication is vital for the smooth running of the academy. With this in mind, we have reviewed our guidance on home-academy communication. The communication around attendance and sickness absence stays the same. Attached is an overview of this guidance which we will send out regularly. The guidance is with effect from Monday February 3rd and is also copied below:

- Where possible appointments should not be made in the academy day.
- Where appointments are unavoidable, please write in your child's planner the date, time and purpose of the appointment. Your child will then be allowed out of class and should come straight to reception.
- All students must be collected in person by a parent/carer. We will never allow a child to go by themselves to an appointment.
- If for any reason a note is not given, parents/carers must contact the academy by 10.45am. We cannot guarantee that messages will be passed on after this point as tutor time takes place at 11am or 11.20am. A student should go to the office to have a note written in their diary during break time. Without this, any pick up of the student can be severely delayed.
- If PE kit or school equipment is brought in by parents to the academy, this should be collected at break by the student.
- Academy staff will only contact home at the request of the student if it is a matter of personal safety; we can no longer simply pass messages on after 10.45am. We will continue to contact parents and carers over illness, key information, praise, attendance and behaviour concerns.
- Please ensure that your child's ParentPay account is up to date. We are a cashless academy, please do not send your child into the academy with cash. Please top up the account remotely. If you would like assistance in setting this up please let us know and we would be happy to help.
- As well as contacting the academy you can contact your child's tutor or year manager. Year manager emails are on our website and we send out hard copies of key contact details annually.

We have had several requests recently for students to leave the academy unaccompanied during the day for appointments. This will not be allowed as we have a duty of care to the student during the academy day. We will only release the student to a parent or carer or an assigned adult.

## Online Safety

Our upcoming newsletter has a section on using parental locks on mobile phones and tablets in order to prevent students from accessing inappropriate content. It is absolutely vital that if you choose to allow your son or daughter to have a smartphone or tablet that you follow this advice. Without these locks they potentially have access to adult only content and chat forums which puts them at risk.

## Reusable Bottles vs Plastic Bottles

The academy has made substantial moves to radically reduce its use of single use plastics. The catering team now uses fully recyclable cutlery and serving trays. However, we are still using a very large amount of plastic bottles on a daily basis. We are going to work towards eliminating plastic bottles being sold in the academy by the end of the academic year. We would urge you to ensure that you send your son or daughter into the academy with a reusable bottle which are widely available. We also have academy branded water bottles which are available to buy in the dining room for £1.

## GCSE Prep Exams

February is a really important month for our key stage four students. Year 11's final GCSE preparation exams start on Monday 3rd February and the Year 10 first GCSE preparation exams start on February 24th. We are often asked by parents how they can support their son or daughter through exams. Our advice is below:

- Obtain a copy of your child's exam timetable (this is attached)
- Help them plan out a revision schedule. Plan realistically and build in time for breaks.
- Set boundaries during the exam period, the focus should be on their academic work in the lead up to and during the exam period.
- Establish a specific place to revise, often the bedroom is not the best place to revise due to the amount of distractions.

## Exam Invigilators

The academy is looking for several new staff to join the exam invigilation team. If you are interested please visit our vacancies page. The role comes with training and the work will be within school hours. Click [here](#) for more details.

## Upcoming dates for your diary

February 3rd - start of the Year 11 final GCSE Prep Exams (two weeks)

February 13th - Year 8 Parents Evening

February 14th (Friday) - Break up for half term

February 24th (Monday) - Return from half term

February 24th - start of Year 10 GCSE Prep Exams (one week)

February 27th - Year 7 Parents Evening

March 2nd - start of Fairtrade Fortnight

Thank you for your continued support.

Mr N Lowry  
Principal



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