



Co-op Academy
Manchester

Welcome to Year 7



Welcome

We are delighted to welcome you and your child to Co-op Academy Manchester.

We are thrilled that you have chosen to join our community, and look forward to embarking on this five-year journey together.

Starting secondary school is a significant milestone. We are committed to ensuring the transition from primary to secondary school is as smooth and positive as possible. Our culture is built upon the Ways of Being Co-op, which guide everything we do:

- Be yourself, always: We celebrate the unique talents your child brings to our school.
- Do what matters most: We focus on high-quality learning and personal growth.
- Show you care: We foster a supportive environment where every student feels safe.
- Succeed together: We know that the best outcomes happen when school and home work in partnership.

Starting at the academy

Date	Which year groups are in the building
Wednesday 2 nd September 2026	Year 7 only (Second day of Transition)
Wednesday 3 rd September 2026	Year 7, Year 10 and Year 11
Thursday 4 th September 2026	All year groups

Supporting your child

Starting secondary school is an exciting time but it can come with some worries - for both students and parents / carers.

We have put together this booklet to try and answer some of the questions you may have and address some of those worries.

Take some time to go through this booklet with your child. Make sure you both know:

- When they will start in September
- Our expectations around behaviour and uniform
- What uniform they will need (and how to get our branded items)
- What equipment they will need
- How they will pay for their lunches
- What to do if they are ill

Remind them that it is normal to feel anxious when there are big changes like this - but that everyone feels the same.

This is the start of an exciting chapter - we are all very much looking forward to meeting our new students and helping to guide them through the next five years.





Co-op Academy
Manchester



Students should demonstrate our
GREAT habits in all aspects of school life.



Have the correct uniform and wear it with pride.

Be ready for school with a bag, full set of equipment and Knowledge Organiser.

Walk quickly, quietly and calmly around the building.

In addition to the GREAT habits, there are some clear academy rules which all students should follow.



Do what matters most

Be yourself, always

Show you care

Succeed together

Academy expectations

Be on time to school, and to every lesson.

The academy day will start at 8:25am. However, gates will be locked at 8:20am. Students should arrive in school before this time to ensure they are on time for tutor and avoid a late detention.

See Page 12 for more details about the academy day.

Wear the correct uniform.

Students are checked as they enter the building to ensure that they are wearing the correct uniform (this includes their tie and blazer), and teachers continue these checks throughout the day.

See Page 11 for more details about the academy uniform.

Be equipped for lessons.

Every day, students need:

- A black or blue pen, a red pen, a pencil and a ruler in a pencil case. We provide all students with this equipment at the start of the year.
- All students must bring a bag to store books and revision material (it must hold an A4 folder).

See Page 9 for more details about teaching and learning in the academy.

Complete work outside of lessons

See Page 10 for more details about home learning.



Genuine - Authentic care is demonstrated in all interactions with students, colleagues and the community. We live 'deliberate botheredness', compassionate consistency and unconditional positive regard.

Growth - We provide a range of 'pupil experiences' for students, to support the acquisition and retention of knowledge whilst also elevating aspirations through widening cultural experiences.



Routines - We believe that good habits and routines are the foundation for learning, they provide predictability and consistency for our most vulnerable learners. Routines ensure that all students are set up for success.

Respect - Respect is modelled by adults and expected of students, including respecting others' differences and celebrating diversity. We belong to Co-op Academies Trust and are bound together by our values and the Co-op Ways of Being.



Experts - We believe that expert teaching of a knowledge-rich curriculum combined with 'ready to learn' habits leads to knowledge experts.

Empathy - We show and encourage empathy whilst building resilience in students to overcome barriers to learning.



Achievement - We ensure that our knowledge rich curriculum and expert teaching enables students to become knowledge experts. This ensures that they have elevated aspirations for their future.

Adaptive - We ensure that expert teaching and our knowledge rich curriculum are adapted appropriately to enable all students to become knowledge experts. A graduated support offer for students, linking pastoral and SEND colleagues, ensures the right support, at the right time.



Tenacious - We are tenacious as a community and build resilience in colleagues and students to overcome barriers to 'succeeding together'. Students demonstrate that they are 'ready to learn' in each lesson and colleagues give a new day, a new start.

Together - We share a common vision and we achieve more when we work as a team. We are part of our local community and have a sense of belonging.

Our Values

We are driven by the Ways of Being Co-op.

Be yourself, always

Do what matters most

Show you care

Succeed together

Be sure to display these values every day through your learning.

Ready to Learn

Equipment



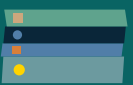
You will need to have the correct equipment each day:

Black or blue pen, red pen, pencil, ruler and all your books for today's learning.



Ready to Learn

Sit in silence, get your equipment out and complete the knowledge expert quiz.



Ready to Leave

Hand in your books, put all equipment away and stand behind your chair.



We expect you to have correct equipment every day so we can all be successful in our learning.

Behaviour and Expectations



All students start on Green



Yellow Warning

First warning for breaking one of our simple rules



Amber Warning

Second warning for breaking one of our simple rules



Red Removal

You will be placed in reflection for the remainder of the day

We expect you to behave in a responsible and respectful way so that we can all Succeed Together.

Rewards and Sanctions

Rewards

We celebrate success and positive behaviour through rewards. We encourage students to try their best in every lesson and recognise that many students go above and beyond each day.

Every lesson, teachers hand out four achievement points to students who have demonstrated the Ways of Being Co-op and worked hard during the lesson. The points are logged on Arbor for parents and carers to see.

Teachers also give a Golden Ticket to one student who has produced an exceptional piece of work, or made fantastic progress in that lesson.

Each week, Golden Tickets are collected by the Academic Heads of Year. One ticket is randomly selected per year group and that student wins a prize (prizes range from a new school bag, to vouchers, mobile devices or headphones). Winners are announced in a special Friday briefing for everyone to celebrate.



Sanctions

Red Removal from Lesson (see Page 7)

Students will spend the rest of the day in our Reflection Room. They will complete a reflection task to consider their behaviour, and work independently on work that has been set by their teachers.

Habits Detention

If a student arrives to school without their bag, pencil case, equipment, Knowledge Organiser or the correct uniform, they will be logged for a 45 minute after-school detention on the same day.

Late to School Detention

If a student arrives late to school (gates shut at 8:20am), they will receive a 20 minute lunch-time detention. If they are late two or more times a week, they will also receive a 45 minute after-school detention.

Late to Lesson Detention

If a student is late to a lesson, they will receive a 45 minutes after-school detention. If they are more than 10 minutes late to a lesson, this will be logged as truancy and they will be placed in the Reflection Room for the day.

We understand Year 7 may struggle to navigate the building at first. Staff will be around to support and Heads of Year will follow the year group to guide them to their next lesson.

What does learning look like at Co-op Academy Manchester?



Curriculum Intent

Our curriculum:

- ensures students acquire, retain and apply knowledge to unlock their potential as knowledge experts.
- allows all students to develop long-lasting knowledge, promoting a love of learning and providing strong foundations for future learning in different areas, regardless of their starting points.
- develops confident, competent readers who can access a range of written materials.
- equips students with the vocabulary needed to access a range of subjects and contexts, in order to communicate their knowledge effectively through writing and speaking.
- develops knowledge and understanding of a range of career paths, and how students can use their acquired knowledge to access these careers.
- celebrates creativity, individuality and differences, providing students with transferable knowledge for life after school and experiences beyond their everyday lives.

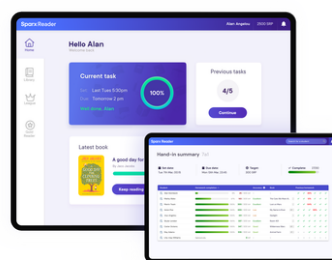
Learning at Co-op Academy Manchester

Knowledge Organisers

All students are given a Knowledge Organiser at the start of the year. Every half-term, they receive a new Knowledge Expert Sheet for each subject. Teachers use the information on these sheets to set the Knowledge Expert quiz at the start of each lesson.

During lessons, students refer to their Knowledge Expert Sheets to support with the 'You do' section of the lesson. This involves some independent work.

Students must have their Knowledge Organiser with them each day. If they forget to bring it to school, their Head of Year will lend them a spare copy for the day but the student will receive a Habits Detention.



Home Learning

Home learning plays a vital role in supporting students to develop a range of skills they need to be successful.

We believe that home learning:

- promotes self-discipline and personal responsibility for learning.
- reinforces work completed in class, extending knowledge and deepening understanding.
- gives opportunities for deliberate practice.
- allows parents/carers to have an oversight of, and be involved in, their child's learning.

At Key Stage 3, we use Sparx Maths and Sparx Reader - an online platform where students complete weekly assignments. Sparx creates tailored home learning for each student and gives immediate feedback. Students will be shown how to access this when they start in September.

Our uniform



Academy Uniform

Black academy logo blazer
Black academy logo v-neck jumper (optional)
Academy tie
Traditional white shirt with a collar
Plain black tailored trousers
Plain black smart shoes

PE Kit

Black PE t-shirt
Plain black tracksuit bottoms or plain black football shorts
Trainers

Jewellery: Two pairs of small stud earrings and wristwatch only.

Make-up: No false eyelashes or false nails allowed. Natural make-up only.

Hair: Only natural colours and black or white hair bands, bobbles etc allowed.

Religious headwear: Hijabs, patkas, headscarves and other religious headwear items must be black or white.

Where can I get academy uniform from?

All Year 7s will receive a free blazer, tie and PE t-shirt. You will be invited to book a slot with our friendly reception team to select the correct uniform sizes and to check that you have completed all of the online admission forms.

If you need any more uniform throughout the year, you will be able to purchase it via the Arbor Shop.

Our day

Breakfast Club runs from 7:30am every day and is open to everyone. It is based in Diner 1 and is accessed from the front of school.

The school gates will be locked at 8:20am each morning - students need to be in their tutor room by 8:25am to avoid a Late to School Detention.

Monday - Wednesday		Thursday - Friday	
8:25 - 9:05am	Form time	8:25 - 9:05am	Form time
9:05 - 10:10am	Period 1	9:05 - 9:55am	Period 1
10:10 - 11:15am	Period 2	9:55 - 10:50am	Period 2
11:15 - 11:35am	Break	10:50 - 11:10am	Break
11:35 - 12:35pm	Period 3	11:10 - 12:05pm	Period 3
12:35 - 1:35pm	Period 4	12:05 - 1:00pm	Period 4
1:35 - 2:15pm	Lunch	1:00 - 1:40pm	Lunch
2:15 - 3:15pm	Period 5	1:40 - 2:30pm	Period 5
3:15 - 4:00pm	Period 6 (Y11 only Monday - Tuesday)		

The Library is open each day at break and lunch time and after school for students to read, complete their home learning or for independent study.

Attendance - a team effort

We would like all students to attend the academy for more than 98% of the time. We know that high attendance and achieving target grades are linked.

Punctuality is also very important. All students must arrive on time and be ready to learn, with the correct equipment and uniform. For students who have not had breakfast, this is available for free in Diner 1 before school.

What can parents / carers do to help?

- Encourage good attendance by ensuring your child attends school regularly and on time
- Support us in our focus on improving attendance
- Inform us on the first day of absence and keep us informed throughout the absence
- Tell us if you are struggling, we are here to help

Our approach:

- We will celebrate and recognise good and improving attendance
- We will monitor attendance trends and patterns and provide regular communication
- We will work closely with you to identify and overcome any barriers to attendance
- We will contact home regularly and will make home visits to support attendance
- Our Trust Attendance Policy sets out how we will work together to improve attendance and can be found on the academy website:
<https://www.manchester.coopacademies.co.uk/policies>

We know that sometimes, attending every day is hard for students, and encouraging students to attend every day is hard for parents. Please get in touch to find out about all the support we have on offer so we can work with you for the best outcome:

Mr Easmon (Attendance Manager)
Ms Batty (Year 7 Attendance Officer)

If your child is absent from school, please let us know by 8:30am

✉ manc-attendance@coopacademies.co.uk

☎ 0161 795 3005

Extra-curricular activities

There is a a range of extra-curricular activities available to students - both at lunch time and after school. These range from various sports clubs (including fixtures) to Chess Club and even our annual academy production.

We strongly encourage all students, especially Year 7, to take part in one of our extra-curricular activities. These help students build confidence and develop a range of skills outside of the classroom.

We publish the extra-curricular timetable each half term on our website, and students are given a copy in their Personal Development Booklet in Tutor Time.

Along with this, the Library is open at break and lunch time every day and after school for quiet reading and independent study.

Example Key Stage 3 Extra Curricular Timetable:

	Lunchtime	After School
Monday	Jewellery and crafts club Te2 Maths club (MA4) Piano Practice Club (Mu1) Spanish Year 9 - MFL5	Bridgewater Gardening - offsite ECO Club - Sci 12 - 60 mins String Orchestra - Mu2 - 45 mins Girls fitness - 1 hour Cheer Club - theatre
Tuesday	Creative writing book club Sparx reading club	Chess Club - HUM2 - 60 mins Big Band - Mu2 - 60 mins Debate club - 45 mins Girls Rounders - 60 mins KS3 basketball boys - 1 hour
Wednesday	EAL conversation club (EAL) Year 7 and 8 Choir (Mu1) Sparx maths	KS3 Science Club - SC12 - 30 mins Creative Writing Club - EN2 - 60 mins Dungeons & Dragons club - Hu1 - 60 mins Cinema club - En9
Thursday	Pride	First Story Programme- Library - 60 mins
Friday	Year 7 and 8 Singers	Knit and Natter - Library - 45 mins SEND football - 60 mins



Co-op Academy
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Ground floor

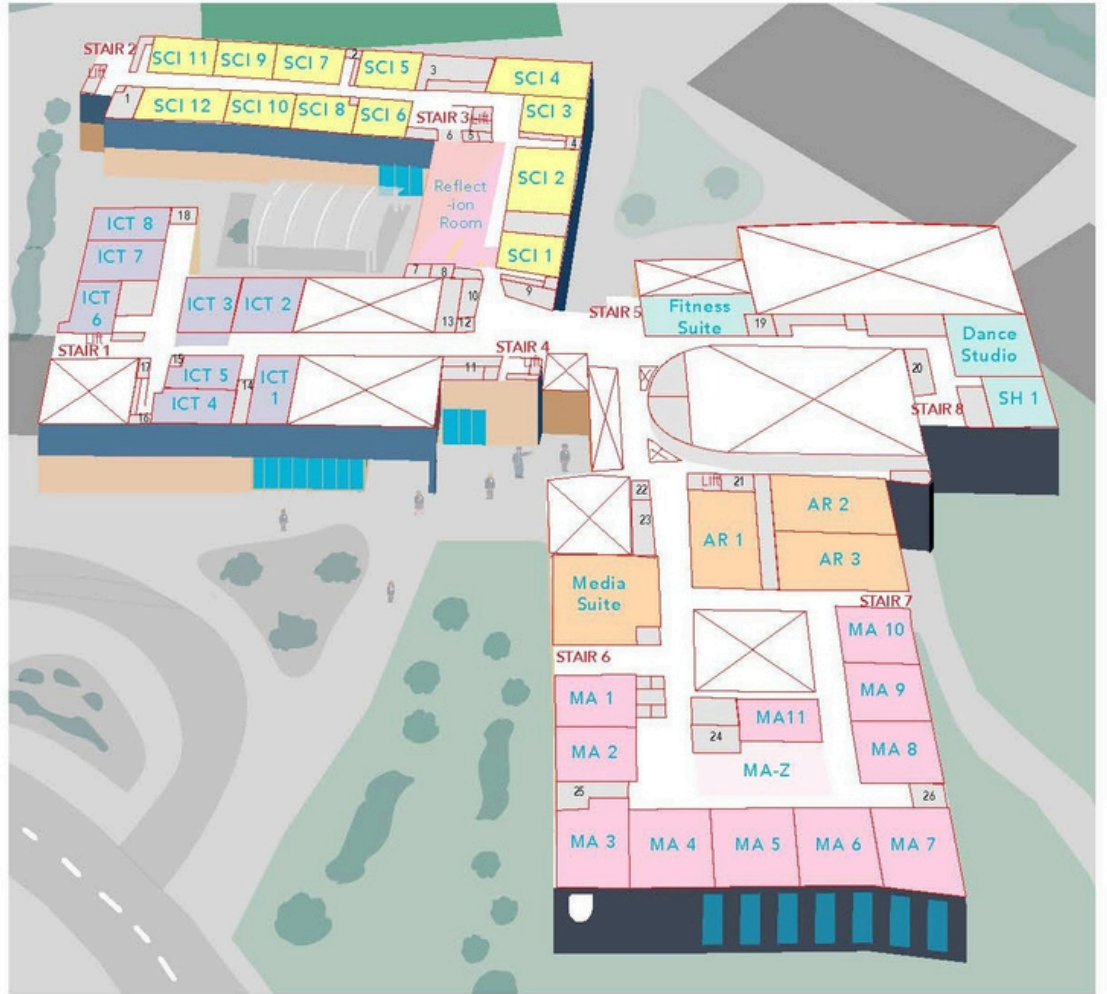
Humanities
(History /
Geography / RE)
English
Languages (MFL)

Technology
PE
Music
Drama



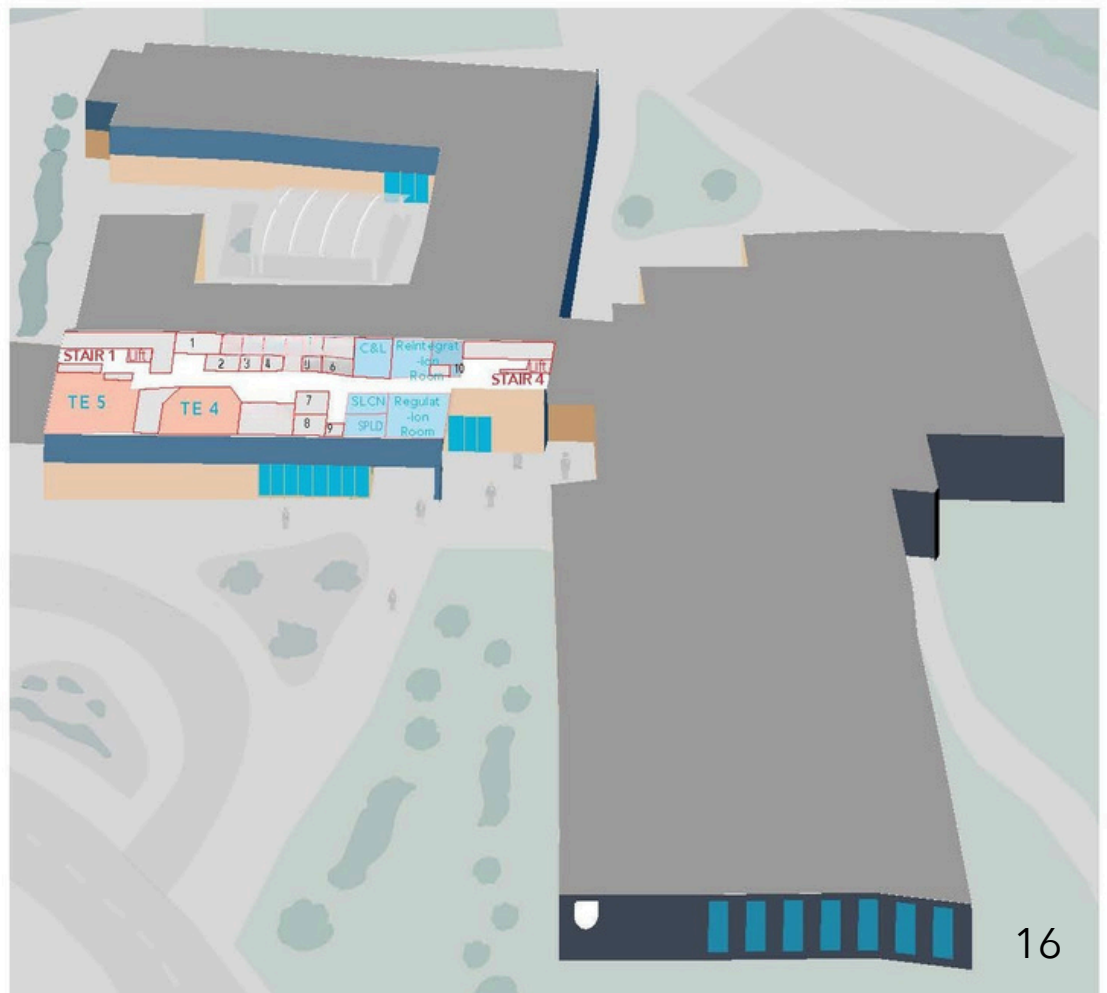
First floor

Science
ICT
Business
PE
Art
Media
Maths



Second floor

Inclusion /
SEND
Technology



Arbor Parent Portal

Arbor is our school management system. The Arbor Parent Portal is the main way we contact you. It allows us to keep you informed about your child's life in school in a much more accessible way. Log onto the Arbor Parent Portal, or download the Arbor app, to see and update your child's information, get updates about behaviour and attendance, and to make payments and bookings.

How do I get started on Arbor?

- Wait for the welcome email from us telling you that Arbor is set up (you can't set it up before then)
- Click the link in your welcome email to set up your password
- Go to the App store on iPhone or Google Play Store on Android - search 'Arbor'
- Click 'install' on Android or 'Get' on iPhone, then open the app
- Enter your email, select our academy (Co-op Academy Manchester) then enter your password
- Accept the Terms and Conditions and then enter your child's birthday.

Troubleshooting

- Ensure your username is the email address you use for Arbor (this will be the email address we have on record for you)
- Reset your password from log in
- If the log in link was sent more than 96 hours ago, it will have expired. Contact reception and we can send you a new one.
- Check that you have selected the correct school (Co-op Academy Manchester)
- Only relatives who are a Primary Contact of a child can access the Arbor App.

Contact reception on 0161 795 3005 if you still have questions about Arbor.



School meals

Our catering service is managed by an external company - Taylor Shaw.

Every day they offer:

- a selection of hot meals. The menu changes each day. You can view the menu on our website at <https://www.manchester.coopacademies.co.uk/lunches>
- a selection of fresh sandwiches and salads
- marinated halal chicken wraps
- pizza slices
- pasta with a selection of hot sauces
- fresh fruit
- a range of healthy drinks

Please note: we are a cashless school. You will need to top up your child's lunch account on Arbor.

Free school meals

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If you have a child who is not currently receiving Free School Meals who you think may be eligible please use the following link to make an online claim: pps.lgfl.org.uk/

Safeguarding

Safeguarding at Co-op Academy Manchester is defined as a commitment to ensuring a safe environment for every student, both inside and outside the academy. Staff at the academy have a broad responsibility to:

- Protect students from harm.
- Ensure students remain healthy and are not prevented from developing properly.
- Ensure students are safely looked after.
- Provide the best life chances for students to grow up happy and successful.

The academy maintains a safe, friendly, welcoming, and supportive environment. Staff provide guidance on how to stay safe in both the real and online worlds, follow specific procedures to identify potential problems, and listen to the wishes and views of students. Protection also includes identifying and preventing abuse—defined as when someone hurts, harms, or takes advantage of a student—as well as addressing criminal and sexual exploitation.

This is further supported by our PSHE curriculum which teaches our students how to identify risks and to keep themselves safe, in and out of school and online.

If a student has a problem, they can talk to any member of staff, who will work together to provide help. Additionally, you can report a concern via our website:

<https://www.manchester.coopacademies.co.uk/safeguarding>

When a concern is shared, the following procedures are followed:

- Staff record accurate notes of the discussion and store them on an electronic system called CPOMS.
- Staff cannot promise to keep secrets; they have a responsibility to report information to others if there is a worry about a student's safety.
- Staff may consult Designated Safeguarding Leads (DSLs), who are specially trained to support children and families.

Key contacts:

Designated Safeguarding Lead (DSL) : Mrs Baldwin

Deputy Designated Safeguarding Lead (DDSL): Mrs Ram

Designated Teacher for Children Looked After and previously Looked After: Ms Gamlin

Special Educational Needs

All young people, regardless of ability or need, have the right to an inclusive and caring environment whilst also receiving a good education. This can involve supporting students in mainstream lessons, in small groups or through one-to-one support.

Classroom and Academic Support

- High-Quality Teaching: Every teacher is accountable for the progress of all students and provides differentiated learning tasks to meet diverse needs.
- Graduated Approach: The academy follows a four-part cycle of "assess-plan-do-review" to identify barriers to learning and implement effective interventions.
- Teaching Assistant Support: Our team of TAs is coordinated by the SENCo to support students in focusing on tasks, understanding concepts, and developing independent learning skills.
- Tailored Interventions: Students may receive specific programs for literacy or numeracy catch-up, therapeutic support, or activities designed to enhance social and communication skills.
- Special Concessions: For lessons and examinations, eligible students may receive access arrangements such as a reader, scribe, use of a laptop, or extra time.

Our dedicated team of Teaching Assistants supports students with a broad range of needs, including:

Cognition & learning - Difficulties with reading, writing or maths.

Communication & interaction - Difficulties understanding and processing information.

Sensory & physical - Difficulties with hearing / sight impairment or physical disability.

Social, emotional & mental health - Difficulties managing relationships and / or behaviour.

Physical Accessibility and Inclusion

- Accessible Environment: The academy building is fully wheelchair accessible, featuring disabled toilets throughout and a specialist SEND suite.
- Safety Planning: For students with physical needs, the SENCo completes individual risk assessments and evacuation plans in collaboration with parents and carers.

Wider Curriculum

Staff strive to ensure equal access to all extra-curricular activities by making reasonable adjustments.

Key School contacts:

Mrs Baldwin (Senior AVP Inclusion)

Mrs Ferridge (SENDSCO)

Who to speak to for help & support

Form Tutors are the first point of contact for students. They

- Ensure students are organised and ready for the day ahead.
- Provide a consistent, supportive environment to start the morning.
- Conduct standards checks for correct uniform and equipment.

Our Heads of Year are highly active and visible throughout the school day:

- They are at the Year 7 entrance every morning to greet Year 7s as they arrive.
- They follow the year group throughout the day, popping into lessons and moving between classes.
- They are on duty with the students during break and lunch times to provide support outside the classroom.

The Academic Heads of Year oversee tutor time. During tutor Time they are based specifically in the Year 7 Zone to ensure all students are settling in and engaging with their learning.

Teaching Assistants are also stationed within the Year 7 Zone during Tutor Time. This allows them to meet with key students on a regular basis, providing extra guidance or a check-in for those who may need a little more support to start their day.

If you have any concerns or queries, you can contact the Year 7 team on:

manc-y7@coopacademies.co.uk

Staff have three working days to reply to all emails, though in most cases we will respond sooner.



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