

Year 11 Families Handbook September 2023

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# Welcome to Lipson

Welcome to Lipson.

I am proud to be the headteacher of a school that puts itself at the very heart of our community. My vision for the school is not complicated and it can be summed up in three words:

- People.
- Quality.
- Achievement.

We believe in valuing our people and putting them first. This starts with our students, whose best interests shape every decision we make, but we also look after and cherish our amazing staff and welcome the contribution of our parents.

We insist on the highest quality in everything we do. We have extremely high expectations of behaviour and attitudes, and will only do things if we can do them to a really high standard. In order to do this, we sometimes have to say 'no' to things.

The raising of student achievement is our core purpose, our reason for being. We are preparing our students for their adult life, so they need to leave us with the very best set of academic results that they are capable of. But we also see achievement in its widest sense, which is why we put so much emphasis on areas such as sport, music and the performing arts, as well as trips and visits.

At Lipson, we believe that every student is good at something; our job is to find out what it is and enable them to fly.

I look forward to meeting many of you in the future as you work with us to support your child to enable them to flourish with us. We want you and them to feel as proud of Lipson as we already are.

Martin Brook, Headteacher





## Mr Mitchell

Head of Year 11 smitchell@lipson.plymouth.sch.uk

Welcome to your new year as part of the Lipson Co-operative Academy family.

The year may be new, but the values we hold and the standards that we ask from all of our students – and, indeed, staff – remain unchanged and important.

At the centre of all that we do is PERK. We expect classrooms to be full of scholars who are:

Prepared; Engaged; Respectful; and Kind.

Those qualities will underpin all you do at Lipson and, combined with high personal standards, good levels of effort and the right attitude to learning, will naturally lead to the high premium that we place on good behaviour inside and outside of lessons.

Our promise to you is that we will ensure that there is a great, trusted teacher in every classroom at Lipson, providing a high-quality learning experience. This will not only give you the opportunity to achieve your full academic potential but will give you the chance to exceed in all that you do and reach for the results and further opportunities that you dream of.

We encourage you to take part in some of our extracurricular opportunities, from our three specialist academies in Music, Sport and the Performing Arts to all manner of enrichment opportunities, including after-school clubs, residentials and day trips.

Every opportunity builds relationships and establishes friendships that, with kindness underpinning everything, makes Lipson special and enables you to progress socially, emotionally and academically during your years with us.

Mr Mitchell





## Who's who in Year 11?



Mr Boyes

Deputy Headteacher
pboyes@lipson.plymouth.sch.uk



Mr Mitchell

Head of Year
smitchell@lipson.plymouth.sch.uk



Assistant Head of Year gdavis@lipson.plymouth.sch.uk



Miss Toze
Tutor
atoze@lipson.plymouth.sch.uk



Miss Borbon
Tutor
sborbon@lipson.plymouth.sch.uk



Miss Cargin
Tutor
vcargin@lipson.plymouth.sch.uk



Mrs Madge Tutor kmadge@lipson.plymouth.sch.uk



Mrs Haydon Tutor whaydon@lipson.plymouth.sch.uk



Mr Tamblyn Tutor mtamblyn@lipson.plymouth.sch.uk



Mr Lincoln
Tutor
jlincoln@lipson.plymouth.sch.uk



Miss Hykin
Tutor
chykin@lipson.plymouth.sch.uk

## Safeguarding Team



Mr Turner
Deputy Headteacher
Designated
Safeguarding Lead



Ms Bond Safeguarding, Attendance and Inclusion Key Worker



Miss Moutell Safeguarding & Welfare Key Officer



Miss Alexander
Designated Teacher
for Looked After
Children



Mrs Moutell Education Welfare Officer



# Times of the School Day

At Lipson Students must be in their Tutor Room by 8.40am, when the register is taken and morning activities will begin. This is also a time when they can talk to their tutor and peers.

| Time               | Activity                               |  |  |
|--------------------|--|--|--|
| 8.30am             | Students arrive at year group entrance |  |  |
| 8.40am             | Morning registration with tutor        |  |  |
| 9 to 10am          | Lesson 1                               |  |  |
| 10 to 11am         | Lesson 2                               |  |  |
| 11 to 11.30am      | Break 1                                |  |  |
| 11.30am to 12.30pm | Lesson 3                               |  |  |
| 12.30 to 1.30pm    | Lesson 4                               |  |  |
| 1.30 to 2pm        | Break 2                                |  |  |
| 2 to 3pm           | Lesson 5                               |  |  |
| 3 to 3.05pm        | Dismissal Time                         |  |  |
| 3.05 to 4.15pm     | Extra-curricular clubs                 |  |  |

All timetables work on a rota of A and B week, keeping to the times above. Example timetable below:

| BMon             | BTue   | Blv/ed      | BThu        | BFri             |
|------------------|--|-------------|-------------|------------------|
| BMon:1a          |  | BWed:1a     | BThu:1a     | BFri:1a          |
| Religious Studie |  | English     | Mathematics | Physical Educati |
| CMR 130          |  | BAR 5       | EPY 213     | KME PE3          |
| BMon:2a          | BTue:2a  | BWed:2a     | BThu:2a     | BFri:2a          |
| Science          | Mathematics  | Science     | Art         | Art              |
| SJO 101          | LBT 213  | SJO 101     | RPS 55      | JCR 56           |
| BMon:3a          | BTue:3a  | BWed:3a     | BThu:3a     | BFri:3a          |
| English          | History  | History     | Literacy    | Numeracy         |
| BAR 5            | FCN 222  | JRS 221     | MLR 10      | TGN 203          |
| BMon:4a          | BTue:4a  | BWed:4a     | BThu:4a     | BFri:4a          |
| Mathematics      | Numeracy   | Technology  | English     | ICT              |
| EPY 211          | TGN 209  | PNS 65      | BAR 9       | TBY 2            |
| BMon:5a          | The state of the s | BWed:5a     | BThu:5a     | BFri:5a          |
| Physical Educa   |  | Mathematics | Geography   | Citizenship/PSH  |
| KME PE3          |  | LBT 211     | NHT 223     | ALT 18           |

# Teaching and Learning at Lipson



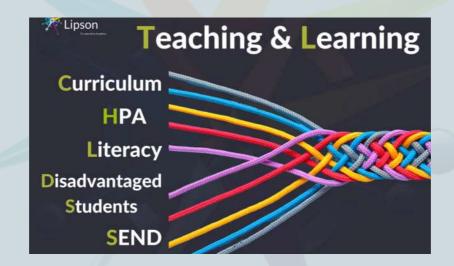
We aim to ensure that there is a great, trusted teacher in every classroom at Lipson Co-operative Academy to ensure that all students can access an ambitious and knowledge driven curriculum. This ensures that all students are thinking and working hard, remembering more and applying their knowledge expertly. All students participate and engage in 'no opt out' classrooms where their voices are valued.

We have a three-year Key Stage 3 curriculum and a two-year Key Stage 4 curriculum with the expectation that our students will continue their curriculum into our Sixth Form at Key Stage 5.

Formal written assessments, also known as end-point plans, are undertaken every half term and are skilfully, and appropriately, mapped back from Year 11-7. Parents currently receive three progress reports for each subject each year after each summative assessment point.

#### Homework includes:

- **Year 7-9** Set centrally once a week through Sparx Match and Sparx Reader. With additional homework set, if required, by individual subject areas.
- Year 10-11 Set within subjects as per the requirements of their courses



# Lesson structure at Lipson

## **Lipson Stages of Lessons**

#### **Entry Routine**

- Teacher welcomes students into the learning space, actively checking uniform
- · Students place bags and coats away, as instructed
- · Students have equipment ready.

#### So that...

- Students enter the learning space in a calm and focused manner
- · Students are in the correct uniform ready to start the lesson
- Students start the lesson in silence and are settled ready for learning

#### Retrieval Starter (Low Stakes Quiz)

- Students sit, in accordance with the seating plan, in silence and begin the Starter
- Teacher gives students a knowledge-based short answer quiz Tests interleave questions to assess subject content from previous topics and current teaching material
- · Answers are displayed and students correct in green pen
- So that...
- · Students can embed learning into their long term memory
- Students revisit material in a way which promotes long term memory

#### Teacher Instruction (Input)

- Teacher explicitly shares clearly defined outcomes/big questions for the lesson
- · Teacher uses highly effective explanations to teach key
- concepts, including tier 2 and 3 vocabulary taught using the
- · Frayer model (Give Them The Words)
- Teacher introduces new information in small chunks ensuring that there is not too much new information on a slide/resource.
- So that...
- Students have complete clarity around what they are learning and what success looks like
- · Students quickly grasp key ideas
- Students use ambitious vocabulary within their explanations and outcomes.
- Students understand the new knowledge and do not suffer from cognitive overload.

#### Deliberate Practice (Do)

- Teacher designs purposeful tasks which are closely aligned to achieving specific outcomes
- Teachers 'give them the words' to ensure student vocabulary is fit for purpose.
- Tasks are focused on improving a specific skill or embedding key ideas
- · Tasks stretch students just outside their comfort zone
- · Students practice with sustained concentration
- · Clear timings are given to outline task completion.
- Students are given a clear checklist for success in the task.

#### So that...

- · Students can develop fluency and accuracy in key skills
- · Students can clearly articulate improvements they are making
- · Students can apply their learning in a variety of contexts
- · Students have to think hard about what they are learning
- · Students develop persistence
- Students use a suitable vocabulary within spoken and written outcomes.

#### Learning Check (Review)

- Teacher uses formative assessment strategies to assess progress against the clearly defined outcomes
- Teacher gives timely feedback which is specific, accurate and
- clea
- · Teachers use retrieval tasks to assess that knowledge is secure
- · from the previous lesson/topic/unit/year.

- So that...
- Teachers know which topics to re-teach that were not grasped first time
- · Student actions are reinforced or redirected.
- · Students can swiftly unlock further learning
- Students can retrieve key knowledge and improve their memory.

#### **Exit Routine**

- Students pack away when asked and stand (behind their chairs when in a classroom) in silence
- The teacher dismisses students in an orderly manner, one row at a time.

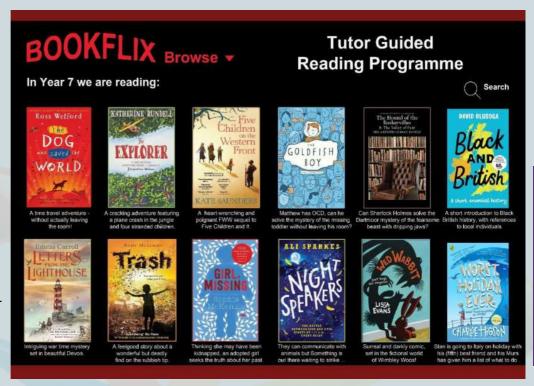
#### Sothat

· Students leave the lesson in a calm and orderly manner

# Reading

We expect students to read every day at home.

An important part of ensuring students are successful is making sure they can read fluently and in context. This gives students the background knowledge and vocabulary they need to be successful in their lessons and get the best possible grades in their GCSE exams.



To read the questions on a GCSE exam paper, students need a reading age of at least 15. To gain a grade 7 to 9, students will need a reading age of 17. If students do not have a reading age of 15 or above, they will find it difficult to understand the exam questions which will then limit their grades.

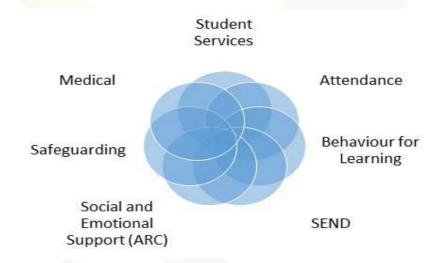
We employ a range of strategies and activities to develop pupil vocabulary and reading fluency. Three times a week, during morning registration, students in all year groups participate in a guided reading programme. This is in addition to reading in all subjects and additional support for students who need to accelerate their reading progress when they join us in Year 7.

There are also things students can and must do outside of school to develop their reading. The most effective way of a child improving their Reading Age is to read often and read widely. Therefore, we expect every parent and carer to support us in ensuring their child reads at home every day. Parents and carers should be encouraging students to read aloud and then engage in conversations about what their child has been reading.



# Inclusion for Learning

Our Inclusion for Learning provision incorporates a number of key areas that work collaboratively together. Our aim is to support students to successfully access all aspects of Academy life whilst developing .positive ways of learning



## **Student Services - Here to Help!**

Student Services are based in the heart of the school and are an integral part of our Inclusion for Learning provision. They are the face at the door for students and the voice on the phone for parents and carers.

The team support and signpost students, parents and carers in all areas of Academy life. For example;

- Uniform
- Free School Meals applications
- Medical Requirements
- Primary Transition
- Special Arrangements for Medical Conditions
- School Trips
- Work Experience
- Bursaries (Sixth Form)



You can contact Student Services by:

Phone 01752 671318

Email studentservices@lipson.plymouth.sch.uk

# Safeguarding



Ms Bond Safeguarding, Attendance and Inclusion Key Worker

Ms Bond and Miss Moutell head our safeguarding team. Their job is to ensure that you are all safe and well. The team is always on hand to help and support you if you are feeling worried or anxious about something, or if you are concerned about a friend.



Miss Moutell Safeguarding & Welfare Key Officer

You can find the Lipson Safeguarding Team in room no. 1. You will sometimes see the team walking around the school talking to students and staff who need help and support. It is important that all students know that they are never in trouble if they come to speak to the safeguarding team and they will always do their very best to try to help you.

## Medical

All Health Care plans are regularly reviewed in close liaison with parents and carers to offer reassurance and to ensure we are fully updated with all health-related information about the child, along with any changes to medication.

We work closely with our school nursing team who offer monthly drop-in clinics and we hold a regular diabetes drop-in clinic with the children's diabetes community team and with the community CF (Cystic Fibrosis) nursing team.

In addition to this we refer and host triangular consultation meetings with the CAMHS team and are willing to attend or contribute information for any health appointment/meetings for those students in need.



Mrs Murdoch Medical Liaison & Vulnerable Support Worker

## **SEND: Mission Statement**



Mrs Green Associate Assistant Headteacher & SENDCo

At Lipson Co-operative Academy, we aim to ensure that students with special educational needs are given every opportunity to experience success, achievement and fulfilment in their work. We aim to provide educational, emotional and technical support in a positive learning environment and ultimately provide an inclusive education for students.

Every teacher is responsible and accountable for all students in their class; every teacher is a teacher of Special Education Needs (SEN), providing all children with realistic learning goals in a broad-based, appropriate curriculum with suitably scaffolded work, as well as stretch and challenge in the classroom.

# Academic Recovery Centre - ARC





Michelle Griffiths

The ARC is a base that is situated in a quiet area of the main part of the school. The base is a calm and friendly area which helps to support students from Year 7 to Sixth Form. Key workers are addressed by their first names - this helps students feel a little more relaxed when having conversations.





# Respect for Lipson - Behaviour for Learning

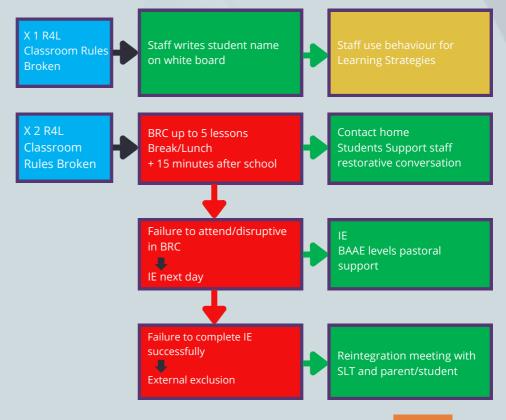
We believe that effective behaviour management is at the heart of a successful and thriving Academy; good behaviour creates a learning environment in which teachers can teach and students can learn. Every child has the right to learn, but no child has the right to disrupt the learning of others.

Respect for Lipson is a whole Academy Behaviour Policy which relies on all staff using it in a fair and consistent way.

Students will show they are 'Ready to Learn' by adhering to PERK:







# Behaviour Recovery Centre (BRC)

**BRC Staff** 



Mr Moutell
BRC Co-ordinator

Managing Poor Behaviour Outside of the Classroom We expect high levels of behaviour from students both inside and outside of the classroom.

#### The latter will include:

- Behaviour in the corridors and communal areas of the Academy.
- Behaviour at break and lunchtimes.
- Behaviour on the way to and from the Academy; in the community, on the bus, etc.
- Behaviour outside of school if it impinges on the wellbeing of other students and/or staff (e.g., via social networks, etc.)

If you would like to look at our behaviour policy in more detail you can find it on our website under Respect for Lipson Behaviour Policy.



## Rewards

We are proud of the positive learning and teaching environment that we create and we recognise the importance of rewards as an incentive for students to achieve their best. Staff and students are encouraged to celebrate success at every opportunity and a range of rewards exist for this purpose, including:







## **Attendance**

Lipson Co-operative Academy is committed to providing an outstanding educational experience for all students. We believe that if students are to benefit from education, outstanding attendance is crucial. Poor attendance undermines progress and attainment and can lead to social disadvantage. As an Academy, we do all that we can to ensure maximum attendance for all students. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

#### Methods of reporting absences

In case of absence, parents/carers should contact the school by one of the following methods:

- 1. By phone to the Academy Dedicated line through 01752 671318
- 2. Email from an agreed account (i.e. the registered home email address) to Student Services studentservices@lipson.plymouth.sch.uk
- 3. Personal contact through Student Services or student's Tutor

If you would like to look at our attendance policy in more detail you will be able to find it on our website under attendance policy - www.lipsonco-operativeacademy.coop/index.asp



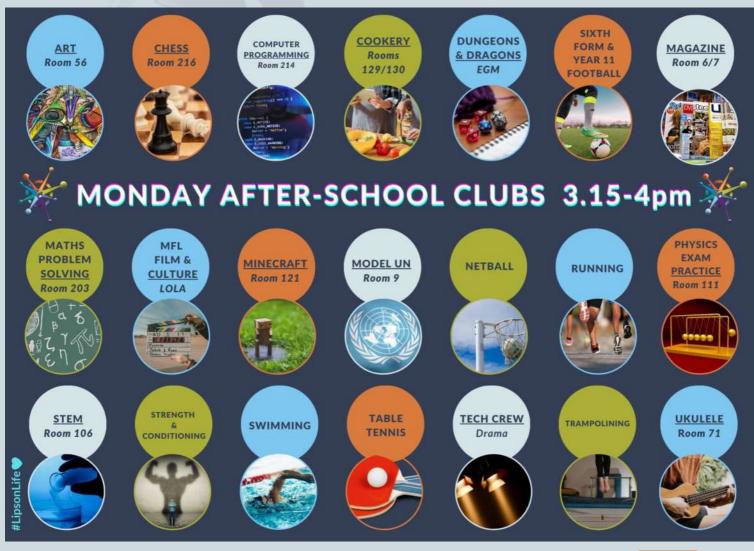
## **Enrichment**

Here at Lipson, we have a huge variety of lunchtime and afterschool clubs and activities that include:
Sponsored Walk, Enrichment Week, Combined Cadet Force on site, Work Experience, Duke of Edinburgh, Year 11 and Sixth Form Proms, Students Leadership, National Citizenship Service

### **Music Academy**

Widely regarded as having the best music provision in the city, Lipson students have the unique opportunity to join the Junior Music Academy in Years 7, 8 and 9 and receive professional tuition in the morning during tutor time. They also come out of one lesson a week to rehearse together. In older years, this then feeds into our senior music academy and Cooperative Big Band, which consists of expert musicians and an extensive musical alumni.





# **School Uniform**

For full uniform details, please follow this link:

kitworld.uk/product-category/school-clubs/lipson-co-op-uniform/





## School Uniform - footwear

Examples of acceptable footwear: black, polishable, not canvas and no coloured logos:



Examples of unacceptable footwear: coloured logos, fabric/canvas/suede material, heels, bubble/air or platform soles:



NB: This is not an exhaustive list, if in doubt, please contact the school.

## **School Uniform**

Pictured below are skin tight/skinny fit trousers or cropped trousers which are not allowed for school.







## **Jewellery**

#### **Piercings**

Ears – studs only. No hoops, bars or stretchers.

No other facial piercings - this includes nose piercings. No tongue piercings.

No rings and no bracelets (excluding medical reasons).

**Hair:** Hair can be dyed, but only one natural colour. No extreme hair cuts.

**Nails:** No acrylic nails.

Make-up: Must be minimal.

## **Mobile Phones and Earphones**

Mobile phones and earphones are allowed in school but must only be used at break times and in the specific phones zones for the year groups. Consequences for not following this rule are as follows:

Mobile and/or earphones are seen outside of Phone Zone

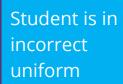
Memebr of staff logs incident on class charts

A stude a reasserious and returns to lesson

At 3:05pm, student collects phone from Student Services

A student refusing to follow a reasonable request is a serious infringement and will be dealt with in line with our Behaviour Policy

## School Uniform - consistency and sanctions



Student has the opportunity to rectify immediately - e.g. change shoes as they are in their bag/remove hoop earrings.

The student is unable to rectify the incorrect uniform

Seen prior to morning tutor - go to student services - student services replace item of uniform and contact home - given red uniform card add uniform class charts point.

Student attends breaktime detention same day.

A refusal to follow reasonable requests by students in the above system will result in an Internal Exclusion and contact home will be made. If a student does not show up to breaktime detention it follows the same upscaling as a late detention – contact with home and after school detention.

Failure to complete the Internal Exclusion will result in an External Exclusion.

If a student does not show up for after school detention, this will result in an Internal Exclusion.





## School Canteen

#### Canteen

Open from 7.30-8.30am for Breakfast. Then open at Breaktimes every day. Lower school canteen - Year 7 and 8 only. Upper school canteen - Year 9 - 13 only.

### Cashless catering system

Students use catering cards, which they receive when they join to pay for their food. Credit can be added to these by parents/carers via the new Bromcom payment system.

#### **Breakfast Club**



If you have any questions regarding what is in this handbook, then please do not hesitate to speak to a member of staff and they will be happy to help you.



Bernice Terrace Lipson Plymouth PL4 7PG

**Phone:** (01752) 671318

Email: lca@lipson.plymouth.sch.uk

Website: www.lipsonco-operativeacademy.coop