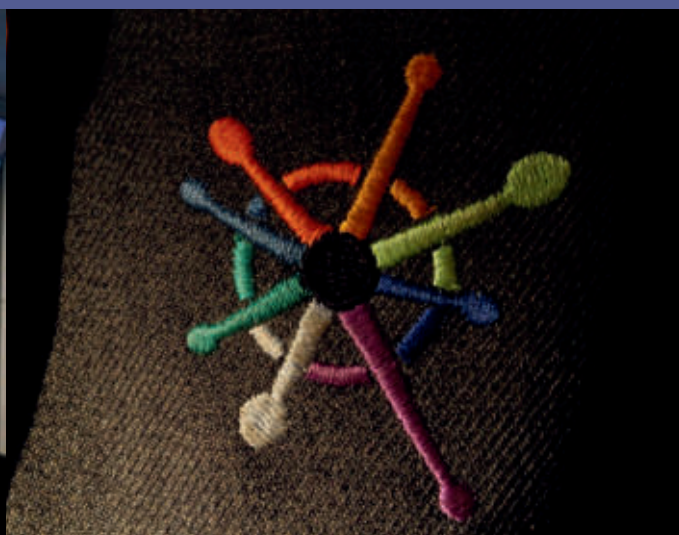




Lipson
Co-operative Academy

Family Handbook
September 2026



Lipson Co-operative, Academy Bernice Terrace, Plymouth PL4 7PG



01752 671318



lca@lipson.plymouth.sch.uk



facebook.com/LipsonCooperativeAcademy



www.instagram.com/lipson_academy/



www.threads.com/@lipson_academy



bsky.app/profile/lipsonacademy.bsky.social



youtube.com/@lipsonacademyofficial



www.linkedin.com/company/lipson-academy

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Welcome to Lipson



LIPSON is a special place. What makes this school different is not just what we do, but how we do it - we immensely value people, relationships and care, alongside a relentless ambition for our students. We believe that all staff, students and families should feel significant and that they matter.

We are a school where a sense of mattering and excellence go hand in hand; where staff are proud to work and students are proud to learn. We promise to continue to nurture an environment where ambition thrives, and everyone feels seen, supported, and inspired to be their best.

Lipson is more than a school - it's a community where everyone belongs, grows, and achieves together.

Tom Goodman, Headteacher

Year 7 & 8 Progress Team

Y
E
A
R
7



Miss McVicker
Head of Year 7



Ms Sloggett
Senior Leadership Team



Mrs Usher
Year 7 Progress & Pastoral
Administrator
studentservices@lipson.plymouth.sch.uk

Y
E
A
R
8



Ms Leeder
Head of Year 8



Miss Geraghty
Senior Leadership Team



Mrs Kos
Year 8 Progress & Pastoral
Administrator
studentservices@lipson.plymouth.sch.uk

S
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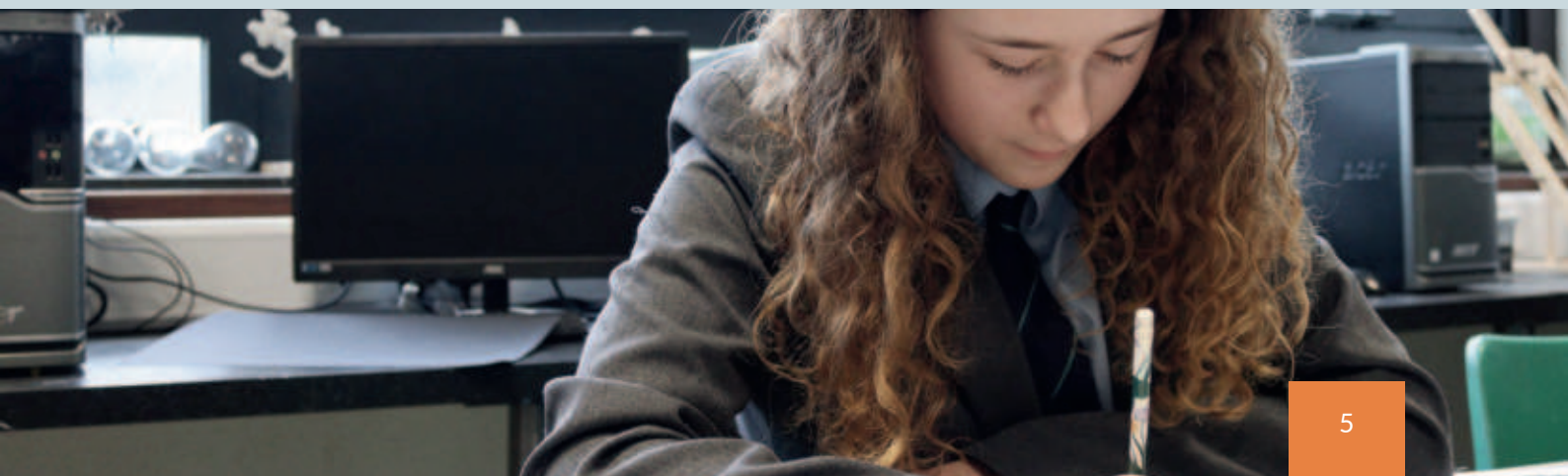
Mrs Wilkinson
Learning Mentor



Mrs Manley
Learning Mentor



Mrs Moutell-Dean
Learning Mentor



Year 9 & 10 Progress Team

Y
E
A
R
9



Mrs Lockhart
Head of Year 9



Mr Turner
Senior Leadership Team



Mrs Daly
Year 9 Progress & Pastoral
Administrator
studentservices@lipson.plymouth.sch.uk

Y
E
A
R
10



Mr Mitchell
Head of Year 10



Mrs Toze
Senior Leadership Team



Mrs Barnes
Year 10 Progress &
Pastoral Administrator
studentservices@lipson.plymouth.sch.uk

S
U
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T



Miss Tsirka
Learning Mentor



Mrs Bennett
Learning Mentor



Mrs Tayler
Learning Mentor

Year 11 Progress Team



Mr E Goodman
Senior Leadership Team



Mrs Stemp
Year 11 Progress & Pastoral
Administrator
studentservices@lipson.plymouth.sch.uk



Mrs Nourse
Attendance Manager
samantha.nourse@lipson.plymouth.sch.uk



Times of the School Day

At Lipson, students must arrive at their entrance between 8.30-8.35am and be in their Tutor Room by 8.40am, when the register is taken and morning activities will begin.

Time	Activity
8.20am	Students arrive at year group entrance
8.30am	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
3pm	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	BWed	BThu	BFri
BMon:1a Religious Studies CMR 130	BTue:1a English BAR 130	BWed:1a English BAR 9	BThu:1a Mathematics EPY 213	BFri:1a Physical Education KME PE3
BMon:2a Science SJO 101	BTue:2a Mathematics LBT 213	BWed:2a Science SJO 101	BThu:2a Art RPS 55	BFri:2a Art JCR 56
BMon:3a English BAR 5	BTue:3a History FCN 222	BWed:3a History JRS 221	BThu:3a Literacy MLR 10	BFri:3a Numeracy TGN 203
BMon:4a Mathematics EPY 211	BTue:4a Numeracy TGN 209	BWed:4a Technology PNS 65	BThu:4a English BAR 9	BFri:4a ICT TBY 2
BMon:5a Physical Education KME PE3	BTue:5a Science IML 106	BWed:5a Mathematics LBT 211	BThu:5a Geography NHT 223	BFri:5a Citizenship/PSH 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 use The Lipson Way teaching techniques based on educational research to ensure that all students answer regular questions in lesson and have opportunities to practice verbal responses that support their oracy. Techniques include: cold calling; regular learning checks; live modelling and routines such as a 3,2,1 countdown for attention.

In addition, students have opportunities to develop the foundational skills of handwriting, grammar, punctuation and mathematical concepts such as timetables. Intervention is provided for those that need additional support to develop these skills.

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 in Maths, English and Science on Sparx. Additional homework set, if required, by individual subject areas.
- **Year 10-11** Set within subjects as per the requirements of their courses.

Click [HERE](#) or this QR code to watch a YouTube video about Sparx Reader, and to see how you can support your child in completing their homework.



Lesson Structure at Lipson



Low Stakes Quiz

- Teacher gives students a knowledge-based short answer quiz that uses questions to assess subject content from previous topics and current teaching material (last year, last topic, last lesson, one vocab question)
- Answers are displayed and students correct in green pen
- Starter is completed (questions and answers within 10 min)



Teacher Instruction

- New knowledge is delivered using effective explanations.
- New vocabulary is taught using the Frayer model.
- New knowledge is delivered in small chunks ensuring that there is not too much new information on a slide/resource.
- Reading routines are followed for all texts with students tracking with a ruler or pen.
- Teacher models the outcome using *'I do, We do' under the visualiser, with clarity.*



Learning Check

- Teacher checks that all students have remembered the new knowledge before moving on to complete the 'you do' stage using whole class checks (mini whiteboards, cold call questioning, true/false statements or other whole class understanding checks).



Deliberate Practice

- Teacher designs purposeful tasks which are closely aligned to achieving specific outcomes.
- Students complete independent tasks *'You do'* with sustained concentration, in silence.
- Clear timings are given to outline task completion.
- Students are given a clear checklist for success in the task.
- Teachers circulate the room purposefully during this stage.



Learning Check

- Teacher checks that all students have remembered the new knowledge from today's lesson using whole class checks (mini whiteboards, cold call questioning, true/false statements or other whole class understanding checks).
- Teacher gives timely feedback which is specific, accurate and clear.

Kind

Respectful-

Engaged-

Prepared-

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.



Safeguarding



Ms Bond
Safeguarding,
Attendance and
Inclusion Key Worker

Ms Bond and Ms Alexander 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.



Ms Alexander
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 who will always do their very best to try to help you.



Mrs Turner
Vulnerable
Student Support
Worker

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 Duckett
First Aid
Operational
Assistant

SEND: Mission Statement



Mrs Green
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
Assistant SENDCo

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. Our School Dog, Rolo, visits on Mondays, Wednesdays and Fridays.



What provisions do we provide?

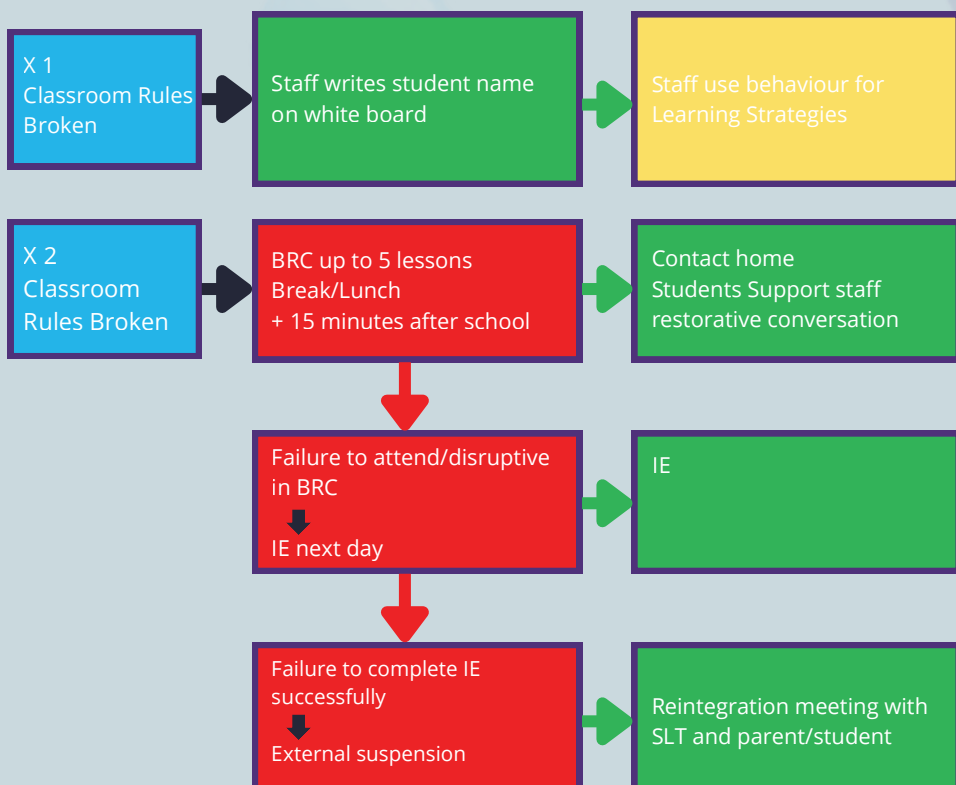


Respect for Lipson - Behaviour for Learning

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
Inclusion Provision Lead

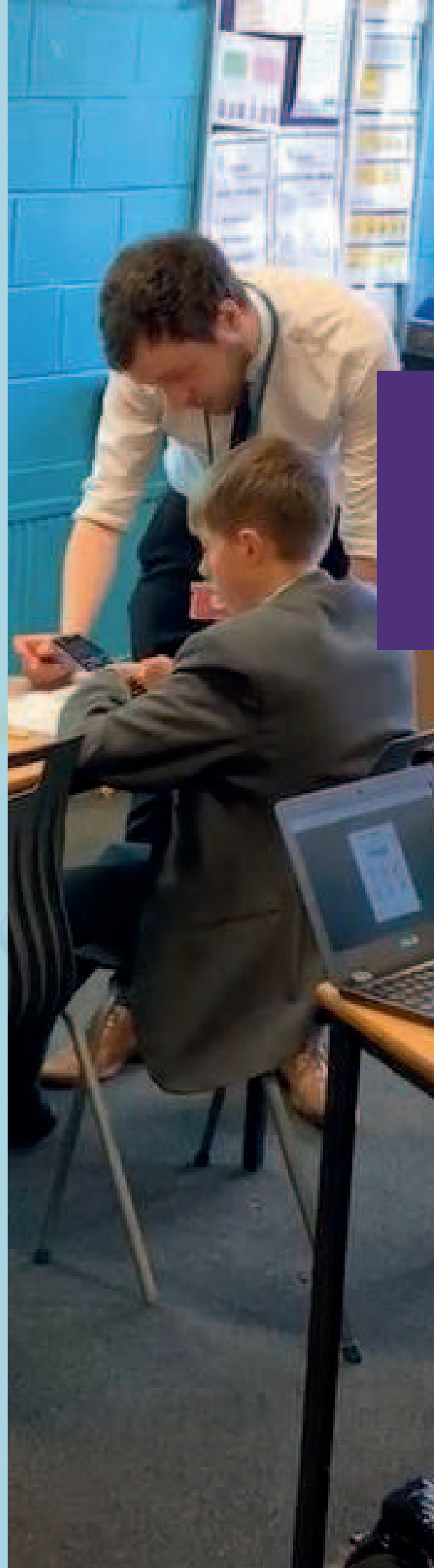


Miss Taylor
Inclusion Provision Lead

We expect high levels of behaviour from students both inside and outside of the classroom.

- 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 well-being 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

"Every missed day is a lesson missed, a friendship opportunity missed, and a chance to build confidence missed."

Every Day Builds Success

Children make the greatest progress when they attend school every day. Learning is carefully sequenced, so each lesson builds upon the last. Even a small number of absences can make it harder for children to keep up with learning, feel confident in class and achieve their full potential. Regular attendance gives children the best opportunity to succeed both academically and personally.

Attendance Is About More Than Learning

School attendance is not just about lessons. Being in school helps children develop friendships, confidence, resilience and a sense of belonging. School provides opportunities for personal development, enrichment activities and support from trusted adults. Every day in school helps children grow socially and emotionally as well as academically.

Small Amounts of Absence Add Up Quickly

Missing a day here and there may not seem significant, but absences soon accumulate. National research consistently shows that pupils with higher attendance achieve better outcomes than pupils with similar backgrounds who attend less regularly. At Lipson, students who met their attendance targets were twice as successful at passing their GCSE than those who did not.

Working Together

We understand that children can face genuine barriers to attendance, including illness, anxiety, special educational needs or family circumstances. Our approach is always to work with families to identify challenges early and provide support. By working together, we can help every child access the education, opportunities and future they deserve.

Please contact your child's progress team if you have any worries about attendance you would like us to hear.



Enrichment

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

These change on a term-by-term basis and information will be sent out accordingly.

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



Our uniform supplier is The Schoolwear Shop, 105 Mayflower Street, Plymouth. PL1 1SD.

Phone: 01752 252025 . **Email:** shop@plymouthschoolwear.co.uk

They are open Monday-Saturday, 9am-5pm every week,
and 11am-3pm on Sundays during the summer holidays.

You can also order online, which gives plenty of time to buy uniform ready for September.

The following items should be bought from there only: blazer; tie; skirt; and PE top.

Whilst they also stock our other items (below), these can also be bought from any supermarket and we would encourage you to do so to reduce the overall cost.



Tailored grey shorts



School Uniform - PE



Academy uniform (required)	Where to purchase
Lipson blazer	Plymouth Schoolwear only
Lipson tie	Plymouth Schoolwear only
Blue shirt (long or short sleeve)	Any supermarket or Plymouth Schoolwear
Grey trousers/Tailored grey shorts	Any supermarket or Plymouth Schoolwear
Bespoke Lipson skirt	Plymouth Schoolwear only
Navy plain V-neck jumper (optional)	Any supermarket or Plymouth Schoolwear



PE uniform	Where to purchase
Lipson PE t-shirt (required)	Plymouth Schoolwear only
Black/navy plain bottoms/shorts (required) No cycling shorts	Any supermarket or Plymouth Schoolwear
Lipson PE training top (optional but advised in winter)	Plymouth Schoolwear only
Navy football socks (optional)	Any sports shop or supermarket
White sport socks (optional)	Any sports shop or supermarket
Trainers (required)	Any sports shop or supermarket

Skin tight/skinny fit trousers, cropped trousers and cycling short are not allowed for school.



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.

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: Natural colours. No extreme hair cuts/colours

Nails: No acrylic nails.

Make-up: Must be minimal.

Mobile Phones and Earphones

Mobile phones and earphones are not allowed in school.

Please see below a summary of our expectations / rules around mobile phones and earphones.

Mobile phones will be required to be switched off and placed in the child's YONDR pouch. This will be done as part of our tutor/morning routines.

Students will be able to unlock their pouch at the end of the school day on one of our unlocking devices upon exiting the building.

Phone Pouches:

A Guide

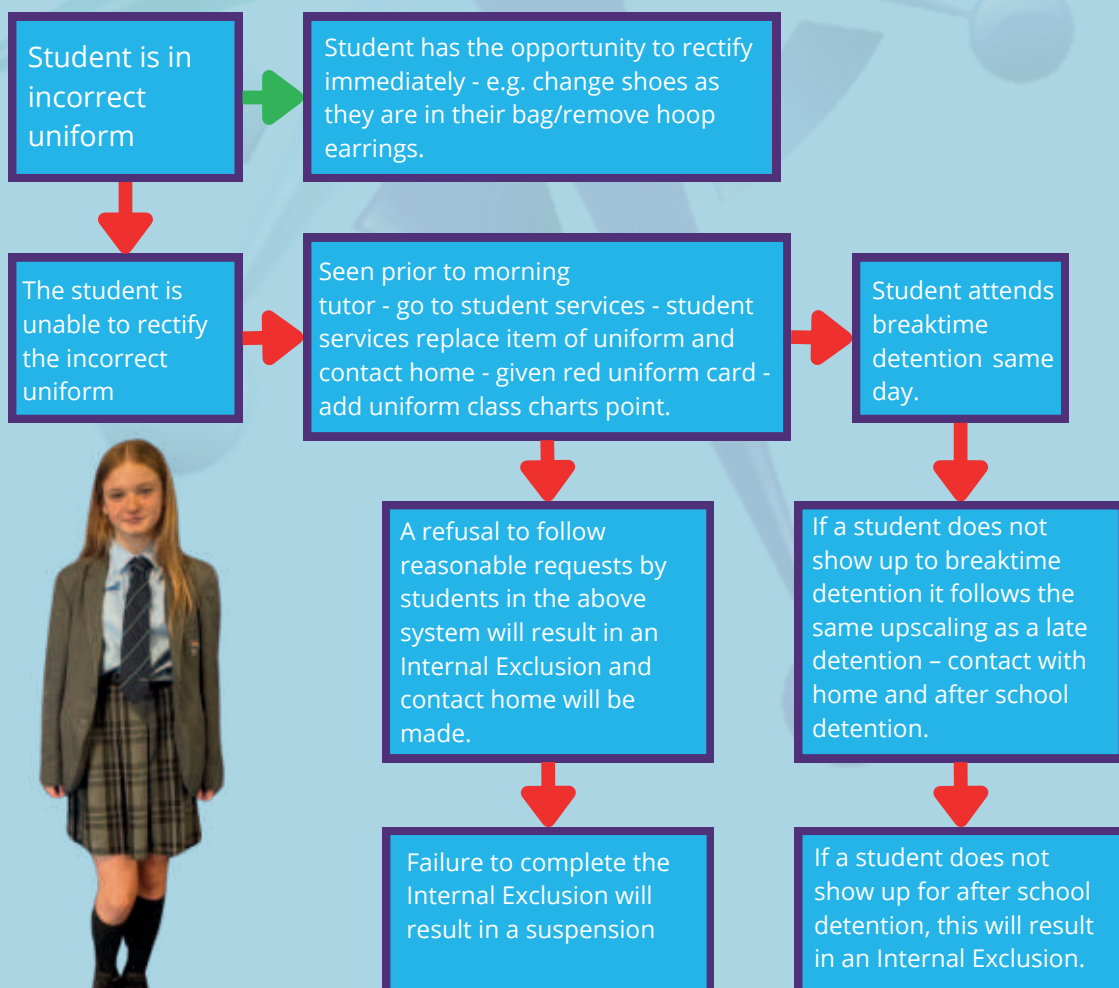
Click [HERE](#) or follow the QR code



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





School Canteen

Canteen

Open from 7.30-8.30am for Breakfast.

Then open at Breaktimes every day

Big Canteen
Year 7 and 8 only

Small 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 Bromcom payment system.



BREAKFAST CLUB

FREE for
all year groups

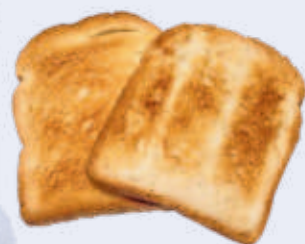


Toast



Bagels

Cereal



Tea

Coffee



**Entry at the back of the
canteen**

**Stay, chat and make
friends after enjoying
breakfast**

All welcome



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.



Ted
Wragg Trust



Lipson Co-operative, Academy Bernice Terrace, Plymouth PL4 7PG



01752 671318



lca@lipson.plymouth.sch.uk



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