



Lipson
Co-operative Academy



Lipson
Co-operative Academy

Family Handbook
September 2025



Lipson Co-operative Academy
Bernice Terrace
Plymouth
PL4 7PG



01752 671318



lca@lipson.plymouth.sch.uk



facebook.com/LipsonCooperativeAcademy



x.com/LipsonAcademy



youtube.com/@lipsonacademyofficial

Ted
Wragg Trust

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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, Head Teacher

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 call this belonging.

We are a school where belonging 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, Head Teacher Designate



Year 7 & 8 Progress Team

Y
E
A
R
7



Miss McVicker
Head of Year 7



Mrs Jones
Senior Leadership Team



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

Y
E
A
R
8



Mrs Lockhart
Head of Year 8



Mr Turner
Senior Leadership Team



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

S
U
P
P
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R
T



Mrs Linton
Learning Mentor



Mrs Manley
Learning Mentor



Mrs Moutell-Dean
Learning Mentor



Year 9 & 10 Progress Team

Y
E
A
R
9



Mr Mitchell
Head of Year 9



Mrs Toze
Senior Leadership Team



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

Y
E
A
R
10



Miss Leeder
Head of Year 10



Mr T Goodman
Senior Leadership Team



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

S
U
P
P
O
R
T



Miss Tsirka
Learning Mentor



Miss Orchard
Learning Mentor



Mrs Williams
Learning Mentor

Year 11 Progress Team



Mr E Goodman
Senior Leadership Team



Mrs Toze
Senior Leadership Team



Miss Geraghty
Senior Leadership Team



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



Mrs Moutell
Attendance
dawn.moutell@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
8.30am	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	BWed	BThu	BFri
BMon:1a Religious Studie CMR 130	BTue:1a English BAR	BWed:1a English 9 BAR	BThu:1a Mathematics 5 EPY 213	BFri:1a Physical Educati 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 Educat 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 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.



Use 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 Mrs 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.



Mrs 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 who 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
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.

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.

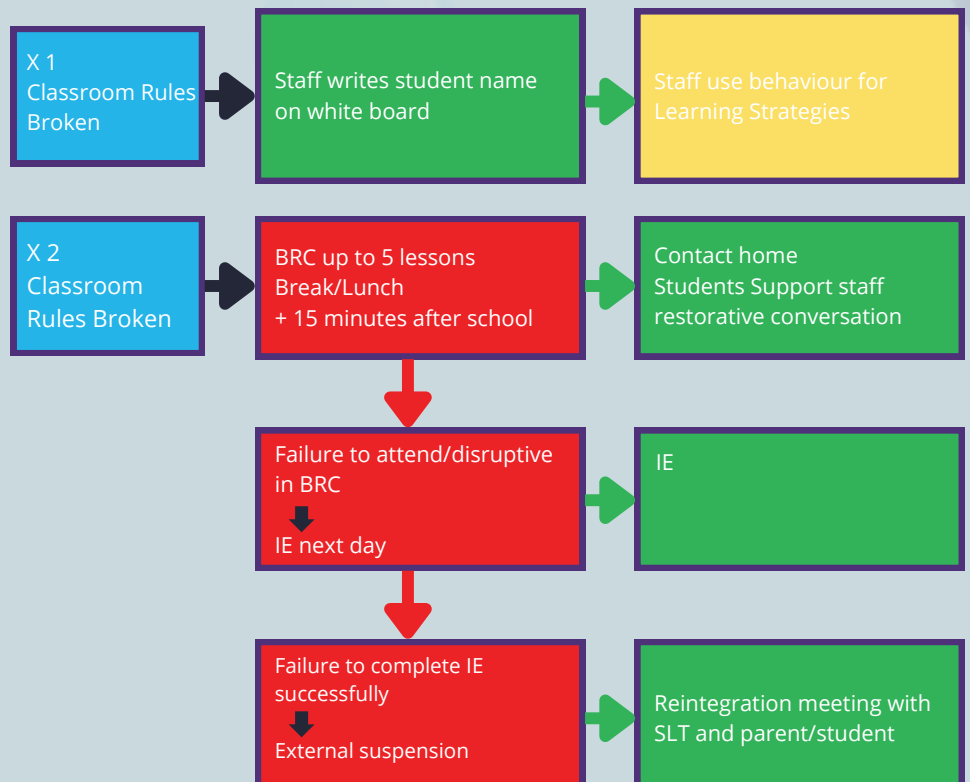
Respect for Lipson is a whole Academy Behaviour Policy which relies on all staff using it in a fair and consistent way.

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



At Lipson, we will be:

<p>Prepared</p> <ul style="list-style-type: none"> • Arrive at lessons on time • Sit where you are asked • Sit down straight away with the necessary equipment out ready to use 	<p>Engaged</p> <ul style="list-style-type: none"> • Don't speak when the teacher is talking • Keep off task conversations for social times • Allow others to learn, do not disrupt or distract • Treat everyone and everything in the room with respect
<p>Respectful</p> <ul style="list-style-type: none"> • Stay in your seat • Phone and headphones should be out of sight and silent throughout lessons • Try as hard as you can, taking part in the lesson and answering questions 	<p>Kind</p> <ul style="list-style-type: none"> • Listen when others are talking • Treat others how you would like to be treated • Help and support others



Behaviour Recovery Centre (BRC)

BRC Staff



Mr Moutell
BRC Co-ordinator

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

"PUPILS with an attendance rate of 95-100% are 1.9 times more likely to achieve a Grade 5 in English and Maths GCSE."

DFE 2025

"Pupils who attend only 90% of the time reduce their chance by a third."

DFE 2025

Students who attend school regularly are more likely to achieve better grades develop crucial life skills and have better overall well-being.

Your support in ensuring your child attends school regularly makes a big difference in their academic success and overall well-being.

If you are experiencing any worries about your child's attendance, please get in touch with your child's tutor.

Reporting absence

In case of absence, parents/carers should contact the Academy by phone on 01752 671318

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: Enrichment Week, Combined Cadet Force on site, Work Experience, Duke of Edinburgh, Year 11 and Sixth Form Proms, Students Leadership, National Citizenship Scheme

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.

A promotional poster for the musical 'School of Rock'. At the top left is a pink starburst logo. The text reads 'LIPSON ACADEMY PRESENTS ANDREW LLOYD WEBBER'S SCHOOL of ROCK THE MUSICAL'. Below the title is a group of five school children in uniform: a boy with a drum set, a girl with a red bass guitar, a boy with a red electric guitar, a girl with a black electric guitar, and a girl with a keyboard. The background is white with a subtle shadow effect behind the children.

LIPSON ACADEMY PRESENTS
ANDREW LLOYD WEBBER'S
SCHOOL of ROCK
THE MUSICAL

Based on the Paramount movie written by Mike White
Music by Andrew Lloyd Webber
Book by Julian Fellowes | Lyrics by Glenn Slater

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.



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	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 PE bottoms (required)	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 or cropped trousers 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).

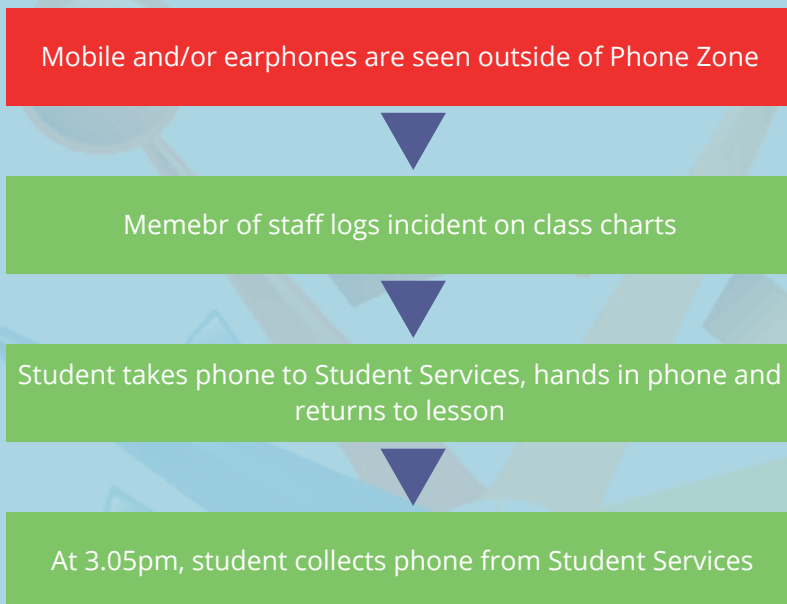
Hair: One natural colour. No extreme hair cuts.

Nails: No false nails of any type.

Make-up: Must be minimal.

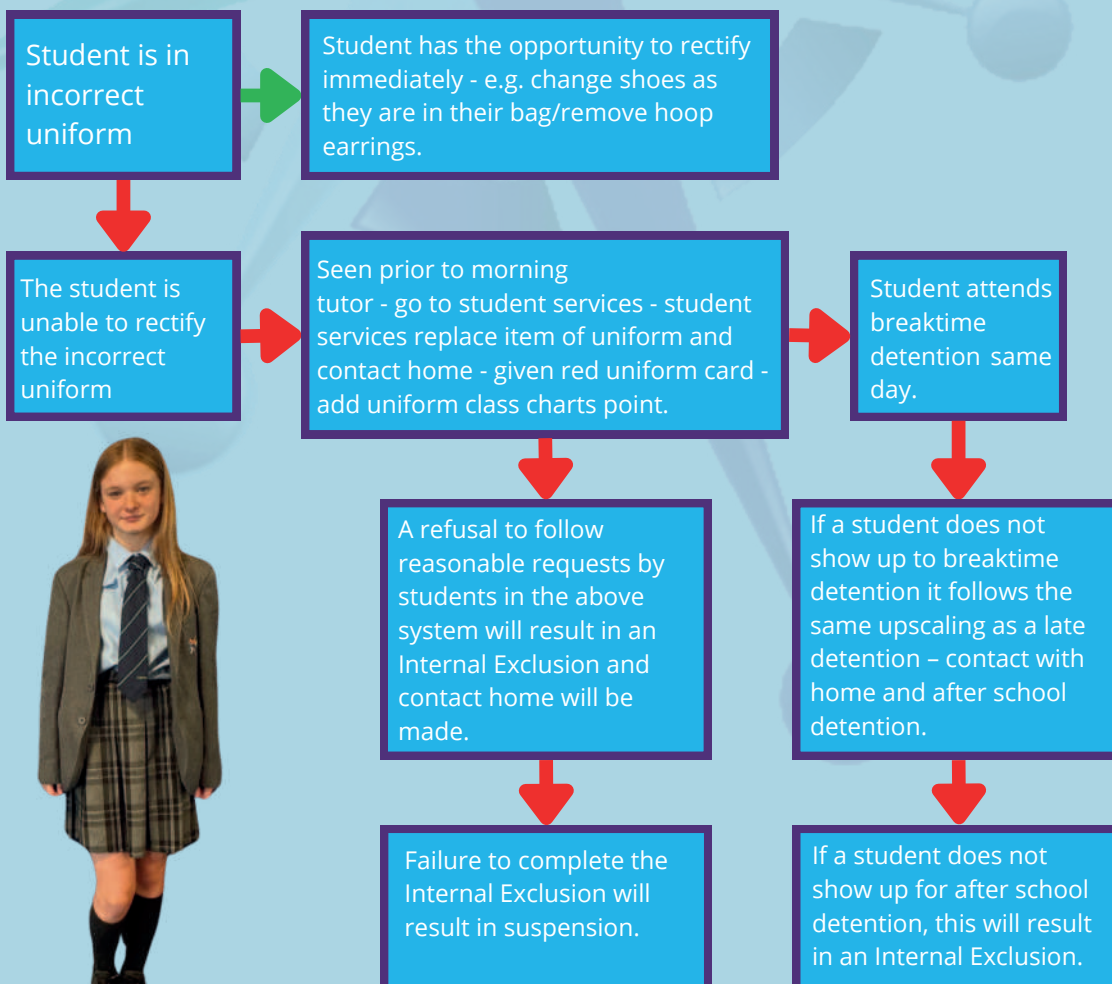
Mobile Phones and Earphones

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



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

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 Bromcom payment system.



BREAKFAST CLUB

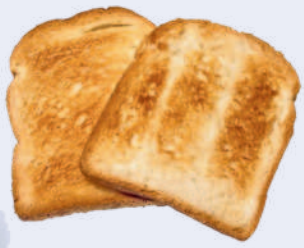
FREE for
all year groups



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.




**Bernice Terrace
Lipson
Plymouth PL4 7PG**

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