

# Family Handbook 2025 -2026



Co-op Academy  
Grange

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# Introduction

## Introduction from the Headteacher



It is with great pleasure that I want to welcome all of you to Co-op Academy Grange.

As the Headteacher, I am delighted to lead this rapidly improving school and work alongside our dedicated staff to provide an exciting learning experience for your children.

At Co-op Academy Grange, we strive to create a nurturing and inclusive environment that supports academic achievement and personal development, all underpinned by the Co-operative Values. We believe in the power of education to transform lives and empower young people to reach their full potential. Our dedicated team of staff are committed to providing a high-quality education that equips our students with the knowledge, skills, and personal qualities necessary to succeed in an ever-changing world.

All schools must develop a child's academic knowledge as well as provide opportunities for personal development. However, we will always strive to go further for your child and therefore, alongside a broad and balanced curriculum, we offer a range of extracurricular activities, sports, and clubs to enrich the educational experience of our students. These opportunities help develop their wider interests but also build important qualities such as teamwork, leadership, and resilience.

At Co-op Academy Grange, we value our strong partnerships between parents, guardians and the local community and encourage open communication to ensure the success of our students. Together, we can create a support network that promotes their growth and wellbeing.

I invite you to explore our handbook to learn more about our values, curriculum and extracurricular offerings. Should you have any questions or require further information, please do not hesitate to contact us or visit our school website. We are here to help you in any way we can.

Welcome to the Co-op Academy Grange family.

Warm regards,

Sam Moncaster,

Headteacher

# Our Vision & Values

## Our Vision

- Enjoy a broad, balanced, stimulating and innovative experience which provides them with a wide knowledge and understanding of the world
- Have the highest aspirations, access to consistently good teaching, and achieve to their full potential
- Feel part of a socially cohesive community where everyone's contribution is valued and difference is celebrated
- Be self-confident, socially prepared young people who feel safe, happy and healthy and are able to make a positive contribution to society
- Be hardworking, resilient, independent learners who have the skills and self-belief to make positive choices about their future

## Our Values

- Self-help
- Self-responsibility
- Democracy
- Equality
- Equity
- Solidarity



## Our Co-op Ways of Being

Co-op Academy Grange is underpinned by the values of the Co-op and all within the academy aspire to the Co-op Ways of Being:

- Do what matters most:
  - We follow the academy code of conduct
  - We listen to and respect all members of the community
  - We come to school each day, ready to work hard and make progress
- Be yourself, always
  - We stand up for what we believe in - even if it is not the popular choice
  - We know it is cool to be smart and value learning
  - We look ahead at the long game to help us make the right choices
- Show you care
  - We are kind to each other
  - We do not tolerate discrimination, bullying or unkindness to others
  - We are polite and courteous
- Succeed together
  - We respect our shared learning environment
  - We work together as a team - knowing that team always beats individual
  - We look for opportunities to become leaders and role models within our community

# KEY STAFF



Sam Moncaster  
Headteacher



Peter Hurst  
Deputy Headteacher



Gemma Rothenburg  
Deputy Headteacher



Claire Bailey  
Deputy Headteacher



Joanne Skinner  
Assistant Headteacher



Samra Mirza  
Assistant Headteacher



Dan Evans  
Assistant Headteacher  
SENDCo



Michael Taylor  
Assistant Headteacher



Paul Goodrum  
Assistant Headteacher



Mary Holt  
Designated Safeguarding Lead



Dina Hellewell  
Key Stage 4 Lead



Andrea Grant

Year 7 Team



Thomas Dunne



Rashad Hussain

Year 10 Team



Gez Ellahi



Khadija Raja

Year 8 Team



Rehana Sajjad



Krystle Faram

Year 11 Team



Mohammed Zubair



Thasmina Begum

Year 9 Team



Usman Ali

# Safeguarding

## Co-op Academy Grange

### Designated Safeguarding Team



**Mary Holt DSL**  
Ext 192



**Sam Moncaster**  
Ext 198



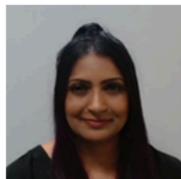
**Kulchuma Begum**  
Ext 236



**Jaime Gill**  
Ext 236



**Gemma Rothenburg**  
Ext 187



**Samra Mirza**  
Ext 205



**Dan Evans**  
Ext 381



**Joanne Skinner**  
Ext 196



**Claire Bailey**  
Ext 375



**Dina Hellewell**  
Ext 183



**Lauren Hayward**  
Ext 201



**Jade Piper**  
Ext 230



**Kathryn Jones**  
Ext 236

The safeguarding team is located in G23, and always available if you wish to discuss anything.

If you ever need help or support you can speak to:

- Our Safeguarding team
- Any member of school staff
- Your tutor
- Your Year Team
- The wider pastoral team

We have very experienced specialist staff here to help:

- A large safeguarding team
- Counsellors
- Social worker
- A team of mentors
- The Inclusion department
- A Roma community support worker

## Our Safeguarding and Child Protection Policy



More information and where to find additional help / resources:

FYI Bradford District – [FYI.bradford.uk](http://FYI.bradford.uk)

NSPCC - <https://www.nspcc.org.uk/about-us/contact-us/>

Barnardos - <https://www.barnardos.org.uk/get-support/services/bradford-families-first>

Bereavement UK - <https://www.childbereavementuk.org/>

Childline 0800 1111

There are a wide range of services available to help and support students and families, please feel free to make contact with a member of the safeguarding Team if you need support.



Operation Encompass is a police and education early information safeguarding partnership enabling schools to offer immediate support to children experiencing domestic abuse.

# The School Day

KS 4		KS 3	
8:30-9:00	Form time	8:30-9:00	Form time
9:00-10:05	Lesson 1	9:00-10:05	Lesson 1
10:05-10:25	KS4 break	10:05-11:10	Lesson 2
10:25 - 11:30	Lesson 2	11:10 - 11:30	KS3 Break
11:30-12:35	Lesson 3	11:30-12:35	Lesson 3
12:35- 13:05	KS4 Lunch	12:35 - 13:40	Lesson 4
13:05 - 14:10	Lesson 4	13:40 - 14:10	KS3 Lunch
14:10 - 15:15	Lesson 5	14:10 - 15:15	Lesson 5

The school building is open from 7:30am if students wish to attend Breakfast Club.

Here they will be provided with a range of breakfast items including cereal, toast, fruit and a selection of juices. All students are welcome to attend, free of charge.

All other students must ensure they are in school by 8:20am, and ready to go to form rooms when the bell rings at 8:25am.

# Term Dates

## Co-op Academy Grange 2025-2026 Term Dates

September				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
<b>Total Days</b>				<b>21</b>

October				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
<b>Total Days</b>				<b>18</b>

November				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
<b>Total Days</b>				<b>19</b>

December				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
<b>Total Days</b>				<b>15</b>

January				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
<b>Total Days</b>				<b>19</b>

February				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
<b>Total Days</b>				<b>15</b>

March				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
<b>Total Days</b>				<b>18</b>

April				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
<b>Total Days</b>				<b>14</b>

May				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
<b>Total Days</b>				<b>14</b>

June				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
<b>Total Days</b>				<b>22</b>

July				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
<b>Total Days</b>				<b>13</b>

August				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
<b>Total Days 2025-2026</b>				<b>188</b>

■ Holiday, school closed   
 ■ Bank Holiday, school closed   
 ■ Inset day (closed to students)   
 ■ Disaggregated Inset (closed to staff & students)

The probable Eid dates are 20 March and 27 May 2025.

Only Year 7 students will attend school on Wednesday 3 September. Years 8, 9, 10 & 11 students return to school on Thursday 4 September

# Attendance & Punctuality

## What is good school attendance?

It is well recognised that good, consistent attendance at school is crucial to a child's future prospects. Evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely not to be in education, employment, or training when they leave school. There is a very clear link between a child's attendance record and their success in learning. At CAG we strive for 100% attendance for all our students. We actively promote good attendance and discourage unjustified absences. We recognise that by promoting good attendance and punctuality it prepares students for life beyond school.

## Why is good attendance important?

- School work is easier to cope with
- Students feel more secure
- Work is satisfying
- Better results
- Builds resilience
- Better job prospects
- References for jobs and further study
- Make lots of friends
- Develop new skills
- Increase your confidence and self esteem

GCSE Success! There is a direct link between attendance and achievement. Students with an average of 95% attendance achieve better and get better grades than those with less. Research suggests that when attendance falls below 90% this can equate to a 1 grade reduction in GCSE achievement. In addition, being absent from school can leave students vulnerable to anti-social behaviour and crime.

## What should I do everyday?

- Come to school every day - 190 days per year
- Be in school on time – come through the gate by 8:20am
- You must be in your form room at 8:30am



If you arrive after 9am - this is an 'unauthorised' absence and it will impact on your overall attendance.

## How do my parents / carers report my absence?

If you are not able to come to school, parents/carers must contact school to provide a valid reason.

Parents/carers can report an absence by calling the Attendance Team from 7.30am every day - 01274 779662 (option 2)



Parents/carers must contact school every day you are absent from school, even if you are off school for a number of days in a row.

All medical appointments should be made for outside of school hours. If this cannot be done you must provide medical evidence/proof for this to be authorised.

### What is an unauthorised absence?

Missing days has a huge impact on how well you will do at school. The more school days you miss, the harder it will be to catch up. When you take a day off school, the Attendance Team will decide if the absence is authorised or unauthorised. We will only authorise your absence if you are genuinely too unwell to come to school. If you have a stomach ache, headache, hay fever or are feeling generally unwell, the expectation is you manage these symptoms in school.

The NHS website is useful in establishing if your child is well enough to attend school:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

We may come to visit you at home to check if you are well enough to attend school.

Parents/carers do not have a legal right to take children out of school during term time, all holidays should be arranged during school holiday periods. You should not expect the school to agree to an absence for a holiday during term time. Holidays or other absences during term time mean that your child misses out on important school time – both educationally and socially. It will then cause problems when they return from their holiday, in catching up on the work that they have missed. A letter must be submitted to the school 4 weeks in advance to request a leave of absence.

Penalty Notices may be issued:

- If parents/carers have not sought permission from the headteacher before taking their child out of school for a leave of absence in term time
- If the headteacher has refused the request but the absence occurs anyway
- If the pupil has not returned to school by the agreed date with no satisfactory explanation
- Where any absence has been recorded by the school as unauthorised in the attendance register for at least 10 sessions (5 school days) during the current term.

The penalty notice is £80, for each parent of each child, if paid within 21 days, and £160 if paid after this date but within 28 days. Non-payment of a penalty notice will normally trigger prosecution.

If parents/carers continue to take unauthorised leave of absences in term time, despite having previously been issued with a Penalty Notice, the local authority will consider prosecution.

You also need to be aware that if your child fails to return to school following 20 days of absence they are at risk of losing their school place.

We want to work with all our pupils and their parents/carers to maximise attendance and give every pupil the opportunity to achieve their goals throughout life. We understand that there are many reasons why a pupil's attendance may not be as good as we or you might wish, and we want to work together to provide any support required to overcome barriers to attending school. If you require support with your child's attendance please don't hesitate to contact the attendance Manager Jade Piper, to discuss this.

# Uniform

Uniform shows that we are in a community. Wearing it says we're all in this together.



## Everyday Uniform

- black school blazer or Jumper
- white shirt
- black tailored trousers
- year group tie
- Plain black shoes (see images)

7= red, 8 = purple, 9 = orange, 10= blue, 11 = green

## Optional items

- black tunic\*
- black headscarf
- black prayer cap

\*Tunic is available in black from Natasha's and Academia only. This must be worn with a white shirt, school tie and blazer. The tunic can be supplied in two lengths, both of which feature the embroidered school logo; the knee length tunic must be worn with black school trousers.

## Jewellery & Make-up

- Decorative jewellery is not allowed.
- Body piercing shouldn't be visible.
- Watches and small, simple earrings are acceptable, but these should be removed during PE to keep everyone safe.
- Simple and discreet makeup that would be appropriate in a modern business environment is allowed.



We only allow Plain Black footwear  
No colour at all!

Boys PE Kit:

- blue polo shirt with logo
- hooded sweatshirt with logo (optional)
- waterproof jacket with logo (optional)\*
- blue or black tracksuit
- blue shorts
- socks
- trainers
- studded football boots
- blue football socks
- shin pads and gum shield recommended

Girls PE Kit:

- blue polo shirt with logo
- hooded sweatshirt with logo (optional)
- waterproof jacket with logo (optional)\*
- blue or black tracksuit
- blue shorts
- socks
- trainers
- shin pads and gum shield recommended
- sports hijab or head scarf without pins (optional)

\*Our optional waterproof jacket with logo is available from Natasha's for £17. The optional hooded sweatshirt or waterproof jacket are the only jackets/jumpers allowed to be worn during PE lessons.

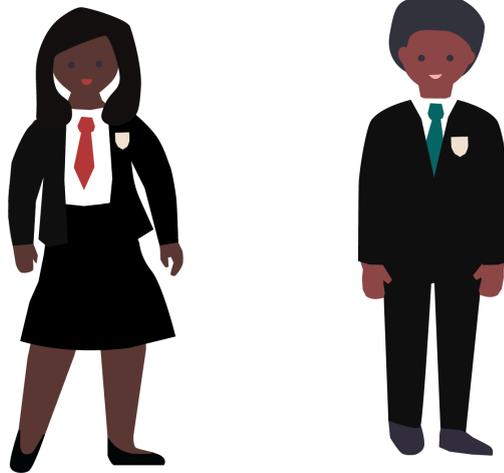
Our school uniform can be purchased from the stores listed below. If you have any questions or issues, please get in contact with school

#### Natasha Schoolwear

37 Westgate  
Bradford  
BD1 2QT  
Tel: 01274 724676

#### Rawcliffes

42-44 Darley Street  
Bradford  
BD1 3HN  
Tel: 01274 730846



We want our students to take responsibility as they grow into young adults. If a student wears the incorrect uniform, they will receive a same day detention. Jumpers and Hoodies are banned items and should not be brought into our building. If you bring a jumper or hoodie into school, it will be confiscated.

Coats and jackets must be removed before you enter the building even after break and lunch.

The student would then be expected to borrow an item of clothing from our uniform shop, and return it at the end of the school day.

#### Items required for Learning

All students should bring a school bag each day, suitable for carrying their exercise books and equipment.

Students need:

- A black pen
- A green pen
- A pencil
- A highlighter
- A ruler
- A rubber
- A scientific calculator
- Their student ID card
- Their Reading book



# General Information

## Mobile Phones

We don't use mobile phones or headphones inside the school grounds – from the moment students enter the gates until the moment they leave.

- Phones and devices are switched off and must not be seen or heard.
- If phones or devices are seen or heard they will be confiscated by staff and locked away securely, students collect the phone from Student Services at 3:15pm.



## Contact during the day

- If parents need to contact their child during the day this is done by ringing school reception
- If students need to contact home for a good reason they should speak to a member of staff who will always help them

## Arbor App

This is available to download on smartphones to allow parents/guardians to check your child's behaviour logs, contact teachers and book appointments for parents evenings etc

## Toilets

- Show your ID card
- Leave your bag with the attendant
- Staff are on duty during social terms to ensure you are safe and are there if you need help
- Toilets should only be used during lesson in an emergency, or if you have a valid medical pass

## Lockers

Lockers are allocated to students where possible, free of charge.

## Photo Consent

Details are collected on our admissions form. If you do not wish for photos to be taken in school for internal use / media usage, please indicate this on the form.

## The Canteen

Students can either bring a packed lunch or have a school meal. We encourage all meals to be healthy and nutritious.

- Eat or drink while sitting at a table in the atrium or outside in the playground
- Food and drink are available from our range of serveries
- Energy drinks or fizzy drinks aren't permitted
- Litter must be placed in dustbins and trays, plates and cutlery are returned neatly
- Meal deals are available from £2.80

## Parent Pay

Grange is a cashless school. You must use parent pay. You may need to register a new account. You will receive your login details to your registered email once your child's admission date is confirmed. This is in order to pay for: <https://www.parentpay.com/>

- Lunches
- Break time snacks
- Vending
- DT / cooking materials
- Trips
- Ties
- Calculators



## Immunisations

During your child's time at Grange you will be offered several immunisations to protect your child from certain infections. They are:

- The flu vaccine – this is offered in Year 7 and is a nasal spray.
- Human Papillomavirus vaccine (HPV) - this is offered in Year 8 to both boys and girls and protects against the virus which causes cervical cancer.
- Teenage Booster – this is offered in Year 9 and is a booster vaccination to complete those vaccines already received as a baby. It protects against Tetanus, Diphtheria and Polio and Meningitis ACWY.

All the immunisations are carried out in school by the local immunisation team. Your child will bring home a consent form a few weeks before the team is due to visit school.

## Supporting Your Child's Education: Additional Funding Opportunities

### What is pupil premium?

Pupil Premium is extra funding that schools receive to help support children who may need a little extra help. In addition to receiving a free school meal, this funding is used to provide additional resources, activities, and support, ensuring that every child has the best possible chance to succeed, no matter their background. If your child qualifies for this, the school will use the funding to benefit their learning and development.

### How Pupil Premium Supports Your Family

**Free Meals:** If your child qualifies, they can receive free, healthy school meals every day.

**Better Focus:** Nutritious meals help your child stay energized and focused for better learning.

**No Extra Cost:** Free meals ease financial pressure, ensuring your child gets the nutrition they need without extra costs.

### Eligibility Criteria

Your child may be eligible for free school meals if you (the parent or guardian) receive any of the following benefits:

- 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 (as long as your household income is less than £16,190 per year, and you are not receiving Working Tax Credit)
- Universal Credit (with a household income of less than £7,400 a year after tax)

## How to Apply for Free School Meals

Applying for free school meals is simple and can be done online through your local council's website. You can find your local council and access the application form by visiting

When applying, you will need:

- Your National Insurance Number or National Asylum Seekers' Number
- Details of the benefits you are receiving
- Personal information about your child(ren), including their full name and school details

If you prefer to apply using a paper form, please contact the school office, and we will assist you in obtaining the necessary paperwork.



## What Happens Next?

Once you have submitted your application, the local council will process it and notify the school directly if your child is eligible. We will then arrange for your child to start receiving their free school meals as soon as possible

# Curriculum

Our broad and balanced curriculum aims to be exciting, ambitious, and relevant to our students, filled with opportunities to prepare students for life beyond Co-op Academy Grange and the world of work. We want our students to actively contribute to society and be positive role models in their community.

The curriculum is carefully designed and sequenced by subject specialists. It is built around the gateway knowledge that is required to access each unit of learning so that further knowledge and understanding is built on secure foundations. There are regular assessments that provide clear information to track student progress and inform planning. Lessons are prepared and adapted by subject specialists to ensure that there are opportunities for all learners. Our PSHE curriculum focuses on pupils' social and moral development and this is reflected in other subjects such as History, English and Geography.

Long term plans show "The Big Picture", helping students understand the overall purpose of the learning. These are published on the school webpage. Lessons have clear learning objectives, and outcomes that explicitly show the students' understanding. Lessons are prepared with 'Teach Like a Champion' strategies to help students think deeply and participate in all activities. Lessons generally start with a retrieval exercise to help consolidate understanding and embed knowledge into the long term memory of students. Modelling is used extensively in the classroom, with teachers using the "I do / We do / You do" techniques. Formative assessment strategies are used throughout lessons to help students to engage, develop understanding, deepen knowledge and prompt further thought. Through skilful questioning teachers check understanding, address misconceptions and correct errors. There is a heavy emphasis on reading and writing skills in all subjects, with many opportunities for speaking and listening in lessons.

## Key Stage 3

Subjects studied include:

English, Maths, Science, Geography, History, Religious Studies, PSHCE, French, PE, Art, Performing Arts, Music, Art & Design, Technology, ICT

## Key Stage 4

Students study compulsory subjects:

English Language, English Literature, Maths, Science, Core PE, PSHCE

Students then select from our range of Non-compulsory subject (which are subject to change):

Art & Design, Business, Computer Science, ASDAN Personal Development Programme, Creative Design & Production, Creative iMedia, Engineering, Food & Cookery, French, Further Maths, Geography, History, Health & Social Care, Health & Fitness, Music Practice, Performing Arts, and Religious Studies.

# Learning

## Home learning

Students will be set regular home learning. In order for students to keep a track of their home learning schedule, all home learning is set on Google Classroom as an 'Assignment' with a 'Due Date'.



Setting home learning on Google Classroom allows students to see their personal 'to do' list of home learning to be completed and the date that the home learning is due in.

Google Classroom can be used to:

- a. Post the home learning itself, electronically, for completion on the Google Classroom platform.
- b. Signpost to other online platforms where the specific home learning task is set (eg: Dr Frost).
- c. Alert the student that they have paper-based home learning that needs completing.

Home learning is an integral part of the wider curriculum and its completion has many benefits for students. As such, students will be rewarded for the completion of home learning. Students will not be sanctioned for non-completion of home learning.

## Exams / Assessment & Parents evenings

All our schemes of work are designed to offer a variety of opportunities for teachers to conduct both formative and summative assessments.

Parents/Guardians will be provided with Assessment Point data three times a year. Families will also be invited into school to Parents evenings to discuss their child's progress.

## Library

Our library is available to students before and after school, at lunch time and break time. Y7 and Y8 students also have a library lesson once a fortnight for focused group reading activities as well as an opportunity to read independently for pleasure. A wide range of fiction and non-fiction texts are available for loan.

## Form Time

Form time takes place for the first thirty minutes of each day, to allow students to be welcomed into school each morning by their form tutor. They will be a familiar face, who is your child's first point of contact for any issues in school.

Daily notices and key messages from staff will be shared from a central document.

Guided Reading takes place during form time.

You will spend the majority of the time being read to by your tutor, however you will also discuss the book.

We will be asking you to:

1. Make predictions
2. Answer questions about the story
3. Summarise what has happened in the story so far.



Tutors will also be going over any words that you may not be familiar with and providing you with clarification around what these words mean. We want you to spend lots of time in school reading. This is because reading has lots of benefits such as improving concentration, developing your imagination and creativity, building vocabulary and broadens your horizons.

### Assemblies

Assemblies are held during Form time once a week for each year group. Their purpose is "to provide the opportunity for young people to consider spiritual and moral issues, to develop community spirit and reinforce positive attitudes".

Assemblies have a vital role in:

- Providing an integral part of the Academy Culture and promoting our core sense of community
- Being the fabric that underpins academy character and personality development
- Allowing structured delivery of key themes
- Enabling key messages to be disseminated
- Maximising wellbeing and learning experiences
- Reinforcing positive messages and boosting confidence
- Maintaining consistency
- Providing opportunities for enrichment

Each assembly usually focuses on a theme, which is sometimes connected to events in the week. It provides an opportunity for students to reflect and think deeply about themselves, their world and beyond. Assemblies provide a fantastic opportunity to build a strong sense of community, which reinforces our academy ethos, values and vision.

# Behaviour Policy

We want our whole school community to thrive. We want you to feel safe, happy and leave school with great outcomes. To support you in doing this, it is important you understand our behaviour system. Our rules for student conduct are underpinned by our Ways of Being. Our Ways of Being determine how we behave with each other both in and out of the Academy. Our rules are drawn from our values and add clarity to how we can live out our values on a day to day basis - in the academy:

## Always be READY

- Be punctual
- Be prepared with equipment
- Wear uniform correctly
- Be ready to learn

## Always be RESPECTFUL

- Have a positive attitude to learning
- Be on task and follow the code of conduct
- Follow instructions first time every time
- Speak politely and with manners

## Always be SAFE

- Always be where you are supposed to be
- We are a non contact school
- Follow entry and exit routines at the beginning and end of lessons
- Move sensibly around the academy

## During Lessons:

### The Three Point Plan

During a lesson we always follow 'Ready, Respectful, Safe' and ensure we demonstrate our Co-op Ways of Being at all times. If you fail to meet our classroom expectations your teacher will:

- 1 Give you a first warning**

Your first warning is to give you a clear reminder that you need to follow instructions

**Your Response:**  
Apologise  
Acknowledge your behaviour  
Nod and accept  
Get straight on with your learning
- 2 Give you a second warning**

If you continue to disrupt learning, your teacher will write your name on the board as a visual reminder

**Your Response:**  
Apologise  
Acknowledge your behaviour  
Nod and accept  
Get straight on with your learning
- 3 Refer you from the lesson**

If you continue to fail to meet expectations, despite warnings, your teacher will tell you you are referred

**Your Response:**  
Sit in your seat until you are collected  
Apologise and accept  
Quietly request to speak at another time to explain the behaviour

To ensure everyone is safe we follow our Calm Corridor Charter.

## Calm Corridors

At Co-op Academy Grange when we walk anywhere in the building we are **ready, respectful** and **safe**.

**We are READY so we:**

Walk the most direct route  
Walk with pace and purpose

**We are RESPECTFUL so we:**

Walk using corridor voices  
Walk the way adults tell us to



**We are SAFE so we:**

Walk on the left  
Walk in ones or twos



Our Behaviour policy can be found on our website

# Rewards

Students will be rewarded for:

- Being Ready, Respectful, Safe
- Effort and Progress
- Attainment
- Behaviour
- Attendance & Punctuality
- Participation
- Positive Attitude
- Character Traits

## Positive Points (Arbor)

If a student at Co-op Academy Grange demonstrates the appropriate behaviours of 'Ready, Respectful, Safe' or they showcase the Coop Values – Do what matters most, Be yourself always, Show you care and/or Succeed together they can be awarded by any member of staff positive points.

## Positive Points Badges

Students will accumulate positive points during the school year, which will be recognised through termly reporting to parents, and by being awarded bronze, silver, gold, platinum and diamond positive badges in assembly as they reach the appropriate thresholds.

Bronze – 400 Silver – 800 Gold – 1200 Platinum – 1600 Diamond - 2000

## Positive Postcards (Tutor / Head of Year)

Students will receive positive postcards from their tutor if they achieve the following:

- 100% Attendance / Zero Negatives / Highest Positive Points (Tutor Group)

Students achieving the highest positive points in the year group weekly will receive a Head of Year positive postcard and a positive phone call home to share recognition with parent/carer.

## Positive Postcards/Badge (Subjects)

Students showing excellent progress, effort or participation in a subject area can be nominated for a subject award. All nominated students will receive a subject positive postcard from their teacher or Head of Department. Selected students will receive a subject award badge and certificate in assembly.

## Attendance Rewards

Students achieving 100% attendance each half term will be awarded with an attendance badge, they will also be invited to the next 'Red Carpet' event. Additional prize draws throughout the year will take place to further reward excellent attendance and punctuality.

## Character Awards

In a rapidly evolving world, the development of a strong, resilient character is essential. At Co-op Academy Grange we will recognise, instil and develop character traits in all students to ensure they develop the personal strengths and virtues that will enable them to leave Co-op Academy Grange with confidence, resilience and self-belief to negotiate the challenges and opportunities that life will present. Students will be exposed to and taught explicitly a range of behaviours through a rich and meaningful character education programme. Those students that demonstrate excellent character will be nominated by staff for a 'Character Award'. All nominated students will attend a weekly reward breakfast with SLT and chosen award winners will receive a 'Character Award' badge in assembly and will be invited to attend the next 'Red Carpet' event.

Character Behaviours to be celebrated include:

- Respectful
- Resilient
- Self-Discipline
- Positive Attitude
- Personal Responsibility
- Inclusive
- Courage
- Confidence
- Kindness
- Forgiveness
- Empathy
- Positive Role Model
- Honesty
- Fairness
- Reliability

## Half Termly 'Red Carpet Events'

Students that maintain positive behaviours throughout a full half term cycle will be invited to attend a 'Red Carpet' event. These will include internal reward activities and external trips and visits. Students will be invited to attend a reward event if they meet the following criteria:

- 100% Attendance
- Zero Negatives
- Highest Positives
- Gold, Platinum or Diamond positive points badge achievers
- Character Award Winners
- SLT/HOY Nominations

# Personal Development

## Extracurricular Opportunities

We have a range of exciting opportunities for students to nurture their talents and interests through a vast array of extracurricular opportunities. These take place at break, lunchtime and after school.

We also host a free breakfast club everyday for all students from 7.30am-8.15am.

- Music Lessons
- Duke of Edinburgh Award (Bronze/Silver)
- Health & Fitness Suite.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b>	Breakfast Club	Breakfast Club	Breakfast Club	Breakfast Club	Breakfast Club
<b>Tutor Time</b>	DofE Individual Meetings	Arts Ambassadors	Arts Ambassadors	OPUS Book Club	
	Atrium 7.30am-8.15am Miss Willis Rm. 239	Atrium 7.30am-8.15am Miss Wain Rm. 110	Atrium 7.30am-8.15am Miss Wain Rm. 110	Atrium 7.30am-8.15am Library	Atrium 7.30am-8.15am Library
<b>Break Time</b>	Board Games/Chess/Jigsaws Cross Stitching	Board Games/Chess/Jigsaws Cross Stitching	Board Games/Chess/Jigsaws Cross Stitching	Board Games/Chess/Jigsaws Cross Stitching	Board Games/Chess/Jigsaws Cross Stitching
	Library Fresh Start	Library Fresh Start	Library Fresh Start	Library Fresh Start	Library Fresh Start
<b>Lunch Time</b>	Reading/Chess/Jigsaws Board Games e.g. Chess, Cards, Uno etc. Geography Film Club Race Across the World Newsround / Blue Peter Football	Reading/Chess/Jigsaws Board Games e.g. Chess, Cards, Uno etc. Mr Hague-Brown LG02 Performance Space Outside Pitches	Reading/Chess/Jigsaws Board Games e.g. Chess, Cards, Uno etc. Ashley Rm. G18 Duke of Edinburgh (Y9/10) Bronze Award Guitar Club Radio Show	Reading/Chess/Jigsaws Board Games e.g. Chess, Cards, Uno etc. Ashley Rm. G18 Performance Space Outside Pitches Newsround / Horrible Histories Football	Reading/Chess/Jigsaws Board Games e.g. Chess, Cards, Uno etc. Haleema Rm. G18 Performance Space Outside Pitches Newsround / The Zoo Football
<b>After School</b>	Homework Club Careers Drop In Session Maths Club (Y7 INVITE ONLY)	Library Ashley Wildman Library Mr Mahmood	First Story Fitness (Mixed) Table Tennis (Mixed) Rounders (Mixed) Duke of Edinburgh (Y9/10) Bronze Award Guitar Club Radio Show	Library Mr Long Mr Eaves (Sports Hall) Miss Lee/Miss Haneef (3G) Miss Willis Rm. 239	Library Mr Long (4G) Mr Eaves Miss Willis (Sports Hall) Miss Lee (Gym) Miss Haneef (3G) Miss Wain Music Room Miss Bell Rm. G09 Library
			Mr Eaves (Sports Hall) Miss Lee/Miss Haneef (3G) Miss Willis Rm. 239 Mr Boyes Rm. 110 Miss Wain Music Room	Cricket (Boys) Fitness (Boys) Basketball (Mixed) Cheerleading Club Football (Girls) Music Choir Drama Club Gardening Club (Year 7)	Y7/8/9 Football (Boys) Fitness (Girls) Badminton (Mixed) Rounders (Mixed) STEM (Science) Club
					Mr Hird - Library Mr Eaves (4G) Miss Willis Miss Lee (Sports Hall) Miss Haneef (3G) Miss Sabir / Mr Dilger Rm. 227
					Homework Club Glitz&Glam (Nails & Beauty) Haleema PP Office

## Student Leadership

At Co-op Academy Grange, we offer an exciting array of student leadership opportunities designed to enrich your experience, foster new friendships, and develop essential skills like leadership and communication. Engaging in these opportunities not only allows you to explore new horizons but also empowers you to become a more confident and capable individual. Whether you're passionate about leading initiatives, collaborating with peers, or honing your interpersonal abilities, our diverse range of leadership programs has something for everyone.

- Student Librarians
- Paired Reading (Peer Support)
- Mental Health Ambassadors
- Diversity & Language Leaders
- Tutor Group Representatives

## Mentoring Opportunities

At Co-op Academy Grange, we're committed to supporting every student's journey towards excellence through our tailored mentoring programs. These initiatives are designed to provide personalised guidance and support across a wide range of areas, ensuring that each student has the resources and encouragement they need to thrive. Whether you're aiming to excel academically, develop specific skills, or navigate personal challenges, our mentoring programs offer a supportive framework for growth and progress.

- Brilliant Club Scholars Programme - Leeds/Manchester/Sheffield University
- Brathay Project (Residential) - Mentoring & Motor Mechanics.
- Envision - Y8 Employer Supported.
- SHINE (Residential)- Y9/10 York University.
- REACH - Y9 OCR Employability/Enerveo.
- YAYA - Mentoring Project.
- University Programme.
- New College/Bradford College - (Peer Mentoring) - Huddersfield University.
- Street Justice/Street Voice.

## Enrichment

At Co-op Academy Grange, we believe in providing an enriching experience beyond the traditional curriculum. That's why we offer an extensive range of enrichment opportunities aimed at broadening your horizons and enhancing your time with us. From interactive workshops led by external experts to immersive trips and visits to universities, theatres, and cultural landmarks, there's something for everyone to explore and enjoy. These experiences not only complement your academic journey but also foster creativity, curiosity, and a deeper appreciation for the world around us.

# Special Educational Needs

Claire Bailey <i>Deputy Headteacher</i> - Attendance & Inclusion	Dan Evans <i>Assistant Headteacher -</i> <i>SENDCo</i>	Sonja Macpherson <i>Assistant SENDCo</i>	Deborah Fletcher <i>Inclusion Manager</i>	<i>Resource Provision</i>  Overseen by Dan Evans
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We are an inclusive school at Co-op Academy Grange. We want all students to feel valued, cared for and supported. For those students with special educational needs, they may require additional support and interventions. We provide detailed guidance for teaching staff about the individual needs of students via a 'Pupil Passport.' Students with an Education, Health Care Plan will be supported by highly trained teaching assistants who can provide tailored care and support in lessons. We welcome students into our Oasis Hub during social times, so they have somewhere to meet friends and play games with support from the Inclusion Team. If further intervention is required, students will be invited to Oasis where they will receive the help they need.

If you have any concerns about your child's special educational needs, please email [gran-send@coopacademies.co.uk](mailto:gran-send@coopacademies.co.uk) to make an appointment to speak to the SEND team.

## Resource Provision for Autism and Communication needs

We are very lucky to have a 'Resource Provision' at Co-op Academy Grange to provide specialist support for young people with autism. Students with Educational Health Care Plans who require specialist intervention will be supported by the Laura Synclair specialist teaching assistants. All teachers have recently received 'Autism Awareness' training and we will continue to develop our provision for young people with speech, language and communication needs.

## EDEN - (Engagement, development, enjoyment and nurture)

Students who struggle to attend school due to anxiety can be supported in our 'EDEN' room. This is a safe, quiet classroom in school where students can receive extra support and care. EDEN will provide support to build relationships with key staff and help students to overcome barriers to good attendance. See information on EBSA page 24.

## Coffee Mornings

Every term, we host a coffee morning for parents and carers. All welcome to attend. Further information to follow.

## Reading support

Reading is very important at Co-op Academy Grange because we know that reading is the cornerstone to learning. We will make sure that all our students are confident, capable readers who share with us in a love of reading.

Where students require additional support to enhance their reading skills, there are a range of interventions available for them. From explicit phonics teaching from our expert Fresh Start team, through to reciprocal reading sessions and fluency practise, interventions are tailored to meet every student's individual needs.

In addition, at Grange we are a community of readers who read for pleasure habitually. Regularly each week, as part of our form tutor program, we read together with our tutors and classmates a range of high quality texts from celebrated writers.

## New to English and Multilingual Learners, MLP

For those students who need support developing their English language and communication skills, there is support available in school. Students who have recently arrived in the UK will be assessed for their listening, speaking, reading and writing skills in English. Where English is judged to be a significant barrier for accessing the curriculum, students will work with our team in the Multilingual Provision (MLP) to develop their English language skills.

We are also proudly involved in the Young Interpreters' Scheme which is a fantastic opportunity for some of our established students to support our new to English, new to Co-op Academy Grange, multilingual learners. Our Young Interpreters are trained to support new arrivals to England and our school community, acting as friendly guides, explaining routines and making sure they feel welcome.

## Alternative Provision, Bridge

Bridge is our internal Alternative Provision at Co-op Academy Grange. It is full-time provision, designed to offer a supportive and inclusive learning environment for Co-op Academy Grange students with SEMH (Social, Emotional, Mental Health) needs, who are at the risk of permanent exclusion and who require additional support, through the receipt of a bespoke provision tailored to meet their needs.

The purpose of Bridge is to help students to reintegrate back into a mainstream school setting. Students who are referred to our internal Alternative provision will access their education in the Alternative provision for a duration of 24-30 weeks:

Bridge students access a bespoke timetable which starts at 9.00am. Students will have the opportunity to have breakfast upon arrival, which is provided free of charge. Students will then prepare for the day and are welcomed to the classes by the Bridge staff.

Students in Bridge follow a broad and balanced curriculum.

Additionally, students have access to external agency support such as Emerge, Youth Service and St Giles. KS4 students have access to the Careers Advisor who supports destinations and further education options.

## Transition worries

Starting at your new school will feel like a big change. It can be a really exciting time, but you may also have some worries and concerns.

At the end of Year 6, the things that most people were worried about were:

1. Getting lost and some people also said they were worried about the size of their new school. But when we asked them again after half a term at secondary school, they were much less worried about this, no matter how big their new school was. There are plenty of adults to help guide you to your lessons. We have plenty of signs around schools so you know where each classroom will be located.
2. Making new friends - As most people have friends at their primary school that are going to go to different secondary schools, it's not surprising that was on their minds at the end of Year 6. However, most people keep in touch with their really good friends after a year. Some people's friendships did change, but they were happy with their new friends at the end of year 7.
3. Homework - As you start your new school, you may be concerned about the homework you're going to get. Some good advice is to make sure that you understand the instructions for the homework task before you leave the lesson, and do your homework early so that you can get help if you have any problems.
4. Bullying - Lots of Year 6 worry about being bullied. Our school and all the staff takes bullying very seriously, and the best thing to do is to tell someone, quickly.

## EBSA (Emotional based school avoidance)

Worrying or anxiety is a normal feeling that we all experience from time to time. It can even keep us safe from harm or help us perform in difficult situations. However, sometimes anxiety or excessive worrying can become a problem, especially when it stops people doing what they want or need to do. Many children and young people worry about school. This is normal. Anxieties are part of life and learning to deal with them is part of growing up. However, sometimes these worries may lead to difficulties attending school. When a young person has lots of worried feelings and does not want to attend school they may be experiencing Emotionally Based School Avoidance (EBSA). We take a broad definition of EBSA. If a child has high levels of anxiety, difficulties attending certain classes, struggles with engaging with parts of the school day and/or does not want to attend school, they may be experiencing EBSA.

If you are concerned that your child has transition anxieties which may impact on their ability to attend school, please contact the attendance team as soon as possible and ask to speak to Tahira Kausar or Claire Bailey.

# Careers Guidance

## Meet the Careers Team



Ashley Wildman - Careers & Enrichment Coordinator  
Based inside the Library - 5 days a week

The Careers Team offers 'Career Drop In Sessions' every Monday after school, 3.00pm-4.00pm. If a student would like a personalised one-to-one meeting, Ashley can offer these after school from Tuesday to Fridays - these can be requested by seeing Ashley in person before Tutor, at break or lunch time or after school.

Students in Y10 & Y11 are offered one-to-one IAG meetings to support their Post-16 Choices and Next Steps - making sure students are made aware of all the options, routes and pathways available to them and also that they have a secured destination in place after leaving Co-op Academy Grange.

Please find some useful resources below. These can be used for both students and parents, and will provide plenty of useful information around next step pathways, options, choices.

<https://www.youthemployment.org.uk/career-quiz/> Youth Employment & Career Quiz

<https://www.ucas.com/careers-quiz> Careers Quiz

<https://www.bradfordcollege.ac.uk/> Bradford College

<https://www.shipley.ac.uk/> Shipley College

<https://www.calderdale.ac.uk/> Calderdale College

<https://leedscitycollege.ac.uk/> Leeds City College

<https://ncbradford.ac.uk/> New College Bradford

<https://www.huddnewcoll.ac.uk/> Huddersfield New College

<https://www.dixons6a.com/> Dixons Sixth Form

<https://sixth.trinitymat.org/> Trinity Sixth Form

<https://www.greenhead.ac.uk/> Greenhead College

<https://www.apprenticeships.gov.uk/#> Apprenticeship Website

<https://www.lmiforall.org.uk/> Labour Market Information

# Home School Contract

Following the school values of showing we care, being our best self and doing what matters most will ensure that we succeed together.

## Co-op Academy Grange will:

- provide a safe and supportive environment for students to enjoy learning and achieve their full potential;
- provide a consistently high standard of teaching;
- ensure students have the best possible education by providing a suitable curriculum and individual support;
- provide parents/carers with regular reports and opportunity for discussion about their child's progress;
- set regular homework;
- contact home to acknowledge students' successes;
- contact home if there are concerns about students' behaviour, progress or attendance;
- contact home immediately if students are to be retained for more than 10 minutes after the end of the school day;
- provide a wide variety of extracurricular activities, trips and residential visits.

## Parents/Carers will:

- support our values and behaviours;
- ensure your child attends school, on time, with a minimum of 97% attendance;
- inform us on the first day in the event of any absence;
- support our policy of holidays and extended family trips not being taken during term time;
- attend meetings concerning the education and well-being of your child;
- provide correct contact details and update us if they change;
- ensure that your child completes all work set by the school, including home learning;
- provide a suitable environment for your child to work at home so they can complete home learning to a high standard;
- support your child's organisation by helping them to bring the correct learning equipment for the day;
- support the school's policies and regulations on behaviour and uniform including same day after-school detentions until 4pm after communication from the school;
- support your child participating in extracurricular activities, trips and residential visits.

## Students will ensure that they:

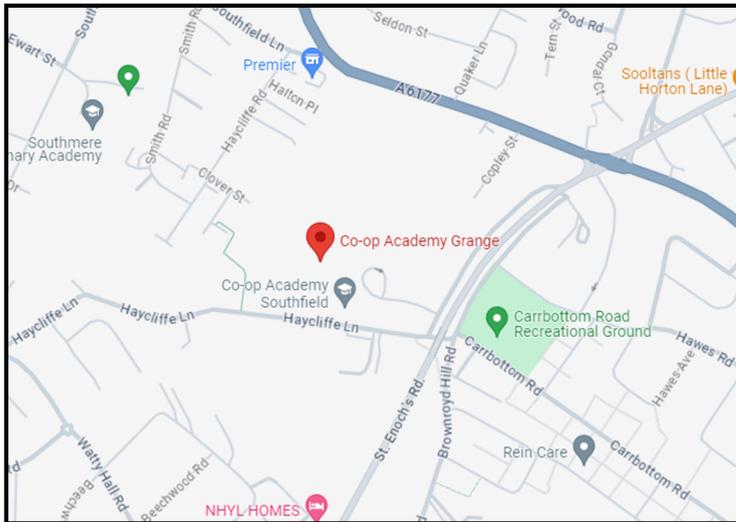
- work hard, live by our values and follow the learning habits in every lesson and around the school; be ready, respectful and safe;
- attend regularly, arrive on time, wear the correct uniform and bring the correct equipment;
- ensure mobile phones/devices are not seen or heard on school premises;
- behave responsibly both at the school and travelling to and from the school;
- complete all home learning to the highest standard and hand it in on time;
- treat all adults and students with respect;
- be polite at all times;
- respect the school building and equipment and keep our school environment free from graffiti, litter and chewing gum;
- do not undermine the safety of others;
- take letters and messages home and deliver them to their families;
- take an active part in the school life including extracurricular activities, clubs, teams.

Failure to keep to the Agreement will result in disciplinary action and ultimately a loss of place at Co-op Academy Grange.

# How do I get to school?

When you start at Co-op Academy Grange, you will have to learn how to get from your house to school, the quickest and safest way possible.

How you travel to school will depend on where you live.



Co-op Academy Grange is on Haycliffe Lane, Bradford, BD5 9ET



**Option 1 - Walking** is the cheapest and most reliable way to get to school! The majority of students walk into school everyday. Could you arrange to walk with brothers /sisters? Could you make plans to meet friends on your way to school?



## **Option 2 - Bus**

If you live a little further from school and it is too far to walk, you could catch a bus.

The following bus routes pass near Co-op Academy Grange.

 **Bus:** 268 640 682 641 644 629 643

You could find your best route online

<https://www.wymetro.com/consultation/bradford-bus-services/>

Under 19s can enjoy unlimited travel with cheaper MySingle, MyDay, MyWeek & MyMonth tickets

<https://m-card.co.uk/the-cards/under19/>

You can apply for an Under 19 Photocard

<https://www.m-card.co.uk/the-cards/under19/under-19-photocards/>

## School Contact information

At Co-op Academy Grange we're here to help. The school reception team will be able to direct your query to the relevant person.

Please contact:



01274 779662

(8.00am to 4.00pm Monday to Thursday, 8.00am to 3.30pm Friday)



[grange@coopacademies.co.uk](mailto:grange@coopacademies.co.uk)



Co-op Academy Grange,  
Haycliffe Lane, Bradford, BD5 9ET

<https://www.grange.coopacademies.co.uk/>

Headteacher: Mr Sam Moncaster



Who do I need to contact?

Y7 Team	Y8 Team	Y9 Team	Y10 Team	Y11 Team
Andrea Brookes and Thomas Dunne	Khadja Raja and Rene Sajjid	Thasmina Begum & Usman Ali	Rasad Hussain, Gaz Ellahi & Jamal Uddin	Krystal Faram & Mohammad Zubair
Safeguarding Team		SEND team		Attendance Team
Mary Holt Kulchuma Begum Jamie Gill  Call 01274 779662 and ask to speak to a member of the Safeguarding Team		Claire Bailey Dan Evans Sonja Macpherson Deborah Fletcher  Call 01274 779662 and ask to speak to the Inclusion Team		Kebba Jenkins Attendance Manager  Call 01274 779662 and select option 2