

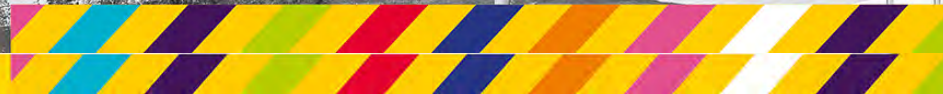


The East Manchester
Academy

A Family Guide to Cooperating For Learning and For Life

September 2020

We will equip all students with the skills, abilities, attributes and qualifications to pursue a fulfilling career, contribute positively to their communities and be active, global citizens.



Full
Cooperation

Reminder of
expectations
R1

Reinforcement
R2

Recall
R3

Resolve
inc
Focussed
Learning
R4

Removal
to
Internal
Exclusion
R5

Reshaping
Horizons
R6

A fresh approach to 'behaviour' at TEMA



During the Spring and Summer Term of 2019 we consulted with staff, students and families about a fresh approach to what most schools and academies call 'Behaviour for Learning'. We have deliberately not chosen to use that language for a variety of reasons.

The new approach is called, 'Cooperating for learning and for life'. The key question for our students in this approach is:

Would this be acceptable in life or the workplace?

If the answer is no... then it is not acceptable at The East Manchester Academy.

A fresh approach to ‘behaviour’ at TEMA

Throughout the Autumn Term of 2019 we have been taking feedback from staff, students and our families in order to revise the approach and ensure that we can tackle issues such as non-attendance at Recall as well as deal with internal truancy. In early 2020 staff relooked at the existing policy to see if any further amendments could be made to further tackle issues which had been raised.

A fresh approach to 'behaviour' at TEMA



- When students do not provide full cooperation in relation to our expectations they will be provided with two opportunities to correct themselves through being issued a R1 'Reminder of expectations' and a R2 'Reinforcement'.
- Having been provided with two opportunities to cooperate fully a student will be issued with a 30 minute R3 'Recall' for the end of that day. If students are issued with another 'Recall' during the same day then your 'Recall' will be extended for a further 30 minutes. The 'Recall' is a no notice detention but we will inform you by text by 14.30 (Monday/Tuesday)/13:30 (Wednesday, Thursday, Friday). A letter will also outline why the R3 'Recall' was issued. Please ensure that TEMA is updated in relation to contact details and inform us of any appointments after school that would prevent a 'Recall' from being served that evening. Consequently, form tutors need to be notified of such appointments at morning registration. This will help to ensure that students serve 'Recalls' in timely manner rather than allow things to roll over.
- The purpose of the 'R3 Recall' is to make up for lost learning and reflect upon their own actions.
- If a student does not attend the 'Recall' or does not cooperate in the R3 'Recall', Student Services Leaders will contact families to arrange for the student to attend a 1 hour 'Recall' the following day. If this is not completed then the Student Services Year team will arrange to meet parents the next morning to agree a way forward and return a student to full cooperation. This may include attendance at 'Restore'.
- If a student feels that they have been treated unfairly they must present their appeal statement to Student Services at lunchtime only. Student Services Staff complete always complete lunch duty in the Bistro and will always be available for students to raise their concerns at this time. An appeal at any other time will not be considered.
- Students will also be issued with a 'Late Recall' if they arrive late to school more than 2 times in a week. This will last 30 minutes.

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A fresh approach to 'behaviour' at TEMA



- If a student does not return to full cooperation they will be used with a R4 'Resolve including Removal to Focused Learning'. Depending on the situation they may be taken by a member of staff away from their group and expected to continue with their learning for the remainder of that lesson. They may be removed for 5 lessons they will also have to complete the one hour recall after school that day if the incident occurred before 2:30pm / 1:30pm within focused learning
- Some serious incidents will result in students being issued with a R5 'Removal to Internal Exclusion' the next day. Directors of Year / Student services year team will make contact with home to arrange this. Students will attend between: 10.00am-4:30pm. (Monday and Tuesday) 10:00am -3:30pm (Wednesday, Thursday and Friday). If students are absent on the day of the internal isolation they will complete it on the first day of their return to school or as scheduled by the Year team
- Other serious incidents including truancy may result in a R6 'Reshaping of horizons' through a fixed term exclusion, short term placement, managed move or permanent exclusion. Following any exclusions on the students return they will be placed in internal fixed term exclusion for one day. This will allow for a smooth reintegration.
- Whilst attempting to challenge a lack of cooperation the Academy will also be providing students and their families with support through telephone calls, family meetings, restorative justice, learning agreements, student service support plans and Early Help. These will draw upon internal and external intervention packages in order to build full cooperation as a professional skill set.
- We would greatly appreciate your support with these matters and hope that you will discuss some of the issues highlighted within this guide with your son or daughter.

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Our Values



At The East Manchester Academy we will ensure that our students REACH for their goals in learning and life through the values of:

RESPECT

We show respect for all other people and recognise our common humanity.

EQUALITY

We ensure all members of our community are treated equitably.

AMBITION

We expect the best from ourselves. We have ambition and will not let ourselves be limited.

CARE

We show empathy and kindness to others.

HARD WORK

We are prepared to work hard to achieve our dreams.



The New Normal



The East Manchester Academy

We will keep all children safe by the 14th. All staff, children and staff to be present in a fulling sense, including students to their parents in other ways, global issues



Face coverings are required in your Homebase, at assembly, along the corridors & stairwells and at break and lunchtime in the Bistro.

Please remove your face covering or mask as you enter your classroom.

Dress for success

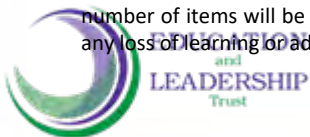


The East Manchester Academy is a place of learning, and we are proud of our distinctive uniform that has been developed in consultation with students and families. We expect you to wear it smartly at all times because as an adult at work there is an expectation that you will look professional. Since one of our jobs is to prepare you for adult life, we believe in getting you into the habit of looking professional from the very first day you join us.

School uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. In the past we have spent considerable time working with our students to agree a uniform that they felt proud to wear. Most schools in England have a school uniform or dress code, and other rules on appearance and the Department for Education strongly encourages schools to have a uniform as it can instil pride; support positive behaviour and discipline; encourage identity with, and support for, school ethos; ensure students of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way; and nurture cohesion and promote good relations between different groups of students. We would like to therefore remind students and families of the Academy's uniform:

- **House lanyard and TEMA tie with the correct year based stripe.**
- **All black footwear. Trainers may be worn but these should be all black. No coloured stripes or soles.**
- **Coats and scarves off before the door. No coats and scarves inside. Students are allocated a locker in order to store their coat and other equipment.**
- **Black trousers or a skirt of school uniform style. Leggings, jeans-type leggings and jogging-type trousers are not permitted. Skirts must be of an appropriate length (maximum 2" above the knee and 4" below the knee).**
- **We do not have a boys' and girls' uniform policy. We would support students to make a thoughtful and considered choice about the clothes worn at school in relation to their gender identity in conjunction with their families.**
- **Plain white shirt or blouse with top button fastened.**
- **Academy blazer displaying the academy logo.**
- **There is a school jumper but this is an optional item.**
- **Subtle makeup is permitted. False eyelashes and nails should be of a natural length and appearance.**
- **Students' hair does not form part of our uniform policy. We expect that long hair should be tied back when working in a science laboratory or technology classroom for health and safety purposes. This also applies in PE.**
- **Students are permitted to wear a single pair of stud earrings. No other piercing or jewellery. This is for health and safety reasons. We would strongly discourage students from wearing expensive jewellery to school as it can be very distressing for students if this is lost.**
- **Wristwatches are permitted - except smart watches.**
- **School bag – this will be provided by TEMA.**

The Department for Education makes it quite clear that students can be asked to return home briefly in order to comply with the uniform policy. This is not exclusion, but an authorised absence. However, if the student continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the student's absence may be counted as unauthorised absence and you may receive a penalty notice warning and fine in relation to that absence. Where non-compliance is persistent the Department of Education does consider exclusion to be an effective response. This is of course something that we wish to avoid and a number of items will be available for students in case of an emergency. Our expectation is that students will change into these items promptly and therefore not jeopardise any loss of learning or additional consequences for failing to comply.



What you need for PE?



Academy PE top - long or short sleeve
Academy PE shorts or plain navy jogging bottoms or leggings
Navy football socks
Footwear - comfortable leisure trainers suitable for indoor and outdoor use and/or plastic moulded football boots
Hair bobble

Additional kit:

Plain navy or black base layer or compression top (no hoods allowed)
Gloves (for selected sports only)

For health and safety reasons students must not wear the following:

Jewellery
Scarves or snoods
Hooded tops
Rain coats

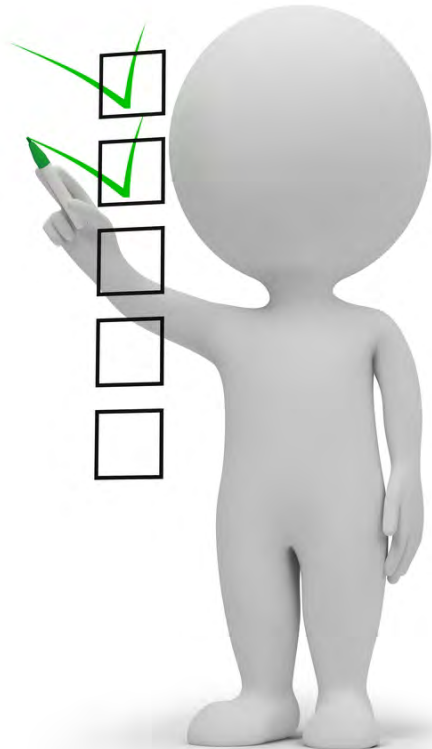
Don't forget deodorant.

Valuables can be collected by PE staff for safe storage if required.

On the day that you have PE you will be allowed to wear your PE kit to school



Some reminders



Mobile phones, music listening devices, portable games and headphones

Students should never have mobile telephones in the Academy building or outside areas as this negatively impacts on learning. This rule also applies to music listening devices and portable electronic games.

If a device is seen by a member of staff it will be confiscated with immediate effect and this will only be returned through collection from Student Services at the end of 'Recall' or detention.

Devices will not be returned at any other time.



Family sized items!



100ml contains				
Energy	Fat	Saturated	Sugar	Salt
290kJ	<0.1g	<0.1g	15.8g	<0.01g
69kcal	<1%	<1%	18%	<1%

of the reference intake*
Typical values per 100ml. Energy 199kJ / 47kcal

1 and 2 litre bottles...

Sharing portions of chocolate, crisps, Pringles and other unhealthy foods etc will be confiscated and disposed of.

Trays in the Bistro



All hot food will now only be served with a tray.

These will help to ensure that you leave eat space ready for the next person without discarded chicken bones or other assorted items being left behind.

No food outside.

High sugar and energy based drinks



The East Manchester
Academy



As a learning community we believe that the consumption of high caffeine energy drinks, can have detrimental effect on learning. It is clear that excessive amounts of caffeine (and sugar in high sugar drinks) means some students are losing concentration in the short term and, by the end of the day, are feeling flat and less responsive.

High sugar and energy based drinks



The East Manchester
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All students have access to water fountains throughout the day and there is a range of drinks for sale in the Bistro that students can purchase whilst on site. All students are encouraged to bring in clear, re-usable water bottle that can be refilled at break and lunchtime using the cooled water fountains.

Students are not allowed out of lessons to refill unless in exceptional circumstances.

Students are not allowed to bring energy drinks and high sugar drinks such as Lucozade into the Academy. Such items will be confiscated and disposed of by staff.

Only water in clear bottles may be consumed in lessons and during examinations, no other drinks will be permitted.

Water fights



**Any student using
bottles other than
for the consumption
of a drink will have
the water bottle
confiscated and
disposed of.**

Our TEMA Ten



At The East Manchester we reward and recognise excellence. Classroom teachers allocate TEMA Ten if every one of the TEMA Ten criteria is met during a lesson:

We are respectful.

We follow instructions, first time.

We take pride in our presentation.

We walk quickly and quietly to lesson.

We are silent during the starter.

We have the equipment we need.

We ask and answer excellent questions.

We value feedback.

We complete each activity to the best of our ability.

We stand behind our chairs, silently, ready to be dismissed.



You can earn potentially 32 points within a week!!

Rewards



Weekly rewards:

The 27+ Club: Receive a golden ticket top exchange for an edible treat from the bistro. One of the club per year group will be selected randomly to win a £10 voucher

The 25+ Club: Receive a silver ticket but two of these are required to get the edible treat

The 20+ Club: Receive a bronze ticket but 3 of these are required to get an edible treat.

Department Champions: Nominated weekly by a senior member of the department to shine a spotlight on academic excellence that has stood out recently. This could be for dedication to the subject, extra effort made outside of lesson time, supporting the department or for outstanding assessment results. A senior leader within the department will award a certificate and a badge to the Department Champion and take a photograph with them.

Year Champions: Year Champions are nominated weekly by a member of the year team to showcase strength of character. The year champions will receive a certificate and be invited to Headteachers tea the following week.

Half Termly Rewards:

The Big Prize Draw: At the end of every half term, a bigger prize will be won by one randomly selected pupil across the academy. A pupil's name will be entered into a prize draw every time they reach the 27+ club. The more times they make it into the club the greater the chance of winning.

End of Half term: There will be activity organised which you will be invited to if you have received a predetermined number of TEMA TEN points.

More information will come in next week through the Year team

What is a learning agreement?

Is a document which allows us to Plan, Do and Review and involve all stakeholders in this process.



TEMA Learning Agreement: Plan...Do...Review

Year Team: _____ Name: _____

Positive attitudes to learning are an essential part of the success criteria for all students. The highest standards are expected at all times to ensure you exceed your potential. You are at a key stage on this journey to success and we must all ensure that your ambition, attitude and behaviour are always at the optimum levels so that we can guarantee successful outcomes for you and your peers. Your recent attitude to learning has raised some concerns that we feel it is essential we address immediately. We will communicate our concerns and strategies for improvement with parents, senior leaders and yourself to ensure the success criteria has been achieved.



Student Name:	Form:	Attendances:	Lates:
People present:	SEN/EAL:	FTE:	ECHP:

Student Reflection:
Strengths:
Parent/Carer comments:

Targets:
1)
2)
3)

Steps to success:			
<input type="checkbox"/> FT support	<input type="checkbox"/> Regular phone calls home	<input type="checkbox"/> Weekly Reports	<input type="checkbox"/> Hate Crime / Anti Bullying Contract
<input type="checkbox"/> Seating Plan adjustment	<input type="checkbox"/> Restorative Justice	<input type="checkbox"/> SEND referral	<input type="checkbox"/> MUFC
<input type="checkbox"/> School Nurse referral	<input type="checkbox"/> Counselling referral	<input type="checkbox"/> Other agency referral	<input type="checkbox"/> Drop in sessions
<input type="checkbox"/> Behaviour Mentor support			

Signed staff:	Signed parent	Signed student:
Updated Student SIMS Profiles:		



The East Manchester
Academy

Review	Date:	People present:		
Full Cooperation Alternative Learning Agreement	Alternative Learning Agreement	Alternative Learning Agreement		
Student Reflection:	Targets	Review	Completed Y/N	Adjustments
	-1-			
	-2-			
	-3-			
Steps to success:	<input type="checkbox"/> FT support	<input type="checkbox"/> Regular phone calls home	<input type="checkbox"/> Weekly Reports	<input type="checkbox"/> Hate Crime / An
	<input type="checkbox"/> Seating Plan adjustment	<input type="checkbox"/> Restorative Justice	<input type="checkbox"/> SEND referral	<input type="checkbox"/> MURC
	<input type="checkbox"/> School bias referral	<input type="checkbox"/> Counselling referral	<input type="checkbox"/> Other agency referral	<input type="checkbox"/> Drop in session
	<input type="checkbox"/> Behaviour Mentor support			
Signed staff:	Signed parent:	Signed student:		
Updated Student SIMS Profile:				

As part of our approach we want to give more responsibility to students to agree a way forward when things are consistently not leading to towards full cooperation.

Learning agreements are a way of resolving issues and identifying the steps needed for greater success.

In the first instance, you may be asked to sign a learning agreement that your child has agreed to. You may also be asked to meet about a learning agreement in order for you to support The East Manchester Academy and your child.

What families said, and what The East Manchester Academy has put in place




Through discussions from parents, feedback from students and staff we have made a few slight changes to the cooperating for learning for life system. This will enable all students to have the right to continue their learning. All students to have the opportunities to receive rewards, students have complete control over how much recognition and reward they receive

- The Academy structure is now arranged in year teams. The team consists of a Director of Year, Assistant Director of Year, Student Services Leader, Student Behaviour and Intervention Leader and 8 form tutors.
- Students will have a year group tie and a house lanyard
- The TEMA 10 will be the backbone to our reward system at The East Manchester Academy. **Classroom teachers** will allocate a single TEMA Ten point if every one of the TEMA Ten criteria is met during a lesson. All subsequent rewards are based on the number of TEMA Ten points accrued in a given time frame. **Weekly rewards** will be through **The 27+ Club, 25+ Club, 20+ Club** who will receive golden tickets, silver or bronze respectively. Golden tickets equate to a edible treat from the bistro, two silver are required and three bronze. All members of the 27+ club also in a £10 love2Shop voucher that week.
- Additional rewards include: The Big Prize Draw, end of half term rewards, phone calls, shout outs, departmental champions, year champions and letters of recognition from classroom teachers.
- Some incidents will result in students who received a r4 through a lesson potentially being removed for 5 lessons, and a one hour detention after school. Parents will be informed of this by a member of the student services team
- Student's can now wear one pair single pair of stud earrings
- All student's must have a bag
- A 'Recall' is a no notice 30min detention that is served the same day as an issue occurred but we will inform you by text by 14.30 (Mon/Tues)/1:30 (Wed-Fri). A letter will also outline why the R3 'Recall' was issued.
- A R4 resolve is potentially 5 period's removed from lessons and a one hour detention, again you will be informed about the detention by text by 14.30 (Mon/Tues)/1:30 (Wed-Fri).

Additional information:

<http://www.theeastmanchesteracademy.co.uk/parents>.



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EDUCATION
and
LEADERSHIP
Trust



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HIGH SCHOOL 

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[Location Map](#)