



CoPA Staff Essentials

BE KIND. WORK HARD.



We aim to provide an aspirational curriculum, designed to inspire students to **think deeply** and develop a **motivation for learning**.

Through our curriculum, students will gain a wider appreciation of **global citizenship** and develop a strong cultural capital centred around the equality of opportunity.

Our subject experts plan carefully and intelligently ensuring there are clear and coherent learning sequences embedded into the curriculum allowing for regular opportunities for interleaving and retrieval practice.

We have a sharp focus on the continual development of **literacy and numeracy**, which we believe is the foundation to academic success putting our students in the best possible position to achieve the qualifications they need for their chosen **career** paths.

We want our students to be **great people** who are socially mobile and make lasting and positive contributions to an ever-changing global **community**.

Our Vision @ CoPA

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The school of choice for families in Peterborough

A true community school

Good behaviour every day

Consistently effective teaching

Data: P8 0 – 5+EM 25 – 4+EM 50

OFSTED rating: Good



Our Goals @ CoPA

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	Year 7	Year 8	Year 9		Year 10	Year 11
8:15am - 8:30am	Arrival	Arrival	Arrival			
8:30am - 8:45am	Tutorial	Tutorial	Tutorial	8:30am - 9:30am		Intervention
8:45am - 9:45am	Period 1	Period 1	Period 1			
				9:30am - 9:45am	Arrival	Arrival
9:45am - 10:00am	Break	Period 2	Period 2	9:45am - 10:45am	Period 1	Period 1
10:00am - 11:00am	Period 2					
10:45am - 11:00am		Break	Break	10:45am - 11:45am	Period 2	Period 2
11:00am - 12:00pm	Period 3	Period 3	Period 3			
12:00pm - 12:30pm	Lunch	Period 4	Period 4	11:45am - 12:00pm	Break	Break
12:30pm - 1:30pm	Period 4					12:00pm - 1:00pm
1:00pm - 1:30pm		Lunch	Lunch	1:00pm - 2:00pm	Period 4	Period 4
1:30pm - 2:30pm	Period 5	Period 5	Period 5			
				2:00pm - 2:30pm	Lunch	Lunch
				2:30pm - 3:30pm	Period 5	Period 5

Timetable@ CoPA

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	Year 7	Year 8	Year 9		Year 10	Year 11
Year Team Office	Year 7 Base	Library	B01		B14	A76
Classrooms	A97	A43	B02		B09	A82
	A96	A36	B03		B11	A81
	A95	A34	B04		B13	A80
	A93	Main Hall	B05		B16	A71
	A10 (new)	A17	B06		B18	Study Area
	A78	A15	B07		B19	A75
	B43	A12	B29		B20	Music
			B30		B21	B36
			B31			B38
						B47
					B48	
					B50	
					B51	
Social Space	Yr 7 Courtyard	Yr 8/9 Courtyard	Astro & Courts		Astro & Courts	Yr 10/11 Courtyard
Toilets	Yr 7 Base	Main Hall & Art	A12 Toilets		Art	A80 & A75
Entrance & Exit	Yr 7 Courtyard	Main Entrance	Student Entrance		Bike Sheds	Minibus Entrance
Stairs	A78 to B43		A11 to B07		A34 to B11	A82 to B51

Site @ CoPA

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COPA site layout



				Principal Overall Effectiveness Ben Pearce					
				Deputy Principal Standards Nicola Treacy					
		Senior Assistant Principal Teaching & Learning Rachel Spencer		Senior Assistant Principal Curriculum Madeline Budner		Senior Assistant Principal Behaviour James Ferrara			
Assistant Principal: Curriculum Leader English, MFL & Literacy Jess O'Sullivan		Assistant Principal: Curriculum Leader Maths, Business & ICT Atif Iqbal		Assistant Principal: Curriculum Leader Science & Technology James Fletcher		Assistant Principal: Curriculum Leader Humanities, Health & Social Care & Child Development Kirsty Horsfield		Assistant Principal: Curriculum Leader Art, Photography, PE, Music, Drama & Dance Rebecca Tanner	
Teaching & Learning Lead Charmaine Hopkins	Standards & Progress Lead Maliki Konteh	Teaching & Learning Lead Chiara Cook	Standards & Progress Lead Paul Broadbent	Teaching & Learning Lead Rachel Marr	Standards & Progress Lead Fidelis Mugova	Teaching & Learning Lead Scott Downie	Standards & Progress Lead Ollie Gale	Teaching & Learning Lead Deb Butler	Standards & Progress Lead John Morris
Head of Year 7 Frazer Vaughan	Deputy Head of Year 7 Leighanne Northrop	Head of Year 8 Emma Fleming	Deputy Head of Year 8 Sarah Ferrara (Vicky Foulkes-Arnold)	Head of Year 9 Andy Hunneyball	Deputy Head of Year 9 Rob Strutt	Head of Year 10 Emily Gillespie-Beal	Deputy Head of Year 10 Mike Holden	Head of Year 11 Rob Paul	Deputy Head of Year 11 Fiona Parkinson
Staff & Student Development Lead Rehana Ibrahim		SENDCo Aly Roxburgh		Designated Safeguarding Lead Jo Smith		Family Key Worker Kimberley Stamford		Inclusion Co-Ordinator Amanda Brown	
ITTs & NQTs Henry Sauntson		Deputy SENDCo Jodie Jarvis		PA to Principal Emma Warner		Data Manager Tracey Cleaves		Exams Officer Norma Ringrose	

Leadership @ CoPA

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<p>Principal: BPE Overall Effectiveness SEF & AIP Ofsted Framework Recruitment & Retention Standards (RAB): Assessment LM: Finance, Site, DP, DSL & S&Ps</p>			
<p>Deputy Principal: NTR Standards of Teaching, Learning & Behaviour Pupil Premium & Catch Up Funding PiXL Implementation & Interventions Annual Calendar LM: SAPs</p>			
<p>Senior Assistant Principal: MBU Curriculum Planning (CAB) CLFP Timetable & Duties Target Setting Examinations Reports LM: APs, SSDL, Exams Officer & Data Manager</p>	<p>Senior Assistant Principal: RSP Teaching & Learning (LAB) CPD PDR Homework Staff Absence LM: T&Ls & HSA</p>	<p>Senior Assistant Principal: JFE Behaviour (Pupil Needs) Inclusion Alternative Provision Transition (with HoYr7) Rewards LAC LM: HoY, SENCo & Inclusion Co-ordinator</p>	
<p>DSL: JSM Safeguarding, Attendance, Admissions & Well-Being LM: Family Key Worker</p>	<p>ITTs & NQTs: HSA ITT, NQT & RQT programmes & Partnership Networks</p>	<p>Staff & Student Dev Lead: RIB PSHE, Tutorial Programme, Student Development & Student Leadership</p>	<p>SENCo: ARO Specialised Learning Centre EHCPs LM: SLC</p>
<p>Inclusion Co-ordinator: ABR Ready to Learn LM: R2L Staff</p>	<p>Exams Officer: NRI</p>	<p>Supply & Recruitment Agencies & Admin Lead: EWA LM: Admin Team</p>	<p>Census, Disapps & Data Systems: TBL</p>

SLT Roles @ CoPA

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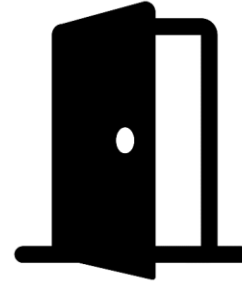


CULTURE

Build Resilience
Provide Cultural Capital
Develop a motivation for
learning



OPPORTUNITY



Termly Enrichment Calendar
Calendared Visits
External Visits

ACADEMIC SUCCESS

Academic/Vocational Learning
SMSC
PSHE
Literacy and Numeracy



PREPARATION



Careers
Pathways
Student Leadership
Global Citizens

Curriculum @ CoPA

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DESIGN

	Y7 Nurture	Y7	Y8	Y9	Y10	Y11
Maths	3	4	4	4	4	4
English	4	5	5	5	5	5
ERIC	1	1	1	0	0	0
Science	4	4	4	5	5	6
Core PE	1	1	1	1	1	1
PDE/Study Skills	4	1	1	1	1	0
Humanities	3	3	3			
MFL	1	2	2			
Drama	2	2	2			
IT	1	1	1			
Art/DT	1	1	1			
Option A						
Option B				3	3	3
Option C				3	3	3
	25	25	25	25	25	25



OPTIONS

- Art
- Business Studies
- Child Development
- Citizenship
- Creative I Media
- Dance
- Geography
- Health and Social Care
- History
- MFL – French/Spanish
- Music
- Photography
- PE/Sport



Curriculum @ CoPA

BE KIND. WORK HARD.



MEET AND GREET so that lessons start positively

RECALL DO NOW ACTIVITY (DNA) so that students retain more information

CHALLENGE so that all students work hard and deepen understanding of concepts

MODEL AND SCAFFOLD so that students are clear about expectations of work

PURPOSEFUL LEARNING ENVIRONMENT so that lesson time is maximised for all students

ASSESSMENT FOR LEARNING so that students evolve and improve their work

EVERYDAY COPA SYSTEMS so that all students gain a consistent approach across all curriculum areas.



Teaching @ CoPA

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MINT

Materials

Independent / pair / group work

Noise level

Time.



For this part of the lesson...

M “You will need A3 paper; a pencil and ruler; and a dictionary.”

I “You will be working in groups of four on your table. Therefore...”

N “The **noise** I’d like you to maintain, is a quiet conversation in your groups ... and,”

T “The **time** for you to do this is 7 minutes. I will give you a final 1 minute warning before we stop and when I’m back at the front with my hand up it’s come to an end”.

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Aims:

Professional learning at CoPA is explicitly linked to **improving outcomes** for all pupils. Opportunities for **collaborative planning** and **peer discussion** are a key feature of our professional learning. Underpinned by robust **research**, our professional learning strives to ensure teaching is consistently effective across the Academy.

Week	Teaching Staff	SLC	Pastoral non-teaching staff
1	Faculty Learning groups Curriculum Implementation		High Quality Pastoral Support
2	Faculty Focus Curriculum Intent		Personal Development Focus
3	Personal Professional Development Focus		High Quality Pastoral Support
Lead	RSP/T&L Leads/SENCO		JFE/JSM

Professional learning @CoPA

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Teach Meets secure a bespoke approach by Teachers for SEND pupils

Co-planning between Teachers and in class support to challenge SEND pupils

Carefully planned seating plans maximise opportunities for SEND pupils

High challenge for SEND pupils through Teacher questioning strategy

School wide consistency with clear routines reduces cognitive overload for SEND pupils

Broad curriculum gives wide range of opportunities and life skills to SEND pupils

High level of parental engagement allows for a community approach

Bespoke Student Learning Centre offers specialist intervention

Steps of success are celebrated to increase motivation for SEND pupils.



SEND @ COPA

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POSITIVE POINTS

Great Effort
Excellent Work
Kindness
Resilience
Teamwork
Leadership
Community Work
Enrichment Success
Helpful



LOYALTY CARD



Queue Skip

Every 100 Points

8 Wristbands Available

50 POINTS

Tutor Postcard

100 POINTS

HoY Postcard

200 POINTS

Principals Lunch

400 POINTS

Voucher

600 POINTS

Rewards Trip



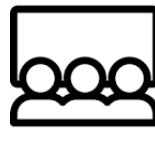





800 POINTS

Family Lunch

Positive Points @ CoPA

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 POSITIVE POINTS Milestone Rewards	 PRINCIPALS LUNCH Positive Character Points	 WEEKLY ASSEMBLY Positive Celebration Form of the Week	 CELEBRATION ASSEMBLY HoY Awards Tutor Awards Raffles	 ATTENDANCE AWARDS 100% Awards Amazon Fire Sticks Shopping/ Cinema Trip	 STUDENT OF THE WEEK Year Group Whole School	 SEND CELEBRATION Achievement Hard Work Perseverance	 ACTIVITY DAY Behaviour Attendance Various Trips
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Rewards @ CoPA

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BE KIND

WORK HARD

CoPA STUDENTS ARE:



Community Minded
Helpful
Proud
Resilient
Respectful
Team Players



Ambitious
Curious
Focused
Good Representatives
Leaders
Ready to Learn

Character @ CoPA

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MAKE IT COUNT FOR YOU!

Attendance Matters Because **Every Lesson Counts**



Good Attendance = More Learning Opportunities = More Qualifications = More Choice.

80%

152 days

Serious Concern

85-90%

161 - 171 days

Chances of Getting
Grades 9-5 Halved

95%

180 days

CoPA Minimum
Expectation

100%

190 days

Your Best Chance
of Success

Attendance @ CoPA

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D1 LATE

5 MINUTES LATE TO LESSON

DAILY

X2 D1 LATES
20 Minute After School
Detention

ESCALATIONS
40 Minute After School
Detention
2 Day ASP



TERMLY

10 D1 LATES
Punctuality Contract

15 D1 LATES
Contract Review

20 D1 LATES
Penalty Notice Agreement



TRANSITION

BETWEEN LESSONS AND FROM
SOCIAL TIME

No Running in Corridors
No Shouting in Corridors
No Litter in Courtyards or Corridors



TRUANCY

INTENTIONALLY MISSING A LESSON
40 Minute After School Detention

Punctuality @ CoPA

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3 D POINTS



YEAR OFFICE
 20 Minute Detention
 Break/ Lunch/ After-school
 Over **3 D** Points = Isolation



W1

REMINDER

Verbal

No Disruption Point

D1

REFLECTION

Log Outside Room

1 Disruption Point

D2

REMOVAL

Alternative Room

1 Disruption Point

D3

REMOVAL

Year Office & Detention

1 Disruption Point

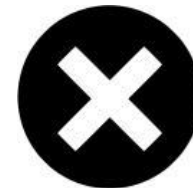
ON CALL

YEAR OFFICE

Fighting
 Swearing
 Persistent Refusal
Deliberate Transmission



ESCALATIONS



R2L - ASP - FTE

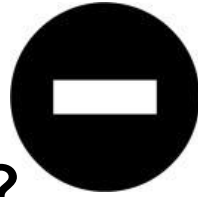
D2 x2 in 5 Days
D2 x3 in 5 Days
 Persistent Refusal

Consequences @ CoPA

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STOP



BULLYING?

Several **S**tart
Times **T**elling
On **O**ther
Purpose **P**eople

CoPA



Ask Them to Stop
Remove Yourself
Talk to Staff
Use **SHARP**

“Bullying is Repeated Behaviour Towards Another that is Intended to Hurt Someone Either Physically or Emotionally.”

Be Kind @ CoPA

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Mrs Smith

Designated Safeguarding Lead



Mr Vaughan
**Safeguarding
Officer / Head of
Year 7**



Mrs Fleming
**Safeguarding
Officer / Head of
Year 8**



Mrs Gillespie-Beal
**Safeguarding
Officer / Head of
Year 10**



Mrs Stamford
**Safeguarding
Officer / Family
Support Worker**



Mrs Brown
**Deputy Designated
Safeguarding Lead / Inclusion
Co-Ordinator**



Mrs Warner
**Deputy Designated
Safeguarding Lead / PA to
Principal**



Safeguarding @ CoPA

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Benefits to you



Support and counselling for home-life issues

Specialist support for challenges such as relationship breakdown, bereavement or infertility.



Support and counselling for work-related issues

Specialist telephone support for issues related to work.



Financial and legal

Our qualified legal professionals provide specialist support on a range of personal issues.



Specialist information

CAB-type advice offering information and signposting.



Support for managers

A support service for managers, dealing with important and challenging people issues.



Fast access

You can access support via email, live chat, or telephone 24 hours a day



Call: 08000 856 148

Online access to support is only a click away.

Log on: www.educationsupportpartnership.org.uk/onlinesupport

Username: **worklifesupport**

Password: **support1**



Well Being @ CoPA

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