



ORMISTON
SWB
ACADEMY

[OAT]
Ormiston Academies Trust
AN OAT ACADEMY



Academy Information



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INTRODUCTION FROM THE PRINCIPAL

Dear Parent/Carer,

As an Academy we have high aspirations for your child's academic achievement, high standards of behaviour and high expectations of their personal development into young adults. Please find enclosed in this pack a range of information that will enable you to support your son/daughter when they join us in September.

There are a variety of documents and I urge you to read all the information carefully before signing and then return to us either during the induction evening or with your son/daughter during the first week of the new term.

To ensure that we make the best possible start to the new academic year in September, we would like to remind our students and parents of some of our rules. The key ones we would like to draw to parents' attention are:

- The uniform code states clearly that plain black polishable shoes must be worn; this applies to both male and female students
- Trousers that are 'skinny' or legging like are not allowed to be worn for school
- The only skirt permitted is the official one with logo
- Jewellery is restricted to a watch and one small stud earring in each ear
- Facial piercings or extreme hairstyles (no tramlines etc)/ extreme hair dyes/extreme or excessive makeup are not permitted
- Extreme or unsafe fake nails are not permitted
- Chewing gum/Energy drinks are forbidden
- There is no entitlement to grant leave of absence for family holidays in term time.
- There may be exceptional circumstances under which leave may be granted under conditions agreed by the Governing Body. Such exceptional leave would not be granted where a student's attendance is below 96%.

Thank you in advance for your cooperation and support.

Yours sincerely

D Mason
Principal

OUR VISION AND VALUES

Our vision is to provide outstanding education for all of our students through engaging and inspiring lessons taught by dedicated subject specialists who have the expertise, facilities and resources to ensure every child achieves their potential.

We believe every student should and can master skills in literacy, numeracy, oracy and ICT and that these skills should be embedded across all of their subject areas. In addition, we aim to nurture resilience, integrity and high aspirations in every child, enabling them to confidently make their way in the world. Finally, we strive to provide students with access to unprecedented opportunities, giving them access to a huge range of activities and experiences including a broad enrichment programme and visits in the UK and abroad. The range of visits is growing year on year alongside the development of the 'C.O.R.E (Character, Organisation, Resilience, Excellence) for all students.

Staff and students embody these values every day; we are dedicated to creating an inclusive environment with a family atmosphere. Everything we do is driven by our commitment to provide our students with the highest standards of learning and teaching. In return we have very high expectations of student behaviour and their achievements.

At Ormiston SWB Academy we believe in appreciating traditional values and embracing innovation. We believe that with nurture and hard work every child has the potential to succeed.

Ormiston SWB Academy students pride themselves on belonging to a highly successful and vibrant learning community where respect and high expectations mean that they thrive academically, socially and personally.





TERM DATES

First Day of Term Procedure

Wednesday 06 September 2023

New Year 7 students should arrive at 08:40am, where they will be welcomed to the Academy as a year group. The Academy calendar informs parent/carers and students of key dates, when terms start and finish; including half terms and bank holidays.

Autumn Term 2023

Staff training day	Mon 04 September
Staff training day	Tues 05 September
Open to Year 7, 11 and 12 students	Wed 06 September
Open to All Years	Thurs 07 September
Half term	Mon 30 October-Fri 03 November
Open to students	Mon 06 November
Staff training day	Monday 13 November
The academy closes to students	Fri 22 December at 12:15

Spring Term 2024

Staff training day	Mon 08 January
Open to students	Tues 09 January
Half term	Mon 12 February-Fri 16 February
Open to students	Mon 19 February
The academy closes to students	Fri 22 March at 12:15

Summer Term 2024

Staff training day	Mon 08 April
Open to students	Tues 09 April
Half term	Mon 27 May-Fri 31 May
Open to students	Mon 03 June
The academy closes to students	Mon 22 July at 12:15

Please check the Ormiston SWB Academy website for up to date changes and updates throughout the year.

Bank Holidays

2023	25/26 December (Christmas)
2024	01 January (New Years Day)
	29 March (Good Friday)
	01 April (Easter Bank Holiday)
	02 April (Easter Bank Holiday)
	06 May (May Day)
	27 May (Spring Bank Holiday)
	26 August (Summer Bank Holiday)



TIMES OF THE DAY

Punctuality is an important part of self-discipline and is essential to good time management. Attending Registration is a legal requirement and lateness causes disruption and affects overall performance.

The gates will be open at 08:20am. Students can enter the Academy following a uniform check at 08:30am.

If your child is going to be late please ring and let the Academy know and ensure they sign in at Reception upon arrival to get their mark for the day. Always make sure that you are at the appropriate classroom for lessons no later than the times shown below;

Time	Year 8, 10 and SWB6	Year 7	Year 11 and Year 9
08:20	Gates Open - Dudley Street & Prosser Street - Students can gather under the canopy		
08:20	Restaurant doors open - Uniform check upon entry with HoY		
08:30	Students can enter the main building		
08:40-09:00	Personal Tutor Time	Personal Tutor Time	Personal Tutor Time
09:00-09:05	Movement Time Period 1	Movement Time Period 1	Movement Time Period 1
09:05-10:05	Movement Time Period 2	Movement Time Period 2	Movement Time Period 2
10:05-10:10	Movement Time Period 3	Movement Time Period 3	Movement Time Period 3
10:10-11:10	Movement Time Period 4	Movement Time Period 4	Movement Time Period 4
11:10-11:30	Break	Break	Break
11:30-11:35	Movement Time Period 5	Movement Time Period 5	Movement Time Period 5
11:35-12:35	Movement Time Period 6	Movement Time Period 6	Movement Time Period 6
12:35-13:05	Lunch	Period 4a	Period 4
13:05-13:35	Period 4	Lunch	Period 4
13:35-14:05	Period 4	Period 4b	Lunch
14:05-14:10	Movement Time Period 5	Movement Time Period 5	Movement Time Period 5
14:10-15:10	Movement Time Period 6	Movement Time Period 6	Movement Time Period 6
Enrichment Activities	Enrichment Activities/Intervention/After School Clubs		

ATTENDANCE

Attendance at school every day, is vital to enable your child to make good progress and learn good habits. All students are expected to achieve at least 96% attendance. Therefore, unless absolutely unavoidable then please send your child to school.

Should your child be absent from school, then please, call the Academy before 08:40am on 01902 493797 or send an alert using ParentMail to inform us. When informing the Academy of an absence please provide your child's name, form group and the reason for absence. The absence can then be recorded onto our system.

If you do not inform the Academy of an absence, you will receive a phone call by a Head of Year to check in on your child.

Medical Appointments

Medical appointments should be made outside of Academy hours. If this is not possible then appointments should be made early in the morning or towards the end of the day. Absences will NOT be authorised for medical appointments lasting all day, other than in exceptional circumstances. Students should bring an appointment card, letter or a note to be given to their Form Tutor and must sign in/out at Reception.

Students and family holidays in term-time

As you will be aware, there have been changes to the national regulations regarding students' absence from the academy, especially to do with family holidays.

The main points are as noted below:

- a) There is no entitlement to grant leave of absence for family holidays in term time. Schools/academies find this genuinely disruptive to the progress of the child involved, to others in their classes (whose progress is interrupted by teachers having to repeat class work for the "returning student") and, of course, teachers (who have considerable ground to cover to meet the requirements placed upon them). The regulations are, therefore, intended to protect students' entitlement to uninterrupted education.
- b) There may be exceptional circumstances under which leave may be granted under conditions agreed by the Governing Body. If a parent believes this to be the case, application must be made in advance by letter to the Principal. This would normally be followed by a brief meeting between a parent and the Principal. Parents or carers will be notified of the outcome in writing.
- c) Such exceptional leave would not be granted where a student's attendance is below 96%.
- d) Under no circumstances can leave of absence be granted in Years 10, 11 and 13, or during examination periods.
- e) Leave will not be granted for a child to go away with another family.
- f) Where a student is withdrawn from the academy for a holiday without having sought consent, or where it has not been possible to grant a leave of absence, the absence must be treated as unauthorised and followed up accordingly.

I hope this clarifies the situation and causes you no major inconvenience. The regulations are a response to the Government's and Local Education Authority's genuine and entirely justified concerns. I have no option but to apply them, but I do agree fully with them. I thank you, genuinely, in advance for your support. Please do not hesitate to contact the Academy if the circumstances noted above arise.

FREE SCHOOL MEALS

A healthy diet helps students learn and establishes healthy habits for life. The school offers healthy eating options through our free school meals, available to any family in receipt of one 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Registering not only provides your child with free healthy meals every lunchtime, but also raises an additional £900 for the school from the government. This money is used by the school to offer students invaluable additional support and to fund after-school activities.

To check whether your child is eligible or if you have any questions, please contact Mr A Lampitt via email: alampitt@oswba.co.uk or telephone on 01902 493797.

Thank you for your support and for helping to make sure the Academy receives as much funding as possible to give every pupil the support and education they deserve.

How your information will be used?

The information you provide in this form will be used by the Local Authority (LA) to confirm receipt of one of the listed welfare benefits. Once this has been confirmed, they will use this information to decide how much money the Academy receive each year. The information will also be used to decide whether students are eligible for free school meals.

You only need to submit your information once and it will last for the duration of your child's time at the Academy.

The Academy and LA is committed to ensuring that the personal and sensitive information that they hold about you is protected and kept safe and secure, and they have measures in place to prevent the loss, misuse or alteration of your personal information. The LA will use the information you provide to assess entitlement to free school meals.



UNIFORM

Please note the following uniform regulations, which apply to both boys and girls;

1. The Principal reserves the right to send a student home to change if he/she is not in appropriate uniform.
2. Students are expected to wear their uniform correctly to and from the academy. Whilst in uniform students are to follow academy rules.
3. Academy uniform is to be worn when representing the academy.
4. Students should wear their blazers inside the academy building and on their journey to and from the academy. Outdoor coats and scarves should not be worn inside the building.
5. Permission must be obtained from the Principal if a student needs to change out of uniform before leaving the academy.

Parents should send a note in to the Director of Year/Head of Year if their child is not dressed in appropriate uniform. Students wearing incorrect uniform will be provided with academy issue uniform or shoes (and expected to wear them) as a short term measure.

However, it is the responsibility of parents/carers to ensure that their child has correct uniform at all times.

Wearing Academy uniform is important in establishing pride and identify with the academy and at the same time minimises social divisions between students. We expect all students to represent Ormiston SWB Academy, with high levels of personal respect for themselves and the way they wear the uniform. The uniform code states clearly that plain black polishable shoes must be worn; this applies to both male and female students.

Nike Air Force are not acceptable.

If you are in any doubt as to whether your child's shoes are acceptable, please retain your receipt and speak to us. Please note that the Academy retains the right to determine what is acceptable.



ACADEMY LIFE

Mobile Phones

Once students are in the building phones must be NOT SEEN and NOT HEARD at any point throughout the day. Students will not be allowed them in the Academy in sight or earshot – if seen or heard, it will be confiscated by staff, placed in a labelled bag and locked away to be collected by the student at the end of the day.

1. The academy cannot accept responsibility for their loss or damage however caused.
2. It is illegal to attempt to use a mobile phone capable of taking photographs for that purpose on academy property. The use of this technology to bully, intimidate or otherwise harm others on the way to and from the academy is a serious offence.
3. The law deems it to be the responsibility of the student's parents, guardians or carers if their child brings a mobile phone into the academy.
4. If a parent, guardian or carer wishes their child to keep a mobile telephone with them, the following must be complied with:
(a) It must be switched off during the entire period the student is on the academy site including breaks and lunchtimes. It must not be used under any circumstances.
(b) It must be kept out of sight at all times.
(c) It is the parent or carer's responsibility to arrange with their child how they will meet these requirements and keep the mobile phone secure from interference by other students during the day (including assemblies, break and lunch periods, P.E. lessons and other occasions when they may be separated from their academy bags etc.).
(d) A mobile phone must never be left in a coat.
5. Alternatively, the child may ask for the phone to be kept for safe keeping in the academy office. It will be stored in a locked filing cabinet in the admin office.
6. Any mobile phone found to be in the academy when the student has not

fully complied with these requirements will be confiscated. The member of staff confiscating it will hand it to the Head of Year who will seal it in an envelope bearing the student's name and take/send it to the admin office for locked storage in the designated place.

7. Refusal to hand over a mobile phone for confiscation, or repeated use of a mobile phone on the premises, will result in the child being forbidden to bring the phone to the academy and additional sanctions.
8. Should a mobile phone be mislaid or stolen the child and/or parent, guardian or carer is responsible for informing the relevant telephone company and liaising with the Police (if appropriate).

Valuables

Do not bring expensive items or large sums of money into the academy. You are responsible for any personal item brought into the academy.

Lost Property

Lost property should be handed in at reception without delay. If you lose something please enquire at reception and if the item has not already been handed in you should tell your Form Tutor, Director of Year or Head of Year.

Food

- Food should only be eaten in the Restaurant or Attwood Floor.
- Chewing gum/Energy drinks are forbidden.

SAFEGUARDING

Ormiston SWB Academy aims to ensure students feel safe at all times. Should at any time you have concerns about your child;

- Feeling unsafe in the Academy
- Experiencing an unsafe incident on the way to and from the Academy
- Worried about their interactions with other students
- Safe use of the internet
- Being sent inappropriate messages via social media
- Feeling unhappy regarding any aspect of their life

Please ask to speak to one of the safeguarding team in S26 or year team members;



MISS S WOODBINE
SWOODBINE@OSWBA.CO.UK



MR C SIMPSON
CSIMPSON@OSWBA.CO.UK



MRS J LATHAM
JJONES@OSWBA.CO.UK



MRS F NDELEMANI
FNDELEMANI@OSWBA.CO.UK



OUR SPONSOR

Ormiston Academies Trust (OAT) is one of the largest not-for-profit multi-academy trusts in England. Multi-academy trusts are charities that run schools to give local children a great education. We educate 29,000 pupils across six English regions, in 30 secondary schools, seven primary schools and one special school.

Each academy is led and run by the principal and senior leaders and as OAT believes that every academy and community is unique, it does not take a one size fits all approach. It provides a balance of focused support and challenge, a breadth of opportunities, and it enables us to collaborate with academies across the network, to share best practice and to ensure we benefit from the wealth of expertise.

Everyone in the OAT family shares the same vision – to be wholly committed to young people, ensuring that they have access to the highest academic, social and practical skills required to achieve their full potential, whether going on to study at a leading university or entering the world of work. We are all determined to become part of the Trust that makes the biggest difference, both inside and outside the classroom.

The impact is clear – with more than three quarters of the academies being rated 'Good' or 'Outstanding' by Ofsted since joining the Trust. For many years, OAT has successfully raised academic standards, including in disadvantaged communities, and the Trust is committed to ensuring that all children and young people across the academies benefit from the high quality education being delivered across the network.

OAT has been recognised as one of the top performing education providers in the country by government, placing OAT as the fifth best in England for primary school performance, out of 153 multi-academy trusts.

OAT's strategic direction comes from its Board of Trustees, who have a wealth of experience in the education sector. The Trust is also guided by its founding body, Ormiston Trust, which is a national charity founded by the Murray family in 1969 to improve the life-chances of children and young people so they can fulfil their potential and lead happy and productive lives. The family takes an active role in OAT and every one of its academies.



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GET IN TOUCH

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