



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 04 September 2024

New Year 7 students should arrive at 08:30am, 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 2024

<b>Staff training day</b>	Mon 02 September
<b>Staff training day</b>	Tues 03 September
<b>Open to Year 7, 11 and 12 students</b>	Wed 04 September
<b>Open to All Years</b>	Thurs 05 September
<b>Half term</b>	Mon 28 October-Fri 01 November
<b>Open to students</b>	Mon 04 November
<b>The academy closes to students</b>	Fri 20 December at 12:15

### Spring Term 2025

<b>Staff training day</b>	Mon 06 January
<b>Open to students</b>	Tues 07 January
<b>Half term</b>	Mon 17 February-Fri 21 February
<b>Staff training day</b>	Mon 24 February
<b>Open to students</b>	Tues 25 February
<b>The academy closes to students</b>	Fri 11 April at 12:15

### Summer Term 2025

<b>Open to students</b>	Mon 28 April
<b>Half term</b>	Mon 26 May-Fri 30 May
<b>Open to students</b>	Mon 02 June
<b>The academy closes to students</b>	Fri 18 July at 12:15

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

### Bank Holidays

<b>2024</b>	25/26 December (Christmas)
<b>2025</b>	01 January (New Years Day)
	18 April (Good Friday)
	21 April (Easter Bank Holiday)
	22 April (Easter Bank Holiday)
	05 May (May Day)
	26 May (Spring Bank Holiday)
	25 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;

<b>08:20</b>	<b>Gates Open - Dudley Street &amp; Prosser Street - Students can gather under the canopy</b>		
<b>08:20</b>	<b>Restaurant doors open - Uniform check upon entry with HoY</b>		
<b>08:30</b>	<b>Students can enter the main building</b>		
<b>Time</b>	<b>Year 8, 10 and SWB6</b>	<b>Year 7</b>	<b>Year 11 and Year 9</b>
<b>08:40-09:00</b>	Personal Tutor Time	Personal Tutor Time	Personal Tutor Time
<b>09:00-09:05</b> <b>09:05-10:05</b>	Movement Time Period 1	Movement Time Period 1	Movement Time Period 1
<b>10:05-10:10</b> <b>10:10-11:10</b>	Movement Time Period 2	Movement Time Period 2	Movement Time Period 2
<b>11:10-11:30</b>	Break	Break	Break
<b>11:30-12:30</b>	Period 3	Period 3	Period 3
<b>12:30-13:05</b>	Lunch (including Period 4 movement time)	Period 4a	Period 4
<b>13:05-13:35</b>	Period 4	Lunch	
<b>13:35-14:05</b>		Period 4b	Lunch
<b>14:05-14:10</b> <b>14:10-15:10</b>	Movement Time Period 5	Movement Time Period 5	Movement Time Period 5
<b>Enrichment Activities</b>	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 must strive to achieve 100% attendance. Therefore, unless absolutely unavoidable please send your child to school. We will always make phone calls to try and support none attendance.**

Should your child be absent from school then please ensure one of the following is completed before 08:40:

- **Call** the Academy on 01902 493797 and leave a voicemail message
- **E-mail** attendance@oswba.co.uk
- **Send** an alert using ParentMail to inform us

When informing the Academy of an absence please provide your child's name, year group and the reason for absence. The absence can then be recorded onto our system. Please be aware you may still be contacted to discuss the absence.

If you do not inform the Academy of an absence, you will receive a phone call by a member of the Attendance Team to check in on your child. We may also conduct a home visit to discuss absence. If we cannot make any contact we will ask external agencies for support, this could be Social Care or the Police.

### 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 toward 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 there form tutor and must sign in/out at reception.

### Students and family holidays in term-time

No holidays during school term time will be authorised regardless of the reason. Unless extenuating circumstances a fine will always be issued.

## 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](mailto: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.

Wearing Academy uniform is important in establishing pride. It is also important to minimise social divisions between students. We expect all students to represent Ormiston SWB Academy, with high levels of personal respect for themselves in the way they wear uniform and present themselves.

1. The Principal reserves the right to send a student home to change if he/she is not in appropriate uniform. They would be expected to go home change and return to the Academy promptly. Failure to do this would result in an unauthorised absence.
2. Students are expected to wear uniform correctly to and from the Academy. Whilst representing the Academy students are to follow the school rules.
3. Academy uniform is to be worn when representing the Academy.
4. Students should wear their blazers inside the Academy building. 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 inform their child's head of year if their child is not dressed in appropriate uniform. Students wearing incorrect uniform will be provided with academy uniform or shoes (and expected to wear them) as a short term measure. If this is not possible students will be placed in Internal Isolation, regardless of the reason but a sanction will not be issued. Students refusing to borrow items will receive a sanction in line with academy policy.

Ties will be available to borrow as a one off. It is the responsibility of parents/carers to ensure their child has a school tie. Students may be asked to exchange a personal item to remind them to return the tie at the end of the day. This will be recorded as an S1.

The uniform codes states clearly that plain black polishable shoes must be worn; this applies to both male and female students.





## ACADEMY LIFE

### Mobile Phones

Once students are in the building phones must be out of sight and switched off. Students will not be allowed them in the Academy at all. A sanction will be issued according to the academy policy and will be confiscated by staff and locked away to be collected by the student at the end of the day.

1. The academy cannot accept responsibility for 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.
3. The use of this technology to bully, intimidate or otherwise harm otherwise harm others on the way to and from the academy is a serious offence.
4. The law deems the phone is the responsibility of the student's parents.
5. If a parent, guardian, or carer wishes their child to keep a mobile telephone with them, the following must be complied to:
  - It must be switched off during the entire period the student is on the academy sight including breaks and lunchtimes. It must not be used under any circumstances.
  - It must be kept out of sight at all times.
  - It is the parent, guardian, 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.)
  - A mobile phone must never be left in a coat
6. 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.
7. Any mobile phone found to be in the academy when the student has not fully complied with these requirements will be confiscated. The member

off staff confiscating will hand it to the Head of Year who will take/send it to the admin office for locked storage the designated place. This will be recorded as an S1. Further non compliance will result in an escalation of sanctions as per academy policy.

8. Refusal to hand over a mobile phone will be Internal Isolation. Repeated refusal may result in the student not being allowed to bring a phone on school site and a daily search to ensure this does not happen.
9. All mobile phones are the responsibility of the child and parent: 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).
10. The academy accepts no responsibility for theft or lost phones.

### Valuables

Do not bring expensive items or large sums of money into the Academy. The Academy is not responsible for any personal items brought into the Academy.

### Lost Property

Lost property should be handed in to B10. If you lose something, please enquire at B10 before informing reception if you have lost something.

### Food

Food should only be eaten in the restaurant or Attwood floor. Chewing gum or energy drinks are forbidden and will be confiscated and disposed of.

## 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 A14 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

## STUDENT CONDUCT

The Academy has high expectations of student conduct. This is essential in preparing students to be citizens of the future: able to follow basic rules, participating and contributing to society positively.

Our Behaviour Policy and sanctions grid reflect what is deemed unacceptable behaviour and this applies to every child at Ormiston SWB Academy.

Our Uniform Policy is explicit; this is adhered to every day and students will be checked on arrival and sanctioned as per policy if they do not follow the expectations.

Rewards and recognition for students displaying exceptionally good behaviour are part of daily routines.

Students who continue to meet our high expectations around the building and academy will have additional opportunities throughout the year. We reserve the right to not allow students to partake in activities in their behaviour or attendance does not meet our expectations.

### Medical

The Academy has a designated medical room and officer who is first-aid trained. The medical officer will offer support to students who have a medical condition and are able to offer basic day to day first aid: Please be advised this is a basic level of first aid and parents may be contacted to make decisions on medical care if required.

### Student Support Area: Oasis

The academy has a support area for students who have challenges with social, emotional and mental health issues: the Oasis is supervised by two teaching assistants. Students accessing the Oasis are able to build positive relationships with students accessing the support.

### Pupil Support Unit (PSU)

Ormiston SWB Academy Pupil Support Unit is a separate area of the Academy building for students who are finding it hard to manage behaviour in a mainstream setting. Students have access to high levels of support to try and modify behaviour to ensure they can be returned to mainstream as soon as possible.





## OUR SPONSOR

Ormiston Academies Trust (OAT) is one of the largest not-for-profit multi-academy trusts in England. Our aim as a charity, alongside our schools, is to help provide local children with a great education. We educate over 35,000 pupils across five OAT regions, in over 40 schools – currently 32 secondary schools, six primary schools, three alternative provision schools and one special school. We are one of the longest-established trusts and have been sponsoring academies since 2009. Our sole purpose is to provide OAT pupils with excellent learning opportunities inside and outside the classroom.

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.

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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### Van de Graaff

In 1931, Robert J Van de Graaff inven  
He invented it for the purpose of  
nuclear phy

## GET IN TOUCH

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