

## Consent Information and Guidance

***Please read the following information and guidance, complete the consent form located on the back of the Admission Form and return to the Academy.***

### Biometric Information

Biometric information is information that can be used to identify a person, for example, their fingerprint. The academy would like to use this information so your child is able to access our library facilities and our cashless cafeteria. The information will be used as part of an automated biometric recognition system. This system will take a template of your child's fingerprint but **WILL NOT STORE THE CHILD'S FINGERPRINT**. The template is what will be used to permit your child to access our academy services.

The academy is bound by specific legal requirements when using biometric information, about children. For example:

- The academy cannot use the information for any purpose unless it is made known to the parents.
- The academy must ensure that the information is stored securely
- The academy must tell you what it intends to do with the information.
- Unless the law allows it, the academy cannot disclose personal information to another person/body.

#### Providing your consent/objecting to the use of biometric data

Under the Protection of Freedoms Act 2012, we are required to notify each parent of a child and get written consent of at least one parent before being able to use a child's biometric information.

You and your child have the right to object to the use of their biometric information and the academy would therefore not collect or use the information on the automated recognition system. If consent is given by one parent and the other parent objects in writing, the information will not be collected from your child. Previously given consent can be withdrawn at any time.

Please note that you must make any consent, withdrawal of consent or objection in writing.

Even if you have given your consent, your child can object or refuse at any time to their biometric information being collected and used.

If your child objects they do not need to do this in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.

The academy is happy to answer any questions you or your child may have by contacting Mr A Lampitt, Business Manager, with any questions you may have.

If you do not wish for your child's biometric information to be used by the academy, or your child objects to such processing, the academy will provide reasonable alternative arrangements for pupils who are not going to use the automated system to pay for academy meals.

Please note that, when your child leaves the academy or ceases to use the biometric system, their biometric information will be securely removed in line with the academy's Record Retention policy.

Please complete the form below to confirm if you do or do not consent to the collection and use of your child's biometric information and return it to the academy.

## Careers Guidance

Ormiston SWB Academy is committed to providing Careers Education, Advice and Guidance to all students through the curriculum and organised activities.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

### Aims

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance.
- Work place experience through the Year 10 Work Experience week
- Progression planning through the provision of Information and Guidance (IAG) from external careers advisors, support across the curriculum, organised progression activities and events and association with local colleges and businesses. Developing understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.

### Commitment

The academy is committed to all providing a planned programme of careers education, information and guidance for students in all years in partnership UCAS Progress. All students will leave the academy with the skills and knowledge required to support their entry to further education or employment. The academy actively promotes parent/carer involvement through events, forums and ensuring access to information throughout the year via the newsletter.

## Consent for visits and other off-site activities

Ormiston SWB Academy is committed to providing all students with the opportunities to learn and develop through participation in school visits and other off-site activities. By giving your consent you are agreeing to your child:

- Taking part in local visits and other activities that take place off academy premises.
- Being given first aid or urgent medical treatment during any academy visit or activity.

Please note:

1. That the visits and activities covered by this consent include:

- Off-site sporting fixtures during and outside the academy day.
- Visits to local venues e.g. colleges and libraries.
- Performance events to local venues.
- You can, if you wish, tell the academy that you do not want your child to take part in any particular academy visit or activity.
- Written parental consent will not be requested from you for those off-site activities listed in 1. We will however seek separate permission for any visits that are residential or not local or for which we ask for a contribution towards the cost.
- A medication information form will need to be completed before your child attends off-site activities. The information on the medical information form will be retained on our records to use for all future local visits/activities.
- It is your responsibility to keep us informed of any changes that we should be aware of regarding your child's health. You must also keep us updated with new contact details.

## Photography and videos parental/carers consent form for Ormiston SWB Academy.

This information explains the reasons why and how the school and the sponsor\* may take and use photographs and videos of your child. Please read the information thoroughly and outline your agreement as appropriate by completing the consent form on pages 2 and 3.

### Why do we need your consent?

We request consent to take and use photographs and videos for a variety of different purposes. Without consent, we will not take and use photographs and videos of your child. If your child is over the age of 12 and considered to have the capacity to understand the decision they are making, we will obtain consent directly from them.

### Why do we take and use photographs and videos of your child?

We use photographs and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote on social media, websites; and for other publicity purposes in printed publications, such as newspapers and journals.

Where we use images of individual pupils, the full name of the pupil will not be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

### Who else takes and uses images and videos of your child?

It is common for the school to be visited by local media/press and other approved organisations, who take photographs or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, social media or websites. Additional consent will need to be sought by these organisations.

### What are the conditions of use?

- This consent form is valid for the current academic year.
- The photographs and videos taken are stored securely and when they are no longer required, they are disposed of safely and securely.
- Consent can be withdrawn at any point, in writing.
- We will not use the personal details or full names of any pupil in any photograph or video, on websites, social media, in prospectuses or any other printed publications, unless additional consent is given.
- We will not include personal emails or postal addresses on photographs or videos, on our websites, social media or printed publications.
- We may use pictures/work created by pupils on display boards inside and/or outside of school e.g. in the local supermarket.
- We may use group or class photographs or videos with general labels, e.g. 'sports day'.
- We may use individual, or group photographs and videos taken on school trips/visits if consent is given on the consent form. We will not ask again prior to a trip or visit.
- We will only use photographs and videos of pupils who are suitably dressed.
- We will take class images of your child which are available to purchase annually (if applicable).

There may be other situations where we need to obtain consent from you/your child, such as where we use communication aids or secure online assessment and home-school communication tool where you/your child may appear in a photo or video that is shared on another child's timeline.

### Refreshing your consent

This form is valid for the current academic year. It will be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil photographs and videos.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's photograph cannot be used.
- Changes to consent, e.g. amending the provisions for which consent has been provided.
- Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the principal via the school office. A new form will be supplied to you to amend your consent accordingly and provide a date and signature.

### **Withdrawing your consent**

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, we will make every effort to remove images of the pupil where possible, e.g. images of the pupil on the school's website will be removed. If you would like to withdraw your consent, you must submit your request in writing to the principal via the school office.

If you have any questions regarding this form or need help understanding what it all means, or translating it, please do not hesitate to contact the school office.

## Privacy Notice for pupils (also provided to parents and carers)

This privacy notice has been written to inform parents/carers and pupils of Ormiston Academies Trust (OAT) about how and why we process their personal data.

### Who are we?

Ormiston Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Alexandra Coughlan to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. The contact details are:

[dpo@ormistonacademies.co.uk](mailto:dpo@ormistonacademies.co.uk)

1 Victoria Square  
Birmingham  
B1 1BD

\*Please ensure you include the name of the school in all correspondence with the DPO where appropriate.

### What information do we collect and why do we require it?

The categories of information that we collect, hold and share include the following:

- personal information of pupils and their family members e.g. name, pupil number, date of birth and address
- educational achievement
- free school meal eligibility
- attendance information
- assessment information
- behavioural information
- safeguarding information

We will also process certain 'special category' data about our pupils including:

- relevant medical information - please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise
- if they are looked after by their local authority
- Special Educational Needs and Disabilities information
- race, ethnicity and religion
- at relevant schools, biometric data e.g. digital finger scans.

The trust will ensure that this data has extra protection to ensure against accidental loss or destruction.

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil achievement
- to provide appropriate pastoral and welfare care
- to assess the quality of our services

### Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents/ carers). We will also process information received from:

- Department for Education (DfE)
- local authorities
- previous schools attended
- National Health Service bodies
- private fostering agencies.

### **Who do we share your personal data with?**

Your name, contact details, and address will be held at individual school level so that we can contact you and also easily identify you should you contact us. Employees of the trust may only access your personal data if they require it to perform a task. There are procedures and checks in place to ensure that employees do not use your data for their own personal benefit. Only employees of the school which you or your child attends will have routine access to your information. On some occasions attendance and family support services and “back office” functions, such as administration, may be shared across the trust in order to provide a more efficient service to you in which case other employees in the trust may have limited access to your personal information. Our appointed governors and directors/trustees may also require your personal data for the governing of the school and trust. Personal data will only be disclosed to these individuals if there is a legitimate governing purpose to do so.

**Third Party Processors** - In order to deliver the best possible service the trust often uses third party organisations. These organisations will sometimes require access to your personal data in order to complete their work. If the trust does use a third party organisation it will always have an agreement in place to ensure that the other organisation keeps your data secure and only uses it for the agreed purpose(s).

**Other Organisations** - Occasionally the Trust is required to pass your data to other organisations. This could be because of a legal requirement or because a court orders the trust to do so. For example, the trust may need to share information with the police to help prevent or detect a crime. The trust may not have to tell you if we do share with other organisations.

We routinely share pupil information with:

- Department for Education (DfE)
- local authorities
- schools that pupils attend after leaving us
- National Health Service bodies
- if relevant, exam boards and testing agencies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>. We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

**Internal Compliance Functions** - The trust's internal auditors, data protection officer, health and safety advisers, insurers and external auditors may also have access to your personal data in order to complete their work.

**Secondary schools only:** Once our pupils reach the age of 13, we also pass information to the local authority and/or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes names and addresses of pupil and parents/carers, pupil date of birth and any other information necessary for the provision of the service including gender or ethnicity. A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age 16. For more information regarding services for young people please visit the relevant local authority's website.

### **Do you transfer my data outside of the UK?**

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If the trust does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access. If you or your child moves to a school outside of the European Economic Area then the Trust will seek your explicit consent prior to transferring your personal information to that school.

## How long do we keep your personal data for?

We will keep your data in line with our Records Retention Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## What is our lawful basis for processing your personal data?

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) includes but is not limited to:

- Education Act 1944,1996,2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, includes:

- school trips
- before and after school provision
- extra curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process it.

## What rights do you have over your data?

Under UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise any of these rights by contacting: [dpo@ormistonacademies.co.uk](mailto:dpo@ormistonacademies.co.uk).

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.org.uk](mailto:casework@ico.org.uk) | 0303 123 1113



## Sex and Relationships Education

We have based our Academy's sex and relationships policy on the DFE guidance document Sex and Relationship Education Guidance (ref DfE 0116/2000).

In this document, SRE is defined as 'learning about physical, moral and emotional development. It is about understanding the importance of marriage for family life, stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality, and sexual health'. However, care needs to be taken to ensure that there is no stigmatisation of young people based on their home circumstances.

Sex and relationships education is part of the personal, social and health and citizenship education curriculum in our academy. While we use sex and relationships education to inform young people about sexual issues, we do this with regard to matters of morality and individual responsibility, and in a way that allows young people to ask and explore moral questions.

We do not use sex and relationships education as a means of promoting any form of sexual orientation.

### **Aims and Objectives**




We teach young people about:





- The physical development of their bodies as they grow into adults;
- The way humans reproduce;
- Contraception, safer sex and family planning;
- Sexual health and sexually transmitted infections (STIs) including HIV/AIDS;
- Respect for their own bodies and the importance of sexual activity as part of a committed, long-term, and loving relationship;
- The importance of family life;
- Moral questions including abortion and domestic violence;
- Relationship issues including sexual orientation;
- Respect for the views of other people;
- Sexual abuse;
- Where to seek help and advice.

## Student and Parent Charter – September 2025








### What Standards are expected of Ormiston SWB Academy students?

The Academy has high expectations of student conduct and uniform. Students should make special note of these important statements:

 Uniform	<p>Students are expected to always wear Academy uniform as directed in the policy. No other items are allowed. If items become broken or are lost we would expect them to be replaced immediately. Alternatively students will be provided with spare items for a short period of time to support whilst new ones are purchased. If students refuse to follow uniform guidelines or refuse to wear spare uniform: a sanction will be issued according to the behaviour policy. Wearing of jewellery is limited to one pair of stud earrings that don't go lower than the bottom of the earlobes. Face piercings are not allowed. Hair styles and accessories should be of a natural colour only and no extreme cuts. Eyelashes must be natural. Nails should be cut below the end of the finger tips to ensure safety. The academy reserves the right to determine what is and is not acceptable.</p>
 Bullying	<p>Everyone must be safe. Bullying will not be tolerated. Aggressive or threatening behaviour, or other intimidation or abuse, will result in sanctions and potentially parents being asked to collect students immediately from the Academy.</p> <p>However unpleasant, a single/isolated incident does not constitute bullying. At Ormiston SWB Academy we use the following acronym;</p> <p><b>S – Several</b> <b>T – Times</b> <b>O – On</b> <b>P – Purpose</b></p> <p>We would ask parents to avoid using terminology incorrectly with students as it can create fear and worry.</p>
 Student Conduct	<p>Students come to Ormiston SWB Academy to learn. We have very high expectations of student conduct around the building and in the community. We will not accept students affecting the learning of others in a classroom. Any students disrupting the learning will be issued sanctions according to the academy behaviour policy. On going persistent disruption could lead to students losing their place at SWB academy. Parents will be kept fully informed of any concerns and invited to attend meetings ( please see communication protocol). It is imperative parents and SWB staff work positively together to try to remove barriers to students not meeting our expectations of conduct.</p> <p><b>The following acts will result in permanent exclusion:</b></p> <ul style="list-style-type: none"> <li>• Bringing a knife and/or offensive weapon onto the Academy premises</li> <li>• Brining drugs on to school site</li> <li>• Assaulting a member of staff</li> </ul>

 <p>Resources</p>	<p>Students should respect all aspects of the building – damaging any part of the building, including graffiti could lead to students losing their place at SWB. This action would always result in a sanction and potential costs being incurred to replace/repair the damage.</p> <p>ICT areas should be cared for and used appropriately. Downloading inappropriate materials is a serious breach of Academy rules and a Safeguarding issue, which could lead to you losing your place at the Academy. A sanction will always apply to inappropriate use of ICT equipment.</p> <p>Students will need to sign an ICT user agreement which gives more detailed guidance.</p>
 <p>Drugs</p>	<p>Illegal or harmful drugs and substances are a serious Safeguarding concern. There is <b>NO</b> tolerance of possession, sale, purchase or consumption at the Academy or away from the Academy.</p> <p><b>The following acts will result in permanent exclusion:</b></p> <p>Possession, sale, purchase or consumption of illegal or harmful drugs and substances at the academy or immediate locality</p>
 <p>Healthy Lifestyle</p>	<p>The Academy actively promotes healthy lifestyles and encourages students to eat a balanced diet.</p> <p>Chewing gum and energy drinks are not allowed at the Academy. Gum and energy drinks will be confiscated and disposed of.</p>
 <p>Mobile Phones</p>	<p>Once students are in the building phones must be in their allocated pouches. Students will not be allowed them in the Academy at all. Phones not in pouches will be confiscated by staff and locked away to be collected by the student at the end of the day. Students will then hand their phones in for 2 weeks. Students needing to make contact with parents/carers will have access to the phone in Reception and Head of Year office, as directed by a member of staff.</p>

## How can students be successful?

 Timekeeping	<p>Be on time for the Academy.</p> <p>Personal Tutor time starts at 08:40. Students need to arrive between 08:20–08:35 to arrive to Personal Tutor between 08:35–08:40.</p> <p>Sanctions are issued when students are late.</p>
 Homework	<p>Always complete homework that is set on Classcharts to keep on top of it.</p> <p>You will be sanctioned for not completing homework.</p>
<p>Relationships</p>	<p>Never tolerate other students being unkind or using physical aggression. Always tell your Personal Tutor/Head of Year the first time this happens.</p> <p>Always be kind to others.</p>
 Team Games	<p>Support your friends by taking part in team and group activities.</p> <p>It is expected that you will always represent the Academy if you have sporting or other talents.</p>
 Performing Arts	<p>Participate in the after-school activities available and perform to an audience.</p>
 Work Hard	<p>Try your best at all times.</p> <p>Ask if you do not understand or are finding something hard. Your Director of Year is the person to ask.</p>
 Equipment	<p>Take care of your equipment and respect other people's belongings.</p> <p>Always make sure you have the required equipment for learning - or you will be sanctioned.</p>
 Respect	<p>Always be polite in discussions and actions with your teachers and other students.</p> <p>We like to hear students saying:</p> <p>"Good morning."</p> <p>"Please."</p> <p>"Thank you."</p> <p>We like to see:</p> <p>Holding doors open for people to pass through.</p> <p>Picking up litter around the building and looking after our building.</p> <p>Cleaning up after yourself at lunch time and putting items away or in the bin.</p>






	Leaving your classroom correctly: tidy up any belongings; tuck your chair in.
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## Students should feel good about being successful!

Your teachers will work hard to ensure that you are:

	Valued and given quality care and confidentiality where appropriate.
	Encouraged by providing you with stimulating lessons and incentives to do well.
	Involved in your education by providing regular information to you and your parents on your progress.
	Congratulated by providing recognition and rewards.
	Benefiting through lots of opportunities in academic, sporting, musical and cultural activities
	Supported by providing safe, orderly conditions for you to learn effectively.

## Students should feel confident about expressing their views about the life and work of the Academy

	<p>Students can discuss any problems or concerns with their Personal Tutor or a Subject Teacher, member of support staff or a member of the Senior Leadership Team.</p>
	<p>Students can arrange to see the Principal at any time to discuss issues of concern.</p>
	<p>Students can always politely inform the staff of their views or suggest areas for improvement. Alternatively, students can use the email system.</p>
	<p>Students may be invited to meet the Principal to have an opportunity to express their views about the Academy and to make recommendations on how the Academy may be improved. Different students are invited each year so that as many students as possible can be involved in the process.</p>
	<p>Students may also express their views to the student ambassadors or other student leaders.</p>

## Parent Charter – September 2025

### Working together – Academy and Parent Partnership





Ormiston SWB Academy is committed to continuously improving the service we provide to students, parents and the wider community. We have quality assurance systems in place for gathering information and monitoring progress in relation to customer care. As well as commenting on the regular reports, parents and students are invited to complete questionnaires during the academic year: for example, during parents' evenings, following the Key Stage 4 Information Evenings, etc.

The information gathered is quantified and evaluated to gauge satisfaction and to identify areas for improvement.

**We always welcome communication from parents to help us raise the quality of services available. A list of personnel to contact is given on the following page. Communication which does not fall into one of these categories should initially be addressed to Mrs T Poulton, the Principal's PA.**

The academy has a range of personnel and services available to help parents resolve issues ranging from routine enquiries to formal complaints. Parents are responsible for;

- Ensuring that communication with the Academy is respectful
- Making every reasonable effort to address communications to the appropriate member of staff in the first instance
- Respond to communications from the Academy (such as requests for meetings) in a timely manner
- Checking all communications from the Academy, including ClassCharts for information regarding; Rewards, Homework and Behavioural Sanctions
- Ensure the Academy is informed of changes to contact details

	As human beings, there will be occasions where mistakes can occur. The Academy would urge all parents to ensure they don't speak derogatively about any staff member at Ormiston SWB Academy in a public forum or in front of their children. Doing this will only hinder your child's respect for Academy staff and in doing so could negatively impact on their experience at Ormiston SWB Academy and therefore their outcomes.
	Any parental meeting that occurs will involve the adult(s) in the first instance before any pupil(s) are invited to contribute to discussions.
	We ask that all Parents/Carers refrain from making inappropriate comments/posts on social media. If you are unhappy, please communicate appropriately to address the situation. If this were to occur we would ask parent/carers to remove this content.
	Before making judgements and assumptions upon isolated incidents, please ensure that you have shared your concerns with the Academy and provided time for the Academy to investigate and feedback. Again, use the correct channels of communication (shown on the next page).

**Any communication that is considered disrespectful, abusive, or threatening will not be tolerated.**



## Who should I contact?



If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email the most appropriate address
- Include your child's full name in the subject line
- Academy staff will try to respond to all emails within 3 days, unless marked urgent

I have a question about...	Who you need to talk to...
My child's learning/class activities/lessons/homework	<p>Key contacts</p> <p>Directors of Year</p> <p>Year 7 <a href="mailto:aakinbobola@oswba.co.uk">aakinbobola@oswba.co.uk</a></p> <p>Year 8 <a href="mailto:eburdeft@oswba.co.uk">eburdeft@oswba.co.uk</a></p> <p>Year 9 <a href="mailto:gwilkhoo@oswba.co.uk">gwilkhoo@oswba.co.uk</a></p> <p>Year 10 <a href="mailto:hsira@oswba.co.uk">hsira@oswba.co.uk</a></p> <p>Year 11 <a href="mailto:hglenn@oswba.co.uk">hglenn@oswba.co.uk</a></p> <p>Lead Practitioner KS4 Outcomes <a href="mailto:alexander@oswba.co.uk">alexander@oswba.co.uk</a></p> <p>Sixth Form <a href="mailto:mrobbins@oswba.co.uk">mrobbins@oswba.co.uk</a></p>
My child's wellbeing/pastoral support/uniform/lost and found/bullying and behavior	<p>Your child's Head of Year;</p> <p>Year 7 <a href="mailto:smeanley@oswba.co.uk">smeanley@oswba.co.uk</a></p> <p>Year 8 <a href="mailto:spowell@oswba.co.uk">spowell@oswba.co.uk</a></p> <p>Year 9 <a href="mailto:aquiney@oswba.co.uk">aquiney@oswba.co.uk</a></p> <p>Year 10 <a href="mailto:aquiney@oswba.co.uk">aquiney@oswba.co.uk</a></p> <p>Year 11 <a href="mailto:dbroom@oswba.co.uk">dbroom@oswba.co.uk</a></p> <p>Sixth Form <a href="mailto:kwilliams@oswba.co.uk">kwilliams@oswba.co.uk</a></p>
<p>To discuss/escalate queries from Director and Head of Year staff</p> <p><b>(Please contact Director and Head of Year prior to contacting Assistant Principals)</b></p>	<p>Your child's Assistant Principals;</p> <p>Key Stage 3/4 <a href="mailto:jmorgan@oswba.co.uk">jmorgan@oswba.co.uk</a></p> <p>Key Stage 5 <a href="mailto:edutton@oswba.co.uk">edutton@oswba.co.uk</a></p>
To discuss/escalate queries from Assistant Principal	The Academy Vice Principal – Pastoral matters;

<b>(Please contact Director and Head of Year and Assistant Principals prior to contacting Vice Principal – Pastoral)</b>	Vice Principal	<a href="mailto:swoodbine@oswba.co.uk">swoodbine@oswba.co.uk</a>
Safeguarding	All Year Groups	<a href="mailto:safeguarding@oswba.co.uk">safeguarding@oswba.co.uk</a>
Payments	Our Finance Manager	<a href="mailto:finance@oswba.co.uk">finance@oswba.co.uk</a>
School trips	Trip Co-ordinator	Specifically named staff member when booking a trip/visit
Attendance and absence requests	<p>If you need to report your child's absence, report on ParentMail, e-mail <a href="mailto:attendance@oswba.co.uk">attendance@oswba.co.uk</a> or call 01902 493797 and leave a message via the attendance option.</p> <p>If you want to request approval for term-time absence, contact <a href="mailto:attendance@oswba.co.uk">attendance@oswba.co.uk</a></p>	
Special educational needs	Our SENDCOS;	<a href="mailto:jkiely@oswba.co.uk">jkiely@oswba.co.uk</a> <a href="mailto:apatterson@oswba.co.uk">apatterson@oswba.co.uk</a> <a href="mailto:sendco@oswba.co.uk">sendco@oswba.co.uk</a>
The governing board	Our Clerk to Governors	<a href="mailto:tpoulton@oswba.co.uk">tpoulton@oswba.co.uk</a>
Catering/meals	Our Catering Manager	<a href="mailto:jreid@oswba.co.uk">jreid@oswba.co.uk</a>
Principal	Principal	<a href="mailto:dmason@oswba.co.uk">dmason@oswba.co.uk</a>

## Complaints

If you would like to file a formal complaint, please follow the procedure set out in our complaints policy which is available on our website, [www.ormistonswbacademy.co.uk](http://www.ormistonswbacademy.co.uk)

## **The services you should expect from Ormiston SWB Academy;**

- A safe and orderly learning environment with high standards of behaviour.
- Regular reporting to ensure that parents are fully informed about student progress.
- Frequent opportunities to express satisfaction or dissatisfaction.
- A Personal Tutor and Pastoral system which supports students throughout their academic career at the school.
- Advice for parents on how best to support their child's education with information provided about important issues.
- A polite, courteous and prompt response. It is always helpful if parents reciprocate. Ormiston SWB Academy does not tolerate any form of rude or aggressive language towards its staff.
- Quick, decisive action with any unruly students to protect the interests of the majority.
- Quick, decisive action to protect your child from bullying or being bullied.
- Comprehensive careers advice and links with industry.
- An academy environment free of harmful and illegal drug possession, selling, purchase or consumption. Any such activity will result in permanent exclusion.

## **How parents can support Ormiston SWB Academy and their child with their studies;**

- Ensure that your child understands the Standards of Behaviour expected of them as described in the Students' Charter.
- Ensure that your child understands the seriousness of downloading inappropriate materials from the computer facilities in Ormiston SWB Academy and counsel them that this could lead to the loss of their place at Ormiston SWB Academy.
- Always report to us any concerns about your child's well-being and work co-operatively with the Academy to resolve matters satisfactorily.
- Encourage excellent attendance and punctuality. Please do not arrange family holidays during term time (these will not be authorised as part of a city-wide approach)
- Provide a suitable 'distraction-free' environment for homework to be completed on time.
- Observe progress as detailed in your child's report and let the Personal Tutor or Head of Year know of any concerns or suggestions you may have in the parents' section of the report.
- Make yourself aware of the meaning of GCSE grades, as well as A level/ BTEC grades at Sixth Form level. Ask teachers to explain if necessary.
- Show a particular interest in your child's development by asking about their work in all subjects they are studying.
- Use our Website, Instagram account, Facebook account or Twitter to keep up to date with academy news. Ask your child or academy staff for help if required.
- Be safe and considerate to others when dropping off/picking up your child outside Ormiston SWB Academy.
- Always attend Progress Days, Parents' Evenings and key presentations with your child so that they feel supported by your involvement. These are usually at the beginning of Key Stage 3, Key Stage 4 (Options) and in preparation for the Sixth Form.
- Encourage your child to attend trials to represent Ormiston SWB Academy in sporting activities and come to the academy to support them.
- Encourage your child to audition for Ormiston SWB Academy productions, attend Drama or Music School lessons and come to the academy to watch their performances.
- Attend the frequent opportunities to meet with the Careers staff to help plan your child's future.
- Support your child in participating in charitable events at Ormiston SWB Academy especially for those less fortunate than themselves.
- Support your child and Ormiston SWB Academy by attending any events
- Don't publicly criticise staff in front of your children. Liaise with the appropriate staff to address any issues you have.

## Technology acceptable use agreement – Secondary

### Mobile phones

The academy mobile phone policy can be found on the Ormiston SWB Academy website.  
I understand the mobile phone policy and will always follow it.

### Staying safe

I understand that I must use academy systems and equipment in a responsible way, to avoid risks to my safety or the safety of others.

I will always:

- keep my username and password safe and secure, and
  - will not share it,
  - will not try to use anyone else's username and/or password
  - will store it somewhere where it cannot easily be found or stolen.
  - immediately inform a designated member of staff if I suspect that my login details have been compromised.
- be aware of "stranger danger" when I am online.
- take an adult with me if I arrange to meet people offline that I have communicated with on-line and will always meet in a public place.
- I will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I will **not** share personal information about myself or others when online, such as:

- names
- addresses
- handles or usernames
- email addresses
- telephone numbers
- images/selfies

### Appropriate use

Unless a responsible adult gives me permission, I will

- only use the academy's IT systems and equipment for learning and not for personal use
- not try to make large downloads or uploads that might slow down the internet connection and/or prevent others from being able to work.
- not use the academy's IT systems or equipment to try to reach blocked or forbidden sites
- not use other people's work in my own work
- not try to download copyright material (including music and videos)

### Being respectful

- I will respect the work and property of others.
- I will not open, copy, remove, or edit any other person's files, without that person's knowledge and permission.
- I will be polite and responsible when I communicate with others
- I will not use strong, aggressive, or inappropriate language
- I respect that others may have different opinions
- I will not take or share images of anyone without their permission and will never distribute inappropriate or illegal images.

### Staying secure

Unless a responsible adult gives me permission, I will

- never use my own personal computer, USB drive, or tablet in the academy
- always follow the rules in this agreement if allowed to use my own equipment, in the same way as if I was using academy equipment
- not try to upload, download or access any materials which are illegal or inappropriate, or may cause harm or distress to others

- not try to bypass the academy filtering or security systems
- will **immediately** report any damage or faults to a member of staff, however the damage or fault may have happened
- will not open any email links or attachments unless I know and trust the person who sent the email
- will not open an email, a link, or attachments if I think it looks suspicious. Instead, I will report it to a responsible adult.
- will not try to install or store software tools and programs of any type on any academy equipment
- will not try to alter computer settings, remove cables, or interfere with computer hardware.

### Using AI

When am I working with AI chatbots or other apps, or even just using the internet, I will follow all the rules in this agreement, as well as:

- only using AI chatbots and apps that are named and provided by the academy
- not create anything that might be upsetting and/or harmful to other people
- never put my own or other peoples' name, address, email address, selfies/images, videos, or voices into the AI chatbot or app
- check that the information given is accurate and true
- tell a responsible adult if I am concerned or upset about the response from the AI chatbot or app.

### Sanctions

I know that the academy will monitor and keep a history of my use of IT systems, equipment, and digital messages.

I know that if I do not follow the rules in this agreement, the academy will use their normal behaviour sanctions, such as detentions and suspensions. If sufficiently concerning, the academy might also:

- take away my access to the academy IT equipment and internet
- contact my parents
- involve the police and/or other agencies.

I know the academy can also take action if I am involved in incidents of inappropriate behaviour, covered in this agreement, **outside** the academy, such as online bullying or sharing harmful or inappropriate images, videos, or messages.

Please complete the sections on the Academy admissions form or next page (if applicable) to show that you have read, understood, and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to academy technology, systems and equipment.