



Essential Staff Information

2019 - 2020

'Character – Organisation – Resilience – Excellence'



Academy Information

Address	Ormiston SWB Academy Dudley Street Bilston WV14 0LN
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Social Media	Facebook Facebook.com/oswbacademy Twitter @oswbacademy Instagram @oswbagram
DfE Number	366/4007

Times of the school day

Time	Year 8 & 10 & SWB6	Year 7	Year 11 & Year 9
08.40 – 09.00	Form Time	Form Time	Form Time
09.00 – 10.00	Period 1	Period 1	Period 1
10.00 – 11.00	Period 2	Period 2	Period 2
11.00 – 11.15	Break	Break	Break
11.15 – 12.15	Period 3	Period 3	Period 3
12.15 – 12.45	Lunch	Period 4a	Period 4
12.45 – 13.15	Period 4	Lunch	
13.15 – 13.45		Period 4b	Lunch
13.45 – 14.45	Period 5	Period 5	Period 5
14:45 – 15:45	Enrichment Activities/After School Clubs Staff meetings – Monday & Tuesday 1500 - 1600		

Our Mission

To raise aspirations and transform lives of our young people and the local community.

Our core values are based upon '**Character – Organisation – Resilience – Excellence**' and we are firmly dedicated to creating an inclusive environment where every young person can feel safe, enjoy and achieve.

At Ormiston SWB, we believe in valuing tradition and embracing innovation, and believe through nurture and hard work that every young person has the potential to succeed.

As part of the Ormiston Academies Trust family, we are totally committed to raising aspirations and shaping the future of learning for our young people, ensuring they become valuable and active members of the communities in which they live.

All of the staff at the academy are committed to providing the highest possible standards in learning and teaching. We are committed to creating a fully inclusive learning community in which excellence and success are common goals, and all of our members feel safe, secure, challenged and supported.

We will provide a student-centered, personalised and innovative learning environment with a creative curriculum and use innovative practice to transform learning and teaching. As a community we will encourage all to aspire and achieve.

The academy's Learning & Teaching foci for the 2019-20 year are:

1.Appropriate Stretch & Challenge

2.Effective & Efficient Marking & Feedback.

3.Knowledge retention

This is our academy, these are our C.O.R.E. values

<p>CHARACTER</p>	<ul style="list-style-type: none"> • show respect for everyone in the academy • show respect for all staff by following requests 'FIRST TIME, EVERY TIME' • use appropriate language at an appropriate volume • use good manners. We will say 'Please', 'Thank you' and 'Pardon' • avoid confrontation • show respect for the academy environment
<p>ORGANISATION</p>	<ul style="list-style-type: none"> • have the correct equipment each day • look smart, correct uniform at all times • take responsibility for my attendance each day • attend all my lessons, making sure I am in the RIGHT place at the RIGHT time • take responsibility for my behaviour and actions every time and not seek to blame others
<p>RESILIENCE</p>	<ul style="list-style-type: none"> • keep myself safe moving around the academy in a calm and orderly manner, respecting balconies and stairs • keep myself safe in all lessons by listening to the advice from staff and asking when I am unsure • not bring prohibited items into the academy • keep myself safe by using technology appropriately • keep myself safe on my journey to and from the academy • never put myself/others in danger with my actions
<p>EXCELLENCE</p>	<ul style="list-style-type: none"> • have a positive attitude with a desire to learn and achieve • take responsibility for my own learning and complete all work to the best of my ability • take responsibility for my own progress by acting upon teachers' advice with positivity

Emergency Procedures

To ensure the safety of all our community we need to have procedures in case of an unexpected event. These procedures are **EVACUATION** and **LOCK DOWN**.

Evacuation

Evacuation is used when we need to get out of the building quickly and safely, for example in the case of Fire.

The procedure is;

Evacuation sounded by continuous alarm.



On hearing the bell, all staff should evacuate themselves and any students or visitors under their supervision in a quiet and orderly manner to the evacuation point (Multi-Use Games Area) at the rear of the building.



When evacuating the building staff should use the **SIDE STAIRS ONLY** (Blue, Green and Red) and head **DOWN** to **ATTWOOD FLOOR**, leaving the building via the nearest exit.



Once the evacuation point has been reached, students should line up in their form group in alphabetical order to be registered. Staff without assigned roles to support with supervision.



Completed registers should be collected by Heads and Deputy Heads of Year who will then inform the Lead SLT Marshall and Attendance Officer of missing students. **It is essential that students are quiet during these checks.** Visitors to the Academy should be escorted by the staff responsible for them to the administration team, where visitor lists can also be checked. Staff who don't have a form group should register with their line manager, this information should then be relayed to the Lead SLT Marshall.



Do **NOT** under any circumstances enter the building until the all clear is announced.



Once the all clear has been announced, students will be dismissed on the instruction of the Lead SLT Marshall. Form Tutors will then escort their students back in to the building before making their way back to their teaching rooms. Care is needed to ensure an orderly dismissal and to avoid congestion back into the building.

Evacuation Roles

Receptionist Staff print an evacuation list for the Entry Sign Registration System and begin registering visitors via radio check.

The Attendance Officer (or additional Receptionist in the event of absence) will leave Reception from the front of the building and walk to the rear of the building via the staff entrance. The Attendance Officer will have the most up to date registers, a print out from Entry Sign for visitors and Sixth Form students not in formal lessons.

- **Students** – will line up in form groups for registration
- **Form Tutors** – will register their form group
- **Heads and Deputy Heads of Year** – report to Lead SLT Marshall (Mrs Dawn Bailey) “All Present” or names of missing students/staff.
- **Visitors (including supply staff)** – should 'attach' themselves to the member of staff responsibly for them and follow the procedure for evacuating to the rear of the building.
- **Lead SLT Marshall/Associate Business Manager/Attendance Officer/Reception Manager and other Fire Marshalls** – to wear fluorescent jackets and **be available for reporting and relaying information.**
- **The Site Manager must confirm that there is no emergency, hence DRILL status.**
- **In the case of a real emergency (as confirmed by the Site Manager/SLT) the Lead SLT Marshall will be responsible for ringing the appropriate emergency Services on 999.**

A video of the evacuation procedure can be found at the link below (requires staff sign in); <https://web.microsoftstream.com/video/7aab4f99-273b-45dd-853d-f4ed3aac3d12>

Lockdown

In the event of an emergency, the Principal or in their absence the Vice Principal, will make the decision, with regard to whether the academy needs to be locked down. In the event of a lockdown being implemented the designated person in charge will ensure that once the emergency services have been made aware, OAT and the local authority are immediately informed of the situation.

Emergencies in a Classroom

In case of an emergency during a lesson: either;

- Telephone Reception ext 105/106 or
- Send a trustworthy student to the Head and Deputy Head of Year office or Reception or
- Telephone the Medical Office ext 244

Safeguarding Information

Staff responsible for Child Protection:

- **Sarah Woodbine**
- **Chris Simpson**
- **Julie Jones**