



# STUDENT HANDBOOK

# WELCOME

You know that we're an Ofsted Good school, twice in fact - in 2016 and 2019. We're also a national support school and our exam results at A level and GCSE are consistently good. You may not know that we are now an oversubscribed school and we're very proud to serve our community. We are delighted that you've chosen us and that you have a place at Forge.

At this stage of transition, what matters to you is that new students settle quickly and are happy. Everything else follows. There will be plenty of hard work but right now this is about saying hello.

I think that it's important to say hello to staff and current students and ask questions. This is a happy place and there will be no end of offers to help and ensure you get a warm welcome. Our Academy is a partnership in which we provide a warm environment that will inspire students to become confident

individuals and independent learners. Our staff are dedicated to this and ensuring that everyone reaches their true potential with a smile.

In return we have high expectations. We want you to work hard, play hard and look smart both in and out of school. Expectations don't stop at the Academy gates and that's why parents are as important to the Forge family as our students.

Immerse yourself and make this one of the best experiences of your life. That's what we want for you. Students, staff and parents have a sense of pride in belonging to Forge. We'll support you every step and together we'll achieve great things.

So, thank you for joining us. I look forward to meeting you all and I hope that this booklet will help you settle in.

**Dr Lisa Mason, Principal**

## CONTENTS

Our Academy values	04
Our rewards system and apps	05
Expectations	06.08
Dress code	09
Academy day and term dates	10
Fire safety	11
Staffing structure	12.13
Site map	14.15

## OUR ACADEMY VALUES

Our core values are at the centre of everything we do. They are our ethos and are everything we stand for as an Academy. As staff, these are values we model - all day, every day.

### RESILIENCE

Students:

- can bounce back from failures.
- can acknowledge the situation, learn from their mistakes, and move forward.

### ASPIRATION

Students:

- can identify and set goals for the future.
- are inspired in the present to work towards those goals.
- are open to opportunities.

### RESPECT

Students:

- have good manners.
- feel valued.
- have the self-confidence to build positive relationships inside and outside of the Academy.

## OUR REWARD SYSTEM



We use a points system to encourage and reward behaviour that mirrors our values. You'll see posters all around the Academy detailing how students can earn points connected to 'SUCCESS, HOMEWORK, ASPIRATION, RESILIENCE, and RESPECT'. Students can trade their points in for a variety of rewards from phone cases and sports equipment, to concert tickets and Chromebooks. There are plenty of incentives to appeal to all year groups. All staff at the Academy are encouraged to log points for students on SIMS. If you have any queries at all about 'SHARRP' rewards, please email [sharrp@oatforge.co.uk](mailto:sharrp@oatforge.co.uk).

## EDULINK



Edulink has replaced planners at Forge. It gives parents instant access to information about their child including behaviour, achievement, attendance and progress.

# EXPECTATIONS

We believe in “success through effort”. Respect, diligence, self-discipline, good manners and a concern for all within and beyond our community are the values that underpin our work and are what we expect from everyone.

## WHAT DO WE EXPECT OF OUR STUDENTS?

### ATTENDANCE

Attendance and achievement are closely linked. Here at Forge we expect students to have an attendance record of above 97 per cent. Students who achieve this are far more likely to fulfil their potential and will also receive rewards to recognise their efforts.

### PUNCTUALITY

Students should be on site no later than 8.35am and recognise the importance of being on time for lessons. They will be given a same day detention if they are late to arrive in the morning or to a lesson.

- Behave sensibly and follow instructions
- Be pleasant and polite
- Be considerate to others
- Complete all work, private study and homework on time

### PREPAREDNESS

We feel it is vital that students are prepared for learning each day; this includes correct uniform and equipment. Our expectations are that students wear black, polishable shoes at all times in and around the Academy. We would ask that students have a pencil case with at least one pen, pencil, ruler and rubber as basic equipment for each lesson.

## WHAT CAN YOU EXPECT FROM FORGE?

### HIGH EXPECTATIONS

We have high expectations of students' behaviour, approach to study and progress here at Forge.

In order to ensure consistently high standards of behaviour, the Academy operates a consequences system.

All behaviours are recorded on SIMS, with each type of behaviour given a level from 1 to 5.

Students are expected to complete an appropriate consequence, whilst being given the opportunity to reflect on their behaviour and future conduct.

### SAFETY

You trust your children with us and whilst they are in our care, we will keep them safe. We have designated safeguarding staff who are on hand should your child need to report any issues.

### SUPPORT

Over the course of your time at Forge, you are likely to require some support from our dedicated pastoral team. In year 7 you have a whole raft of options, from your progress tutor to your pastoral leader.

If, as a parent, you would like to speak to a member of the pastoral team, we will be happy to help and will ensure we get back to you to address your concerns within 24 hours.

**email: [thomas.daly@oatforge.co.uk](mailto:thomas.daly@oatforge.co.uk)**

### TREATING EACH STUDENT AS AN INDIVIDUAL

Our students are all individuals and we will treat them that way.

### ACADEMIC PROGRESS

We have high expectations of your children and will monitor their progress closely. You will receive regular progress updates so that you too can keep an eye on things. Departments run a large number of interventions as well as offering support in stretching and challenging students.

Our updated assessment system Assessment For Impact forms part of this monitoring process:

### ASSESSMENT FOR IMPACT

At Key Stage 3, we do not use levels or GCSE 9-1 grades to assess your child's work. We focus instead on embedding key skills and knowledge that they will need as the foundation to their five year Forge journey. Students will be regularly tested in a variety of formats to check their progress against termly expectations relevant to their ability and starting point in year 7. By reporting whether a student is 'on target' or not to meet their expectations we can focus on how they can improve through regular feedback.

- Regular learning conversations with subject teachers and tutors
- Feedback to students that makes a difference and supports progress
- Information that is useful in detailing the skills and content that students have or have not mastered in each subject

- Personalised subject intervention and support for students if required
- Regular feedback for parents via consultation evenings and progress reports

## WHAT CAN YOU DO TO SUPPORT YOUR CHILD?

### REINFORCE STANDARDS

It is important that your children get the same, consistent message on high expectations. Your reinforcement of these expectations is really helpful to us.

### PARTNERSHIP

We work best when communication between us is strong. You can always call or email us to discuss any concerns or issues. We will get back to you within 24 hours to discuss the matter you have raised.

### REGULAR READING PRACTICE

Reading forms the foundation of learning. Listen to your child read for 20 minutes each day. This has been proven to have a positive impact on academic outcomes.

continued...

# EXPECTATIONS AND DRESS CODE

We are proud of our Academy and expect all students to wear our simple uniform with pride. This includes the PE kit and specialist equipment for technology. Please leave jewellery at home. If jewellery is worn, this must be in accordance with the Academy dress code.

## READING continued...

In order to promote reading for pleasure and a love of learning among our students, we encourage parents to read as well. In the same way that your child will receive a free book in year 7, so will you. Try reading your own book at the same time as your child reads theirs. Modelling reading will help to promote a love of learning in your child and emphasise to them the importance of the written word.

## MULTIPLICATION TABLES

Going through these regularly with your child will really help their progress in maths.

## ATTENDANCE AND PUNCTUALITY

We will make contact on any day of absence to discuss the reason and ways to get your child back into the Academy as quickly as possible.

## HOMEWORK AND STUDY

You can use the Show My Homework app to regularly monitor your child's homework. Please encourage them to work hard and to complete homework on time.

## SOCIAL MEDIA

There are rarely issues here that start inside the Academy. If your child has access to the likes of Facebook, WhatsApp and Instagram, we would encourage you to monitor their usage.

## FIZZY AND ENERGY DRINKS

All fizzy and energy drinks are banned at Forge.

If fizzy drinks and/or energy drinks such as Red Bull, Relentless, Monster Energy and Rockstar are found on site, they will be disposed of.

Please support us in ensuring that your children don't have access to these drinks and encourage them to drink water, squash or healthier alternatives.

## DRESS CODE

### JEWELLERY

Students are not allowed to wear excessive or expensive jewellery at Ormiston Forge Academy. This is not only to prevent the loss of valuable items but also to encourage neatness in dress and appearance. If studs are worn, only one pair can be worn in earlobes. Nose studs or any visible body piercing are not permitted.

**All jewellery must be removed for PE due to health and safety regulations.**

### MAKE-UP

Make-up and nail varnish are not permitted in years 7, 8 and 9. Discrete make-up and nail varnish is permitted, for years 10 and 11.

### UNIFORM

Branded uniform is available from A Oakes (unless otherwise stated)

- Black blazer with Academy logo
- Plain black trousers (no jeans, cords or leggings)
- Skirt (or shameez) – black, plain, must be knee length
- Plain black jumper (optional), V-necked plain black (no sweatshirts)
- Shirt/Blouse – white (no casual shirts or t-shirts)
- Tie – Academy tie

- Head scarf - (optional) plain black or light purple (light purple available from [www.clivemark.co.uk](http://www.clivemark.co.uk))
- Polishable black shoes in a sensible style (no trainers)
- Outdoor coat in a plain, dark colour (not leather/denim)

### PE Kit:

#### Compulsory clothing:

- Black/burgundy polo shirt with Academy logo - available from A Oakes
- Plain black football style shorts (cycling style shorts are **only to be worn underneath** football shorts)
- Plain black tracksuit bottoms (no stripes down the sides - a small logo on the front is acceptable. Leggings are allowed to be worn **underneath** football shorts)
- Plain black football socks (outdoor)
- Plain white sport socks (indoor)
- Appropriate footwear for the activity; suitable trainers for indoors and sturdy trainers or moulded stud boots for the astro turf

Often students need to go outside in all weather conditions.

They're required to be fully prepared for these conditions with clothing that ensures they are as comfortable as possible whilst still upholding our PE kit standards.

#### Optional clothing for Winter:

- Black long sleeved sports top with Academy logo - available from A Oakes

An alternative to the 'Forge branded' top is that students may wear a plain black sweat top/thermal or skin-top underneath the forge polo shirt. No hooded tops should be

worn for PE lessons. In cases of extreme cold, hats and gloves may be allowed at the discretion of the class teacher.

### Equipment for study

We expect all students to carry a school bag and pencil case to hold at least one pen, pencil, ruler and rubber as basic equipment. It is essential that students come organised and ready to work. Correct PE kit is expected for all PE lessons.

### Mobile phones/Music storage devices

We recognise that many parents may wish their children to carry a mobile phone for use in certain circumstances.

They, along with music storage devices, are a feature of modern life but their misuse or abuse causes problems for the Academy. If a student must bring a mobile phone, it is to be kept in a bag and turned off during lessons unless participating in a supervised teacher-led activity. If mobile phones are seen or heard, they will be confiscated for collection at the end of the lesson.

If students persist in using their mobile phones, they will be confiscated for collection by parents. Students will continue to be allowed to use their mobile phones during break and lunchtimes.

Music storage devices should not be brought into the Academy. The Academy will not be responsible for any loss, damage or theft of devices brought onto the premises.

# ACADEMY DAY

Each morning, a warning bell will ring at 8.35am to remind students to make their way immediately to their first session of the day.

# FIRE DRILL

## Monday-Thursday

08.40 – 08.55	Tutor period/assembly
08.55 – 09.00	Transfer to next lesson
09.00 – 10.00	Period 1
10.00 – 10.05	Transfer to next lesson
10.05 – 11.05	Period 2
11.05 – 11.20	Break
11.20 – 12.20	Period 3
12.20 – 12.25	Transfer to next lesson
12.25 – 13.25	Period 4
13.25 – 14.10	Lunch
14.10 – 15.10	Period 5

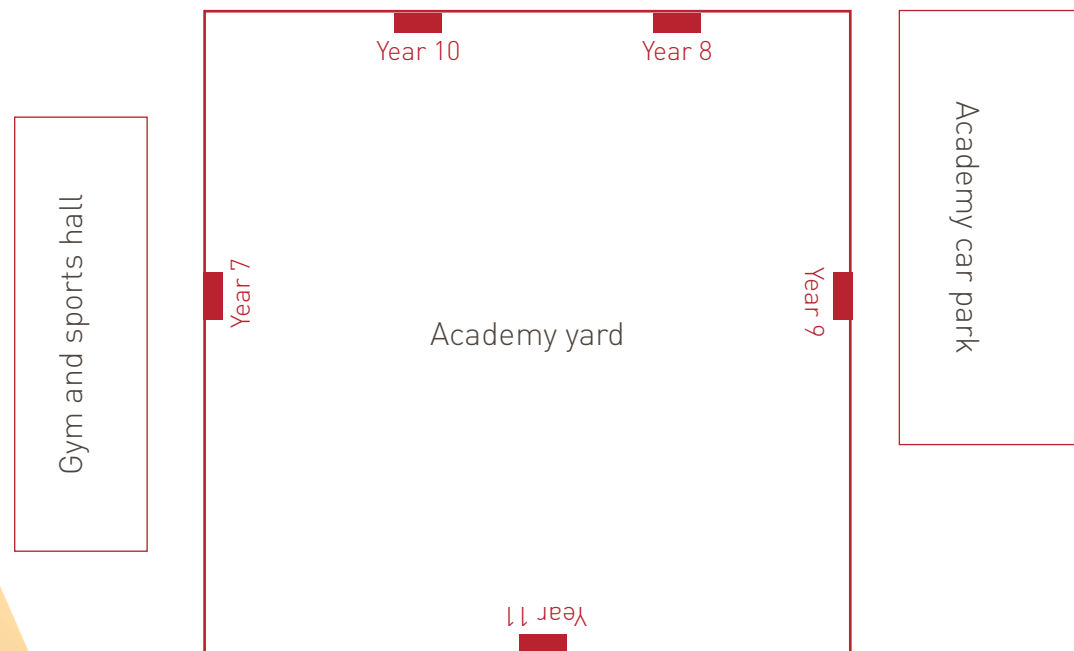
**15.10 – 16.10 Period 6 (Monday only)**

## Friday

08.40 – 09.40	Period 1
09.40 – 09.45	Transfer to next lesson
09.45 – 10.45	Period 2
10.45 – 11.10	Break
11.10 – 12.10	Period 3
12.10 – 12.15	Transfer to next lesson
12.15 – 13.15	Period 4
13.15	End of Academy day

Your safety is a top priority at Ormiston Forge Academy. We have regular fire drills to practice what would happen in the event of a real fire. The fire alarm is a continuous bell which on hearing you should quietly and efficiently leave your lesson, lunch or break and report to your fire drill positions with your teacher. You will be checked there and be expected to line up in your progress year form group. You will have a chance to practice seeing where you line up on the yard on induction and when you start in September.

## Year group fire drill positions



# TERM DATES 2020.2021

	Autumn Term	Spring Term	Summer Term
<b>Term start</b>	Tuesday 1 September 2020	Monday 4 January 2021	Monday 19 April 2021
<b>Half term</b>	26 - 30 October 2020	15 - 19 February 2021	31 May - 4 June 2021
<b>Term end</b>	Friday 18 December 2020	Thursday 1 April 2021	Wednesday 21 July 2021

Please check the Academy website for up-to-date term dates and training dates.

# ACADEMY EXECUTIVE LEADERSHIP STRUCTURE

# KEY STAGE 3 STRUCTURE

## Executive Principal

Ormiston Forge Academy  
Ormiston NEW Academy

Andrew Burns



## Key Stage 3 Assistant Principal

Mr D Jenks



## Principal

Ormiston Forge Academy  
Dr Lisa Mason

## Senior Leader KS3 Head of years 7 and 8

Mr T Daly



## Pastoral Leader KS3

Ms H Smith



## Pastoral Leader KS3

Mrs N Fischer



## Vice Principal

Mrs S Cunningham-Smith  
Curriculum and Standards



## Vice Principal

Mrs G Butler  
Pastoral/Inclusion



## Assistant Progress Leader years 7 and 8

Mrs F Benton



## Assistant Progress Leader years 7 and 8

Mr M Gill



**Director of Finance and Operations** Mrs R McDonagh

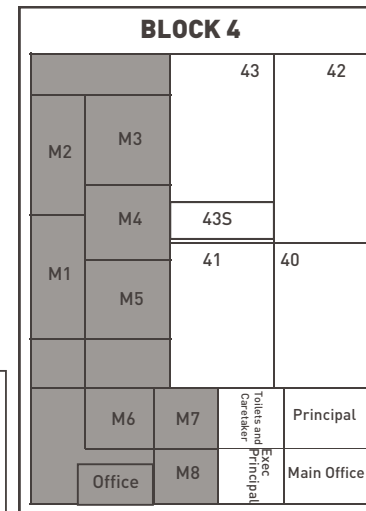
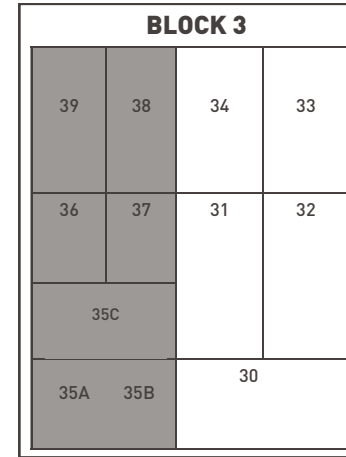
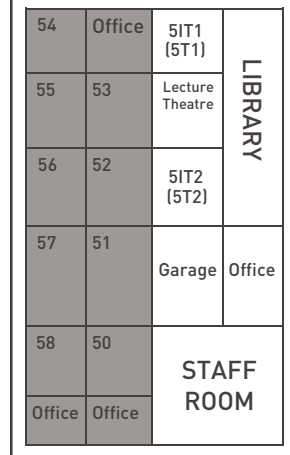
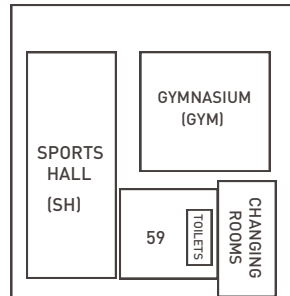
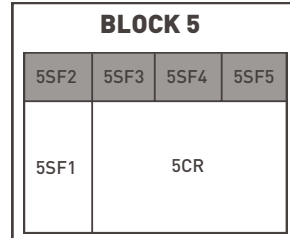
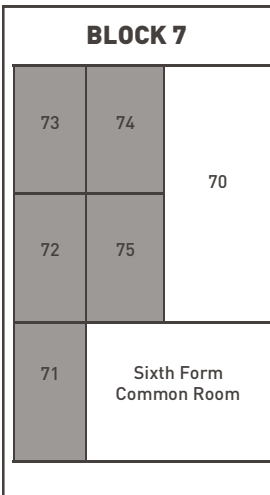
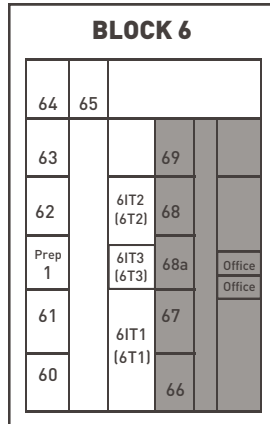
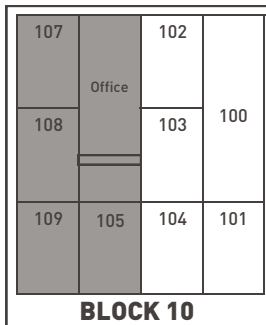
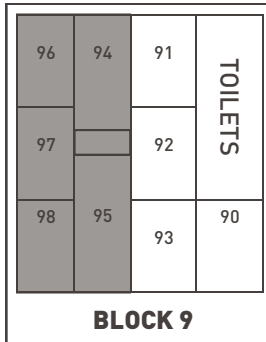
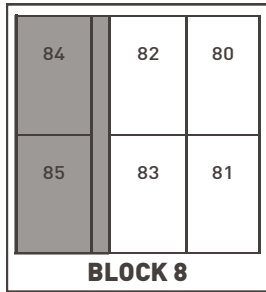
**Director of Marketing and Communications** Mr K Griffin

**Designated Safeguarding Lead** Mrs G Griffiths

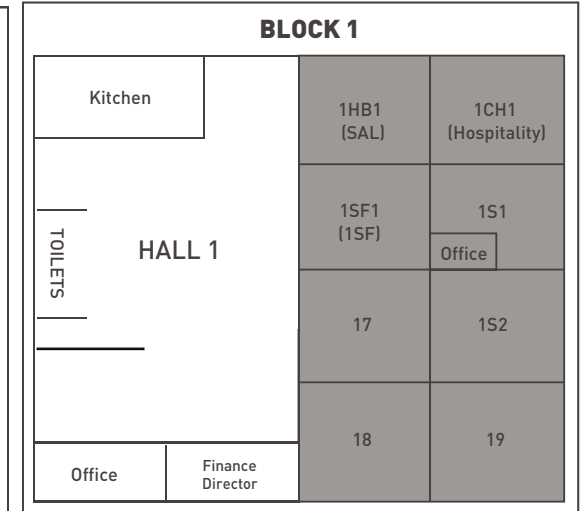
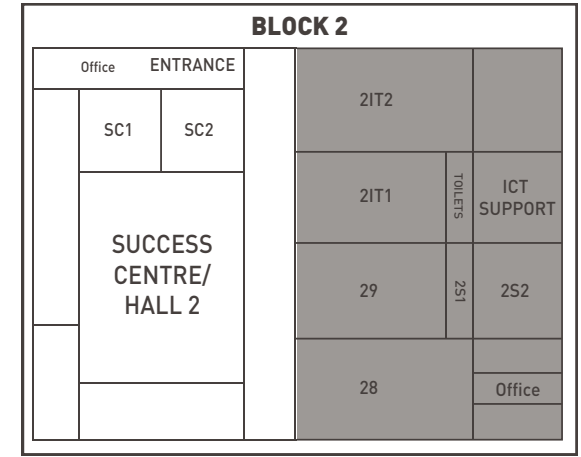
Each student will be part of a form group with their own progress tutor throughout their time at Forge. They meet Mon-Thurs for 15 minutes at the start of the day.

# SITE MAP

PLAYING FIELDS

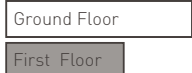


STUDENT RECEPTION



MAIN ENTRANCE

Code:



WRIGHTS LANE





“Welcome to the Forge family. This student guide should include all the information you need to succeed with us. If there is anything you need in addition to this make sure you ask, we’re happy to help. Remember: some people dream of success, whilst others wake up and work hard for it.”

### **Mr T Daly**

Senior Leader KS3, Head of years 7 and 8  
email: [thomas.daly@oatforge.co.uk](mailto:thomas.daly@oatforge.co.uk)

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