



# STUDENT HANDBOOK 2021.22

# 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 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 and play hard and whilst things have been different during the pandemic, our expectations of you remain really high because we want the best for you. This is why parents are as important to the Forge family as our students - we all work together and over the last 12 months we have all worked in partnership to overcome the odds and ensure education for Forge students continues at pace.

It's likely that we'll be running our virtual transition process again this year; it was a huge success for our 2020 cohort and we'll be asking some of our current year 7 families to input into this year. A virtual process is an even better opportunity to 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**

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# 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

We:

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

## ASPIRATION

We:

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

## RESPECT

We:

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

# APPS AND STAYING CONNECTED

## REWARDING STUDENTS

We use an achievement points system to encourage and reward behaviour that mirrors our Academy values. All staff at the Academy are encouraged to log achievement points for students. We endeavour to ensure ALL students that meet the rewards thresholds (bronze, silver, gold, platinum) are recognised and are in with a chance of winning prizes in our termly celebration assemblies. If you have any queries in relation to rewards, please email [warren.grant@oatforge.co.uk](mailto:warren.grant@oatforge.co.uk).

## EXTRACURRICULAR CLUBS

There are many varied extracurricular activities\* at Forge to allow children to pursue different interests outside the classroom or improve their work. These are rotated regularly and cover a wide range of interests. We regularly update activities for students in the canteen and on our Facebook page. If you have any queries in relation to our extra curricular programme, please email [stefan.chilton@oatforge.co.uk](mailto:stefan.chilton@oatforge.co.uk).

## ENRICHMENT SESSIONS

Friday afternoons are dedicated to optional enrichment sessions\*, that are free to attend for Forge students. All sessions last for 90 minutes from 13.30-15.00. Details will be sent to every family during our first half term in September.

**APPS** Details for log in will be supplied during the first few weeks of the Autumn term.



You can use the **Satchel One** app to regularly monitor your child's homework. Please encourage them to work hard and to complete homework on time.



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



Students at Forge use a fingerprint based system in the canteen. Whilst students can top up their accounts in school with cash, many parents prefer to top up online. We will get parental login details for iPayimpact to you within the first few days of term.

# 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 08.35 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 meeting 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 Satchel One 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 online and instore from 1st June 2021: Crested School Wear, The Churchill Shopping Centre, Dudley, West Midlands DY2 7BJ



Scan here to view the Forge page of their website or visit:

[www.crestedschoolwear.co.uk](http://www.crestedschoolwear.co.uk)

- Black blazer with Academy logo
- Tie 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)
- Head scarf - (optional) plain black
- 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.
- Plain black football style shorts (cycling style shorts are **only to be worn underneath** football shorts)
- Plain black tracksuit bottoms (discreet logo is acceptable) OR black tracksuit bottoms supplied via our approved online supplier. 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 - supplied by Crested School Wear.

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

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

They 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.

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 08.35 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

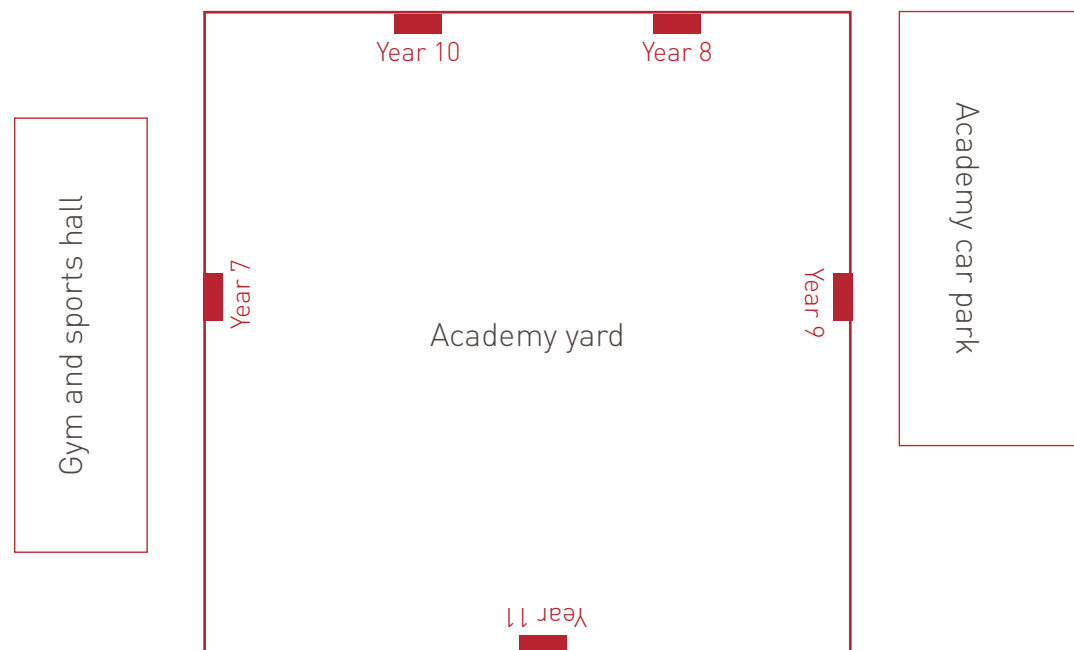
**15.10 – 16.10 Period 6 (Monday only)**

## 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 2021.22


	Autumn Term	Spring Term	Summer Term
<b>Term start</b>	Friday 3 September 2021	Tuesday 4 January 2022	Monday 25 April 2022
<b>Half term</b>	25 - 29 October 2021	21 - 25 February 2022	30 May - 3 June 2022
<b>Term end</b>	Friday 17 December 2021	Friday 8 April 2022	Friday 22 July 2022

Dates are subject to change - please see the Academy website for up-to-date term dates and training days.


# ACADEMY EXECUTIVE LEADERSHIP STRUCTURE

# KEY STAGE 3 STRUCTURE

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.




**Principal**  
Ormiston Forge Academy  
Dr Lisa Mason



**Vice Principal**  
Mrs G Butler  
Pastoral/Inclusion



**Vice Principal**  
Mrs S Cunningham-Smith  
Curriculum and Standards




**Vice Principal**  
Mr P Loveday  
QA and Staff Development




**Director of Finance and Operations**  
Rebecca McDonagh



**Director of Marketing and Communications**  
Kris Griffin




**Key Stage 3 Assistant Principal**  
Mr D Jenks




**Senior Leader KS3 Head of years 7 and 8**  
Mr T Daly


Email: [thomas.daly@oatforge.co.uk](mailto:thomas.daly@oatforge.co.uk) with general queries relating to year 7.




**Pastoral Leader KS3**  
Ms H Smith




**Pastoral Leader KS3**  
Mrs N Fischer




**Assistant Progress Leader years 7 and 8**  
Mrs F Benton



**Assistant Progress Leader years 7 and 8**  
Mr M Gill



**Senior leader Inclusion**  
Mrs S Taylor

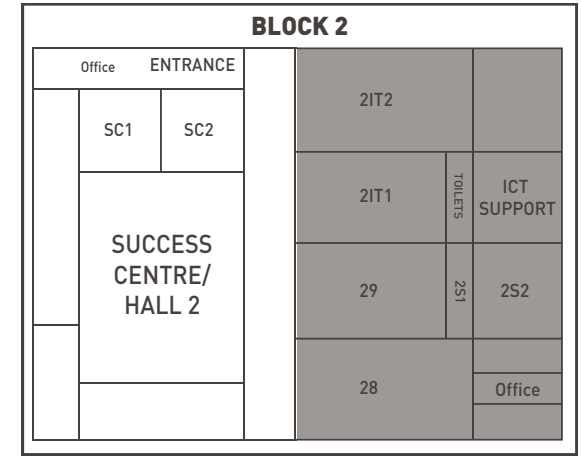
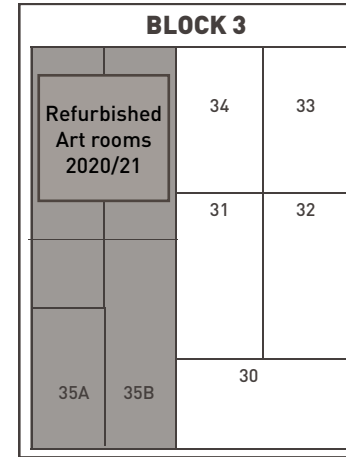
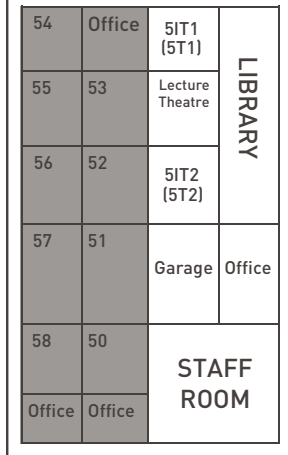
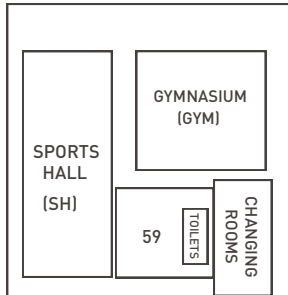
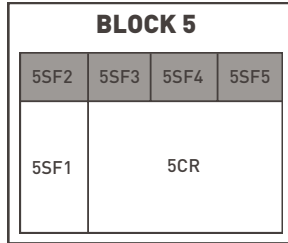
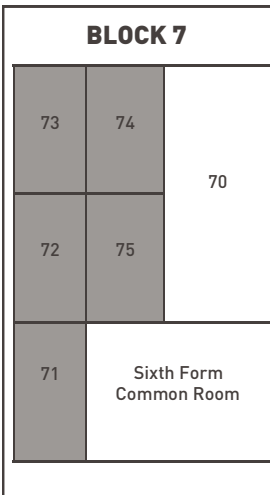
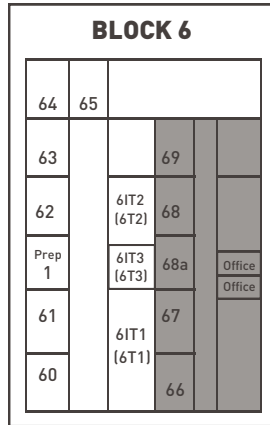
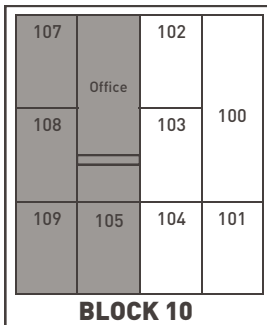
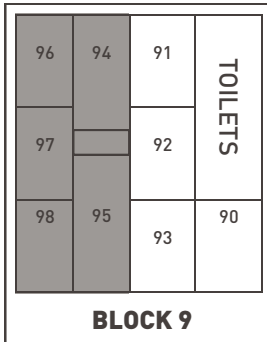
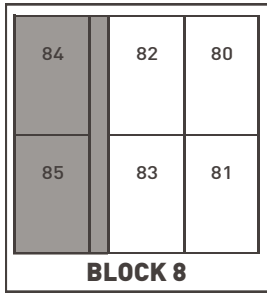


**Designated Safeguarding Lead**  
Mrs G Griffiths

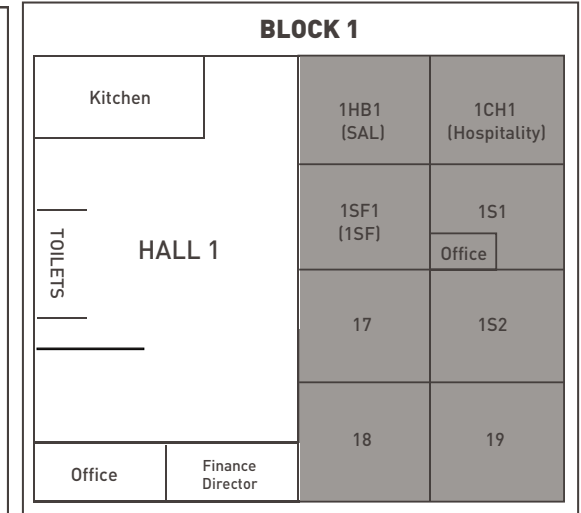
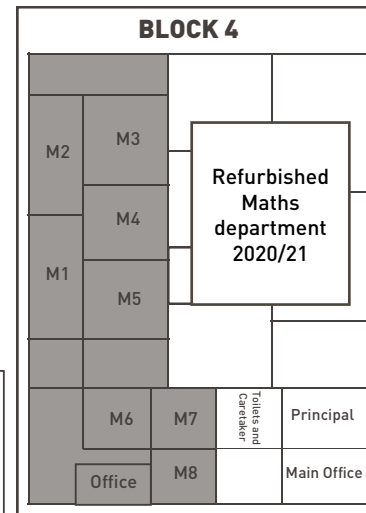
Email: [sarah.taylor@oatforge.co.uk](mailto:sarah.taylor@oatforge.co.uk) if you have a specific SEND enquiry.

# 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 are always 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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