

SUPPLEMENTARY INFORMATION 2021



**WE
ARE**

**ORMISTON
FORGE
ACADEMY**

About our Academy

Welcome to Ormiston Forge Academy. We are an independent state funded school. As such we have greater autonomy to manage our affairs. However, as an academy there is also a much greater responsibility to raise standards of achievement for all our students.

This information booklet is designed to work alongside our full prospectus to give you some of the more practical information relating to life at the Academy. Should you need any further information do not hesitate to contact us at the Academy.

Dr Lisa Mason
Principal

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.

Academy Day

At 8.35am students must make their way immediately to their first session of the day.

Years 7, 9 and 11

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 – 10.15 Break
10.15 – 11.15 Period 2
11.15 – 11.20 Transfer to next lesson
11.20 – 12.20 Period 3
12.20 – 13.05 Lunch
13.05 – 14.05 Period 4
14.05 – 14.10 Transfer to next lesson
14.10 – 15.10 Period 5

15.10 – 16.10 Period 6 (Monday only)

Friday

08.40 – 09.40 Period 1
09.40 – 10.05 Break
10.05 – 11.05 Period 2
11.05 – 11.10 Transfer to next lesson
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

Years 8, 10 and 12/13

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

Academy Organisation

Curriculum areas are led and staffed with specialist teachers. Each of the faculties and departments are supported by a member of the Senior Leadership Team. Students are organised into mixed ability tutor groups, which meet every day (except on a Friday). Each year group is assigned a Head of Year, Assistant Head of Year and Pastoral leader. Together with the Form Tutor they provide the initial contact with parents/carers and students and are available to be contacted if you have any concerns about your child's welfare.

Behaviour Management

The Success Centre gives identified students access to mentoring and support aimed at improving behaviour and developing appropriate social skills. The staff work closely with families, teachers and students to solve individual problems. This ensures that all students have the opportunity to successfully complete their Academy careers.

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.

Alongside the consequences system the Academy also operates a reward system. Students are given points for their achievements based on our core values of resilience, aspiration and respect.

EduLink gives parents instant access to information about their child including behaviour, achievement, attendance and progress.

Our 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.

- **Behave sensibly and follow instructions** - Do not prevent others from working. Listen to teachers and other students and treat one another with politeness, courtesy and respect.
- **Walk along corridors** - Think about your safety and that of others. Use the one way

system through the day and walk sensibly and quietly around the Academy.
Keep to paths and away from the car parks.

- **Be pleasant and polite** - Do not use language that is abusive, offensive or rude.
Do not shout, call out, interrupt or answer back.
- **Be considerate to others** - Everyone has a right to attend the Academy without fear or bullying. This applies equally when students are on their way to or from the Academy.
Bullying will not be tolerated.
- **Complete all work, private study and homework on time** - The Academy is a place of work where everyone can make progress. Always attempt your work to the best of your ability.

Punctuality

Students should be on site no later than 8.30am and making their way to the first session of the day by 8.35am. Students must recognise the importance of being on time for lessons. They will be given a same day detention if they are late arriving in the morning or to a lesson.

Attendance

This is closely monitored and if any student gives cause for concern, a system of first day referrals and automated text alerts to parents will operate. All absences must be accounted for with a written note from families. This must be handed to the form tutor as soon as the student returns to the Academy. There is an expectation that students will achieve in excess of 97% attendance.

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 while in our buildings (unless participating in a supervised teacher-led activity) - these are allocated as NO PHONE ZONES - If mobile phones are seen or heard in classrooms, corridors or the canteen, they will be confiscated for collection at the end of the day. Sanctions will be recorded on SIMS for any misuse.

Students will continue to be allowed to use their mobile phones during break and lunchtimes - outdoors only.

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

No mobile phones will be allowed in reflection. They will be removed on entrance, stored securely and returned at the end of each day.

Authorised Pass

If students need to attend an appointment during lesson time, a written request must be provided before permission is granted.

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.

Uniform/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.

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.

Makeup

Makeup and nail varnish is not permitted in years 7, 8 and 9.
Discrete makeup and nail varnish only, for years 10 and 11.

Dress Code (year 7 to 11)

UNIFORM

- Black blazer with Academy logo
- Plain black trousers
(no jeans, cords or leggings)
- Skirt – black, plain, must be knee length
(no short, tight tube skirts allowed)
- 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
- 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 Crested School Wear
- 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 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.

Branded uniform is available online and instore from Crested School Wear, The Churchill Shopping Centre, Dudley, West Midlands DY2 7BJ

Dress Code (Post 16)

Our sixth form students wear business dress rather than school uniform.

We believe this:

- Encourages students to be more aspirant; take care of their appearance and therefore encourages them to have more pride in themselves and their work.
- Prepares students better for work and university. Students will have greater scope to take care of their appearance, meaning they will have to act more like adults and prepare how they look to and communicate with the wider world.
- Differentiates sixth formers from staff and students.

Applicable to all post 16 students

- A well groomed look is required
- Hairstyles must be neat and tidy
- Shavings/markings cut into hair or eyebrows are not permitted
- Facial piercings of any description are not permitted

Dress code

- Shirts or blouses
(no t-shirts, casual shirts, polo shirts, low cut or strappy tops)
- Ties, tied properly to top button
- Trousers, tailored skirt or dress
(skirts or dresses should be on or below the knee). Short, tight tube skirts and leggings are not permitted.
- Polishable shoes only (heels no more than 3 inches). Trainers*, canvas pumps (or footwear of a similar style) are not permitted.
- Football scholars should wear either the official Forge football scholarship training kit (wearing other branded sports kit is not permitted), or full business dress.

Optional dress

- Jackets are encouraged
- V-neck or round plain jumper or cardigan

* Unless worn as part of the official Forge football scholarship training kit by football scholars only.

Philosophy, Religion and Ethics (PRE)

Philosophy, Religion and Ethics (previously Religious Studies) is taught according to the National Curriculum. All students receive a weekly lesson. All students are expected to study PRE to GCSE and can opt for PRE in the Sixth Form.

PRE is strongly supported by staff and students as a means of promoting respect, tolerance and understanding of the cultures and traditions of our communities.

Sex and Relationships Education

The academy has a sex and relationships education policy. This forms part of each student's curriculum, particularly in personal, social and health education (PSHE). Please see the full policy on our website.

Progress and Keeping You Informed

Close monitoring of student progress and clear target setting enable staff to regularly review groupings and pathways as a student moves through the Academy. Each student is set a target level or examination grade at the beginning of the key stage in each subject. Families are informed of their children's progress towards these targets at least three times a year. All students receive an annual progress report in the Spring or Summer Term.

Online Communication and Extended Learning

EduLink gives parents instant access to information about their child including behaviour, achievement, attendance and progress.

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

Special Educational Needs

Students with special educational needs (SEN), from year 7 through to year 13, will find support available from teachers and learning support assistants. Support is usually inclusive and thus takes place in classroom. Some support will take place in our Success Centre such as reading recovery programmes, mentoring, behaviour management programmes and social integration programmes.

The Academy also meets the needs of students with physical difficulties, social interaction and communication difficulties, specific learning difficulties and behavioural, emotional and social difficulties. In meeting these needs the Academy seeks to ensure that the curriculum is accessible, relevant, engaging, enjoyable, progressive and capable of leading to achievement.

More Able

Students who are academically more able are given many diverse opportunities to enrich their curriculum that will stretch and motivate them. These activities range from accelerating students through their educational careers or immersing them in deep learning.

It is to be expected students participating in such schemes will learn many new skills and concepts which will help them to perform at a higher level and raise their aspirations for the future.

Academy Policies

Admissions

Arrangements for applications for places at Ormiston Forge Academy will be made in accordance with Sandwell Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Sandwell Council.

When the number of applications for admission made is greater than the published admission number (currently 310 per year) applications will be made against Sandwell's published admission criteria. These details can be found on our website in the Admission Policy.

Child Protection Policies

At the Academy we take great care to ensure that children are safe and secure. Our child protection policy is fully in place. We do all that we can to ensure that every child truly matters and work closely with all agencies concerned to provide the best for all our children. Copies of the policies are available upon request from the Academy or may be viewed on the Academy website.

Designated Safeguarding Lead: Mrs G Griffiths
Safeguarding Governor: Mr P Bates

Health and Safety Policy

The Academy has appropriate policies and procedures to safeguard the well-being of all students and staff. Copies of the policies are available upon request from the Academy or may be viewed on the Academy website.

First Aid

There is a very strong and caring team of qualified first aiders working in the Academy. This ensures that there are first aiders on duty whenever the premises are open to our students, visitors and the public. The Academy has several first aid boxes with named first aiders around all zones providing instant care and attention in emergencies.

Complaints Procedures

A formal procedure for handling complaints has been established by the Academy. Any complaints should be made initially to the Principal of the Academy and full copies of the procedures are available on the website.

Charging Policy

The Academy recognises that it is the right of every student to receive free school education and those activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost. Full details are available from the Academy on charging and remission fees relating to transport, optional extras, board and lodge, public examination fees, tuition and breakages. The Charging Policy is reviewed annually.

[OAT]

Ormiston Academies Trust

Achieving more together

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