



# STUDENT HANDBOOK 2022.23

# 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 have remained 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 2 years we have all worked in partnership to overcome the odds and ensure education for Forge students continues at pace.

This is a great deal of information to take in and I am sure you have lots of questions. The pack will answer a lot of your queries, but if you have any other questions do not hesitate to contact the Academy. If the office staff cannot answer your question, email our admissions team directly on our dedicated transition email: [transition@oatforge.co.uk](mailto:transition@oatforge.co.uk).

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.

# BACK TO **BASICS**

At Forge, we've always taken great pride in preparing our young people for the world beyond the Academy - into work, apprenticeships or further education. We provide our students with a framework in which they can learn, we call this BASICS - we want our students to simply get the basics right.

## **B**e on time

- All students expected on site at 8.35am and in form by 8.40am. Both side gates will close at 8.35am.
- Any student arriving after 8.40am will be sent to the canteen - they will serve 20 minute after-school detention. If this happens 3 times in one week, a 60 minute detention will be set on the third occasion.
- Any student arriving after 8.55am will be signed in on the late desk and set a same day 60 minute after-school detention.

## **A**ttend every day

- All students are expected to have at least 97% attendance.
- Attendance to be discussed in form every Monday.
- Parents can track attendance using EduLink (see our Apps section later).

## **S**martly dressed

- Full uniform is expected for every student and the form tutor will check every morning. Any student not in the correct uniform will be sent to the canteen during form. We will contact home if a student does not have the correct uniform. As always, we will support families who are struggling to provide the correct uniform.
- Hoodies and nose piercings are to be confiscated and brought to the main office.
- We will be using the same system of confiscation as mobile phones for piercings/hoodies, we will be asking students to hand these over and we will return them at the end of the Academy day.

BACK TO BASICS CONTINUED...

## Instructions followed

(from a practical point, students will follow this guidance for every lesson):

- Line up quietly outside the classroom where possible.
- Enter the classroom in a calm orderly manner.
- Stand behind chairs with coats off and equipment on the desk in silence.
- Sit down when instructed by staff.
- Complete the Do Now task.

**During the lessons students will be expected to:**

- Engage fully with learning.
- Listen in silence to staff instructions.
- Complete all tasks set.

**At the end of the lesson, students will:**

- Pack away in a calm, orderly manner.
- Stand behind chairs with coats on.
- Wait in silence for staff to dismiss.

**Out of lesson, students will:**

- Move sensibly along the corridor.
- Follow one way systems where appropriate.
- Go straight to the next lesson.

Students will be given every opportunity to get this right without consequence but there will be a ladder of escalation:

- Students will be provided with a reminder of expectations.
- Students will be issued with a warning if an instruction is still not followed.
- Students will be given a 'time out' - this can be a move within the classroom or a few minutes outside to have a conversation.
- Removal and talk about the behaviour later, this will result in a 20 minute after-school detention. If this happens more than once in a day, the detention will be increased to 60 minutes.

## Come equipped

- Tutors will check their form's equipment every morning. 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 study.
- Tutors will provide any missing equipment, students will be issued a sanction three for missing equipment. If there are 3 incidents in a week, the tutor will call home and a 20 minute detention will be set.

## Show respect

- Respect for yourselves
- Respect for each other
- Respect for your learning
- Respect for our environment

There will be a number of form activities and PSHE sessions surrounding the theme of respect; students and staff will work closely together on this.

### REWARDS AND SANCTIONS

It is important to state that a detention is a last resort for us, we don't want to issue any but there needs to be a consequence of actions. To counterbalance this, we will be ensuring that students are rewarded when they get things right. Achievement points will be issued for out-of-lesson behaviour too. Parents will be notified by EduLink when a student gets an achievement point and we look forward to issuing lots!

Same day detentions ensure that students can start the following day with a clean slate. We want to give students every chance to succeed and it's important that issues don't hang over them. Parents will be informed about detentions via EduLink, if a detention is not convenient we are happy to have the conversation about moving but we need your support with this.

Our detentions will be staffed by our senior leadership team and volunteer staff, it will be based in the canteen and we will encourage staff to come to the canteen for restorative conversations with students.

### ACHIEVEMENT POINTS

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 get in touch.

### 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.



## 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.

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: [transition@oatforge.co.uk](mailto:transition@oatforge.co.uk)

## 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.

## MULTIPLICATION TABLES

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

## 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.

## 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 - they 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.

## UNIFORM

- Black blazer with embroidered Academy logo
- Plain black trousers
- Plain black knee length skirt
- Plain black jumper (optional) (no sweatshirts)
- Shirt/Blouse – white (no casual shirts or t-shirts)
- Head scarf - (optional) plain black
- Polishable black shoes in a sensible style
- Outdoor coat in a plain, dark colour (not leather/denim)

## 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.

## 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.

# ARE YOU WEARING THE CORRECT UNIFORM?

## ACCEPTABLE



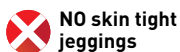
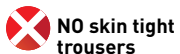
Branded uniform is available online and instore from Crested School Wear, The Churchill Shopping Centre, Dudley, West Midlands DY2 7BJ



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

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

## NOT ACCEPTABLE



## ACCEPTABLE



## NOT ACCEPTABLE



## APPS AND STAYING CONNECTED

Our apps will give you daily updates and let you know how your child is getting on at Forge. You will receive regular progress updates at parent consultation evenings and via progress reports. For year 7, we have a settling-in-evening after the first half term where you can meet your child's tutor and discuss progress.



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 points, canteen use, attendance and progress.



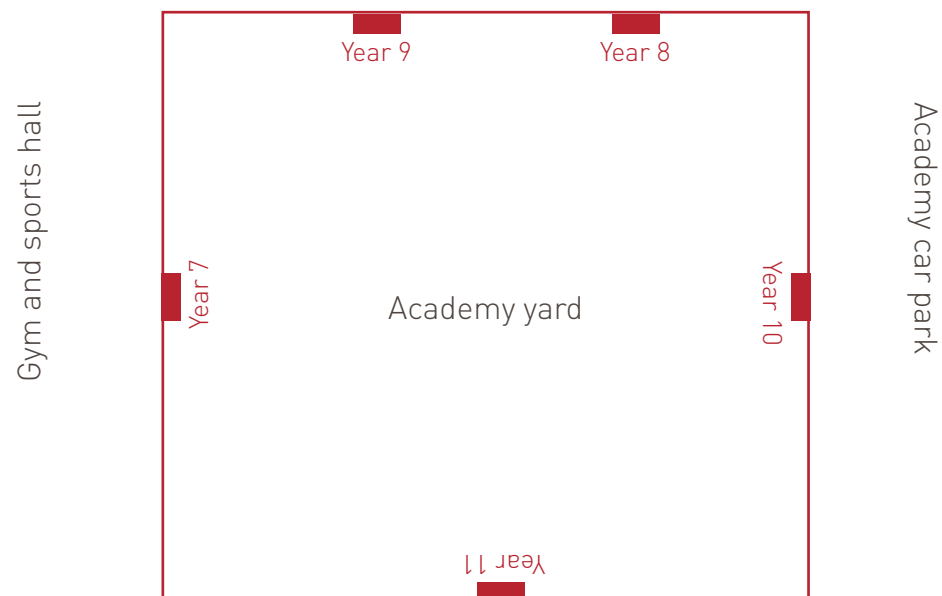
Students at Forge use a fingerprint based system in the canteen. Whist students can top up their accounts in school with cash, many parents prefer to top up online. We will get parental login details for iPayimpact to you within the first few days of starting.

Details for log in will be supplied during the first few weeks of a new student starting.

# FIRE DRILL

Your safety is a top priority at Ormiston Forge Academy. We have regular fire drills to practise 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 practise seeing where you line up on the yard on induction and when you start in September.

## Year group fire drill positions



# ACADEMY DAY

Each morning at 08.35, students should 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
<b>15.10 – 16.10</b>	<b>Period 6 (Monday only)</b>

### 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
<b>15.10 – 16.10</b>	<b>Period 6 (Monday only)</b>

### 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



## TERM DATES 2022.23

Dates are subject to change - please scan the QR code 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

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



**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



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

**Progress Leader  
year 7**  
Mr M Gill



**Pastoral Leader KS3**  
Ms H Smith



**Assistant Progress  
Leader year 7**  
Miss A Howell



**Senior leader  
Inclusion**  
Mrs S Taylor



**Designated  
Safeguarding Lead**  
Mrs G Griffiths

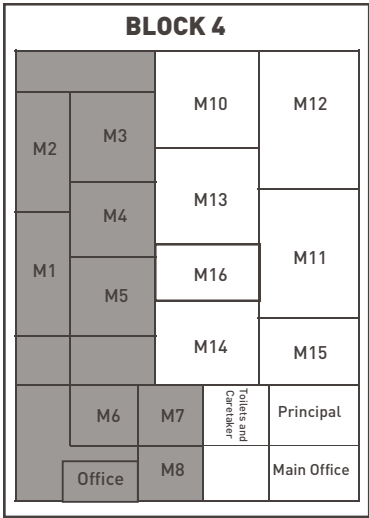
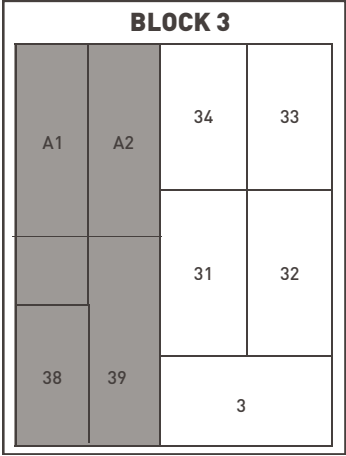
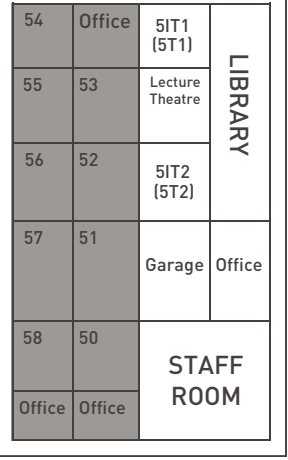
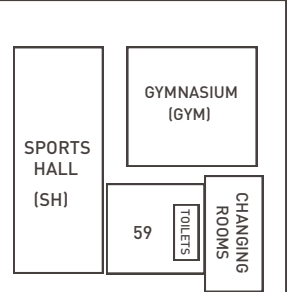
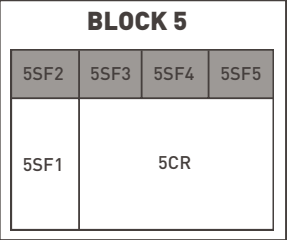
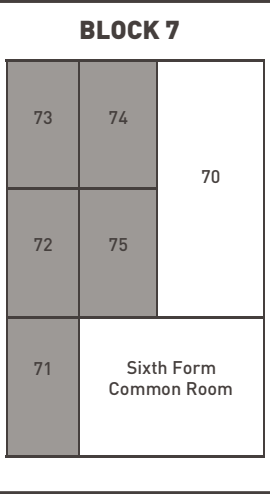
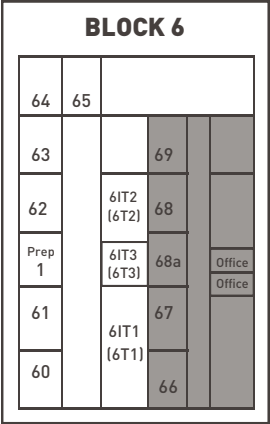
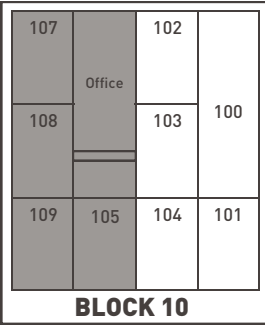
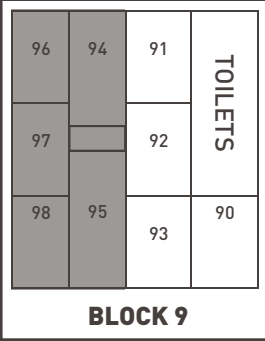
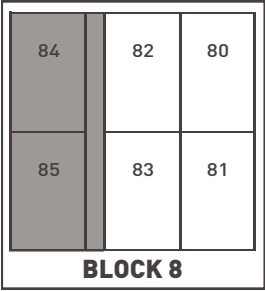


Email: [sarah.taylor@oatforge.co.uk](mailto:sarah.taylor@oatforge.co.uk)  
if you have a specific SEND enquiry.

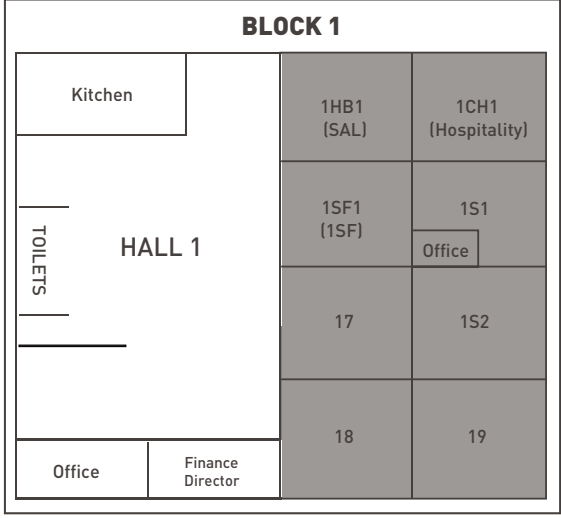
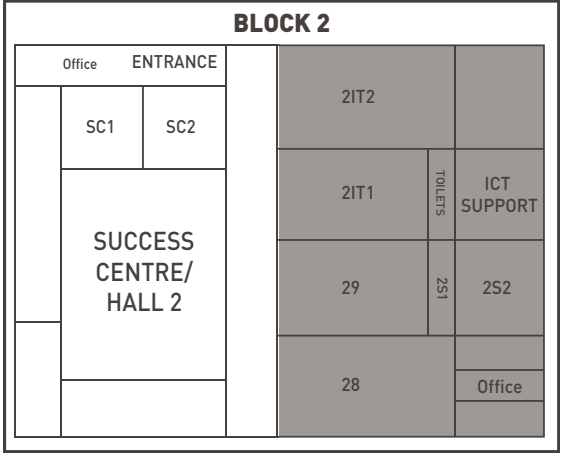


# SITE MAP

PLAYING FIELDS



STUDENT RECEPTION



MAIN ENTRANCE

Code:  
Ground Floor  
First Floor

WRIGHTS LANE

## HINGLEYS

Hingleys is our five acre sport facility located a short walk from the Academy. It has changing rooms and a number of pitches, we also hold our sports day there. Students are always escorted to Hingleys by staff.

Hingleys was named 'Hingleys Sports Pavilion' before it was handed to us. It is also a community resource. Hingleys sport pavilion was set up and built by the company who built the Titanic anchor, it was used for their recreational works sports teams.

## MOUNTAIN CENTRE

The Mountain Centre is based in Dinas Mawddwy, in the valleys of South Wales, around 90 miles from Birmingham. It offers students the opportunity to pursue outward bound activities away from the more urban environment where our school is based. The centre is a self-catered facility that can hold up to 30 students and six staff per visit.

The Mountain Centre is used by students, staff and governors throughout the academic year for:

- The Duke of Edinburgh Award scheme.
- Work experience.
- Outdoor pursuits and sports (mountaineering, hiking, rock climbing, abseiling, caving, canoeing, mountain biking, etc.)
- Curriculum related visits, for subjects such as technology, science, P.E, geography and music.
- Cultural visits.

## HOUSE SYSTEM

The house system is a very important part of Academy life. Over the course of the year, there are numerous house events. There is something to cater for everyone's interest. The four houses are Snowdon, Bredon, Malvern and Clent - students are placed into a house when they start at Forge and compete over the academic year.



## SEA CADETS

Whether at sea or on land, the Sea Cadets offers young people across the UK amazing opportunities for personal development – by learning new skills and working in teams – they offer an environment where young people find new confidence and inspiration.

Sandwell Sea Cadets are based here, at Ormiston Forge Academy. They have their own, independent base and work with our students.



If students are interested in joining, scan the QR code to visit the Sandwell Sea Cadets page on our website.

Our sponsor, Ormiston Academies Trust (OAT) is one of the largest not-for-profit educational trusts in England. OAT currently sponsors 43 academies nationwide, comprising 32 secondary schools, six primary schools, four alternative provision schools and one special school. Its overarching mission – and one that we all share across the Ormiston family – is that by working together we can make the biggest difference, both inside and outside the classroom. Forge joined OAT in 2012.



## SIXTH FORM AT FORGE

For any student starting at Forge, our expectation is that they will stay with us into sixth form. We believe Ormiston Forge Academy is the best place for post 16 study in Sandwell. This is the final step before higher education or the world of work. Students need to get this decision right and we believe that we can match ambition, provide the right support and deliver an environment that suits both academic and vocational excellence.



If you're looking for more information about our sixth form at Forge please scan the QR code to take you to the section on our website.



“A huge welcome to our new year 7 students and students joining us in other year groups. We are really looking forward to meeting you and working with you. We have a dedicated team here to support you through all stages of your transition to the Forge family. If there is anything you need in addition to this booklet, make sure you ask; we are always happy to help.”

### **Ms H Smith**

Pastoral leader for year 7

email: [transition@oatforge.co.uk](mailto:transition@oatforge.co.uk)

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