

ORMISTON **FORGE**  
ACADEMY



**STUDENT HANDBOOK**  
2024.25





# 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

# REWARDS, SANCTIONS AND SUPPORT

## REWARDS

**We love to reward those students who are 'getting it right' and making progress** and we use an achievement points system (Forge Points) to encourage and reward behaviour that mirrors our Academy values. All staff at the Academy are encouraged to log Forge points for students who meet and exceed our expectations, both in and out of lessons.

**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.

In addition to our Forge Points there are a number of other ways in which students will be recognised for their positive behaviour, these are:

- Feel Good Friday emails/phonecalls
- Verbal praise
- Communicating praise to parents via a phone call or written correspondence (postcards/letters of commendation)
- Vouchers (x2 per lesson maximum)
- Certificates, badges, prize draw raffles and special assemblies
- Positions of responsibility, such as Form Captain or being entrusted with a particular decision or project
- Whole-class or year group rewards, such as trips and enrichment activities
- Annual Awards Evening

Parents will be notified via Classcharts when a student gets a Forge Point and we look forward to issuing lots! If you have any queries in relation to rewards, please email Mr Hickinbottom at [anthony.hickinbottom@oatforge.co.uk](mailto:anthony.hickinbottom@oatforge.co.uk).

## SANCTIONS & SUPPORT

**We follow a graduated response (Warning, B1, B2, B3 etc) to incidents of poor behaviour or when a student fails to meet our expectations.** Part of our sanctions system includes the use of after school detention however, 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. **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 pastoral staff and senior leadership team and it will be based in classrooms. We encourage staff to come to the detention for **restorative conversations with students**. Students undertake work that allows them to reflect upon their behaviour.

**It is essential that we support students who are struggling with aspects of their behaviour.** Therefore, pastoral staff regularly monitor student behaviour and will ensure support is implemented for students where concerns arise. The support offered to students' can include parental meetings, targeted reports, behaviour and SEN interventions, timetable amendments and external support.

# 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

- Being on time is fundamental component to success and demonstrates the respect and commitment you have for yourself and others, therefore:
- All students are expected on school site at 8.35am and to be sat in form or assembly by 8.40am. Both side gates will close at 8.35am. Any student arriving after 8.40am will have to sign in at reception and may receive an after- school detention depending upon the circumstances surrounding the lateness.
- All students are expected to arrive to lessons on time to ensure learning and progress is maximised. A student is considered late to lessons anytime they arrive after the formal start time of the lesson and there are no excuses as there is 5 minutes' walk time between each lesson.

## A TTEND EVERY DAY

- We expect students to have high Aspirations linked to their attendance as students who attend school are more likely to be safe and successful. We therefore expect students to have 100% attendance to school.
- Attendance is discussed in form every Monday and students are regularly rewarded for meeting attendance targets.
- Parents can track attendance using EduLink (see our Apps section later).

## S MARTLY DRESSED

- We prepare students for the world of work by insisting on high expectations linked to uniform and appearance. We expect students to adhere to our uniform policy, look professional and show 'Pride in the Badge', therefore:
- Full uniform is expected to be worn correctly (shirts tucked in and ties done up) for every student at all times. Form tutors will check every morning along with classroom teachers who will check at the start and end of lessons. Students wearing incorrect uniform will be loaned uniform from school.
- We will contact home if a student does not have the correct uniform and as always, we will support families who are struggling to provide the correct uniform.
- Items of clothing and jewellery outside of our uniform policy may be confiscated and brought to the main office or respective keystone offices to be collected at the end of the school day.



# I NSTRUCTIONS FOLLOWED

•The adults within our school are the authority figures and any instructions given by them are expected to be followed without question. Our school rules are designed to keep students safe and promote fairness and consistency whilst also creating an effective learning environment. Therefore:

**During the lesson's all students:**

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

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

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

**Out of lesson, all students:**

- Move sensibly along the corridor and act respectfully in all areas of the school and towards each other
- 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 linked to our sanction system for students who challenge adult instruction or do not meet our expectations.



# C OME EQUIPPED

Students at Ormiston Forge are organised and prepared for their learning as it is essential for learning and success. As such 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. Students are also expected to have additional equipment when needed such as PE Kit and ingredients for DT Food.

- Form tutors will conduct regularly equipment checks and will support students by providing any missing equipment. For those students who are persistently without the correct equipment pastoral intervention will take place and sanctions may be imposed.



# S HOW RESPECT

- Respect is one of our core values and a fundamental right for every student and staff member at Ormiston Forge. At all times:
- Students will demonstrate Respect for themselves by attending school on time and giving themselves the best opportunities to be successful.
- Students will treat others and the community in ways in which they would want to be treated.
- Student will show Respect to their teacher and fellow classmates by engaging in the learning at all times and treat others as they would want to be treated.

There will be a number of form activities, PSHE lessons and intervention sessions surrounding the theme of respect and students and staff will continue to work closely together on this.

# UNIFORM



## 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 astroturf

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.



## 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 are permitted but not nose rings.

**ALL JEWELLERY MUST BE REMOVED FOR PE DUE TO HEALTH AND SAFETY REGULATIONS.**



## 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)



## 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. False nails and eyelashes are not permitted.



## WINTER UNIFORM

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 at all. 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

Scan here to view the Forge page of their website or visit: [www.crestedschoolwear.co.uk](http://www.crestedschoolwear.co.uk)



**NOT ACCEPTABLE**

NO work boots



NO trainers



NO logos



NO stripes



NO patterns



NO suede

**ACCEPTABLE**



**NOT ACCEPTABLE**

NO skin tight trousers



NO skin tight jeggings



NO black jeans

NO cropped, ankle grazers or turn ups

**ACCEPTABLE**

Smart black regular fit trousers



**NOT ACCEPTABLE**

NO Lycra, stretch or tube skirts



NO denim skirts



**ACCEPTABLE**

Smart black knee length skirts



# SUPPORTING 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 email us using the contact form on the website 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)



## HOMEWORK & STUDY

**READING** forms the foundation of learning. Listening to your child read for 20 minutes each day 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.

In key stage 3, students learn to spell, define and use in context key words for each subject. Students also have the opportunity to complete a **DEEP LEARNING PROJECT** each half term in one subject area: these are an opportunity for parents, grandparents, students and school to work together extending knowledge across the curriculum. Students are also expected to complete regular Maths and science quizzes and to read for pleasure.



## FIZZY 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

Mobile phones and earphones/earbuds are no longer permitted on site at any point during the school day (including when leaving the site). If seen they are to be confiscated and sent to the office for collection at the end of the day. Sanctions will be recorded on SIMS for any misuse.

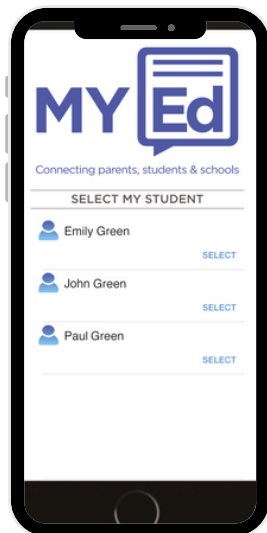
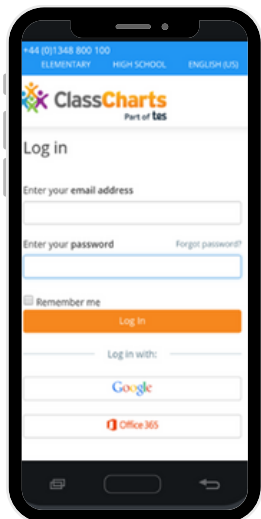
The Academy will not be responsible for any loss, damage or theft of devices brought onto the premises.

**SOCIAL MEDIA** There are rarely issues here that start inside the Academy. If your child has access to the likes of Facebook, WhatsApp, Snapchat and Instagram, we would encourage you to monitor their usage. You should also note that under 14s are not permitted to use any social media or have accounts.

# 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.



## GET IN TOUCH

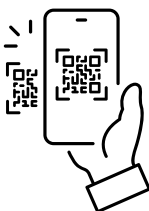


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[WWW ORMISTONFORGEACADEMY.CO.UK](http://WWW ORMISTONFORGEACADEMY.CO.UK)

## FOLLOW US ON SOCIAL MEDIA



# ACADEMY DAY

Each morning at 08:30am, students should make their way immediately to their first session of the day

## MONDAY-THURSDAY (SINGLE LUNCH)

Period	Times	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Tutor time	8.35 - 8.55	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
1	8.55 - 9.00	Walking time	Walking time	Walking time	Walking time	Walking time	Walking time
	9.00 - 10.00	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
2	10.00 - 10.05	Break	Walking time	Break	Walking time	Break	Walking time
	10.05 - 10.15		Period 2		Period 2		Period 2
	10.15 - 11.05	Period 2	Break	Period 2	Break	Period 2	Break
	11.05 - 11.15						
	11.15 - 11.20	Walking time	Walking time	Break	Walking time	Break	
3	11.20 - 12.20	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
4	12.20 - 12.25	Walking time	Walking time	Walking time	Walking time	Walking time	Walking time
	12.25 - 1.25	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4
	1.25 - 2.15	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
5	2.15 - 3.15	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5
END OF DAY	3.15 - 3.20	END OF DAY					
MONDAY ONLY	3.20 - 4.20	Period 6	Period 6	Period 6	Period 6	Period 6	Period 6

## FRIDAY

Period	Times	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
1	8.35 - 9.35	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
2	9.35 - 9.40	Walking time	Walking time	Walking time	Walking time	Walking time	Walking time
	9.40 - 10.40	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
3	10.40 - 10.45	Lunch	Walking time	Lunch	Walking time	Lunch	Walking time
	10.45 - 11.15		Period 3		Period 3		Period 3
	11.15 - 11.45	Period 3	Lunch	Period 3	Lunch	Period 3	Lunch
	11.45 - 12.15						
	12.15 - 12.20	Walking time	Walking time	Walking time	Walking time	Walking time	
4	12.20 - 1.20	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4



## 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 extracurricular programme, please get in touch.



## FIRE DRILL

Your safety is a top priority at Ormiston Forge Academy. We have fire drills, twice annually 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 registered there and be expected to line up in your tutor group.

You will have a chance to practise seeing where you line up on the yard during induction and when you start in September.



## 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.



## LOCKDOWN DRILL

Should the unthinkable happen and we need to lockdown the school to keep our students safe, it is important that students know what to do in such an emergency.

Lockdown is signaled by an intermittent bell and all staff members' computers receive a warning message. We hold a practice lockdown twice annually and you will be informed before it takes place.

SCAN ME



## TERM DATES 2024-25

Dates are subject to change - please scan the QR code for up-to-date term dates and training days.

# ACADEMY EXECUTIVE LEADERSHIP STRUCTURE



**PRINCIPAL**  
Dr L Mason



**VICE PRINCIPAL**  
Mr S Lodge  
Student Services



**VICE PRINCIPAL**  
Mrs S Cunningham-Smith  
Quality of Education



**VICE PRINCIPAL**  
Mr C Tyrrie  
Personal Development



**KEY STAGE 3**  
**Assistant Principal**  
Mr D Jenks

Each student will be part of a form group with their own progress tutor throughout their time at Forge. They meet Monday-Thursday for 20 minutes at the start of the day.



**HEAD OF YEAR 7**  
Mr M Gill

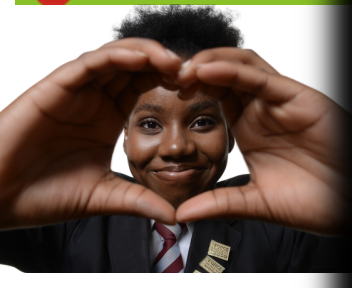


**ASSISTANT HEAD OF YEAR 7**  
Mr Z Shah



**PASTORAL LEADER FOR YEAR 7**  
Miss J Goodridge

# GETTING AROUND THE ACADEMY



We have lots of different buildings and facilities here at the academy including state of the art science labs, modern ICT suites, a full-sized Astroturf pitch and Sports Hall and a Dance & Drama studio!

# COMMUNITY

## HOUSE SYSTEM

Being part of a House is a massive part of everyone's journey here at Forge. Each year, numerous house events take place across the academy. These events enable students to develop transferable skills such as

- **DETERMINATION**
- **TEAM WORK**
- **COMMUNICATION**

Each event reflects Forge's core values of resilience, aspiration and respect and covers many different disciplines. Subjects,

House events help students' personal development as they enjoy camaraderie and competition. The four houses are:

- **SNOWDON**
- **BEDON**
- **MALVERN**
- **CLENT**

Students are placed into a house when they join Forge in Year 7. As the progress through the Academy, they will be able to represent and be part of one team from start to finish. Each student's success is celebrated in the form of:

- **CERTIFICATES**
- **LETTERS OF RECOGNITION**
- **VOUCHER PRIZE DRAWS**
- **END OF TERM REWARDS TRIPS**

all of which link directly to our school's enrichment programme.



## 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.



## FRIENDS OF FORGE

are our fantastic PTA who brings together parents, teachers and students, through social events, to build relationships that strengthen our own community, while developing contacts with others in our local area. We create opportunities to enrich the lives of students and provide extra resources for the Academy through fundraising events.

You can find out more information here





# ORMISTON ACADEMIES TRUST

Our sponsor, Ormiston Academies Trust (OAT) currently sponsor 42 academies nationwide, comprising 32 secondary schools, six primary schools, three 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.



**ACHIEVING MORE TOGETHER**

## 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 are 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.”

Miss J Goodridge  
Pastoral leader for year 7  
email: [transition@oatforge.co.uk](mailto:transition@oatforge.co.uk)

Wrights Lane, Cradley Heath, West Midlands B64 6QU  
t 01384 566 598 [www.ormistonforgeacademy.co.uk](http://www.ormistonforgeacademy.co.uk)

