



**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.

**Andrew Burns**  
Principal

# Academy Day

## YEARS 7,8,12 AND 13

### Monday

08.45 – 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 – 16.00</b>	<b>Period 6</b>

### Tuesday to 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	End of academy day

### Friday (FOR ALL YEAR GROUPS)

08:45 – 09:45	Period 1
09:45 – 09:50	Transfer to next lesson
09:50 – 10:50	Period 2
10:50 – 11:15	Break
11:15 – 12:15	Period 3
12:15 – 12:20	Transfer to next lesson
12:20 – 13:20	Period 4
13:20	End of academy day

## YEARS 9,10 AND 11

### Monday

08.45 – 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 – 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 – 16.00</b>	<b>Period 6</b>

### Tuesday to Thursday

08.45 – 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 – 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	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 Progress Year Leader and an Assistant Progress Year 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. These points can be exchanged for academy rewards.

# 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 obey 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. The Student Planner must be used every day to log homework, coursework and to set targets.

## Punctuality

Students should be on site no later than 8.40 am and 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.

## 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 96% attendance.

## 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 your child must bring a mobile phone it is to be kept in a bag and turned off or on silent during lessons. If it is used in lessons, the device will be confiscated and only returned to a parent/guardian. 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 on to the premises.

Mobile phones can be used at break and during lunchtime, providing students utilise them sensibly and have headphones on when listening to music.

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. This is ideally written into a students' planner.

# 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**

Pupils 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, one pair only to 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 is not permitted in years 7, 8 and 9. Discrete make-up and nail varnish only, for years 10 and 11.

# Dress Code (year 7 to 11)

## **DRESS CODE**

- Black blazer with Academy logo
- Plain black trousers (no jeans or cords)
- 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))
- Shoes – black in a sensible style (no trainers)
- Outdoor coat in a plain, dark colour (not leather/denim)

## **PE Kit:**

- Plain black shorts (indoor/outdoor)
- White polo shirt with crest (indoor)
- Burgundy shirt with crest (outdoor)
- Burgundy football socks (outdoor)
- White sport socks (indoor)
- Tracksuit (optional) with crest

Technology is taught twice per week, and a plain white crested apron is required.

\* All crested uniform can be purchased from A Oakes

# 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 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)
- Shoes (must be able to be polished with heels no more than 3 inches)

**Optional dress**

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



# Religious Education

Religious Education is taught according to the National Curriculum. All students receive a weekly lesson. All students are expected to study Religious Education to GCSE and can opt for Religious Studies in the Sixth Form.

Religious Education 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. Further details are available from the academy.

**Note:**

Parents have the right to ask that their child does not take part in Religious Education, collective acts of worship and the Sex and Relationships Education Programme. Please let us know if this is your wish.

# 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

The Chain offers an enhanced method of communication between the academy and home. The Chain provides a forum for students, staff and parents to celebrate achievement, share information, work with others and access extended study activities, materials and resources. Students have their own secure space on the web to manage, save and share their work empowering them to take ownership of their learning. Through our online services families can view information about their children such as their timetable, attendance, rewards, progress and reports.

# Special Educational Needs

Students with Special Educational Needs, 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 the 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 senior person: Mrs L Kay  
Deputy designated senior person: Ms G Lowe  
Safeguarding Governor: Ms M Green

## **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 a fully equipped medical room available at all times and 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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