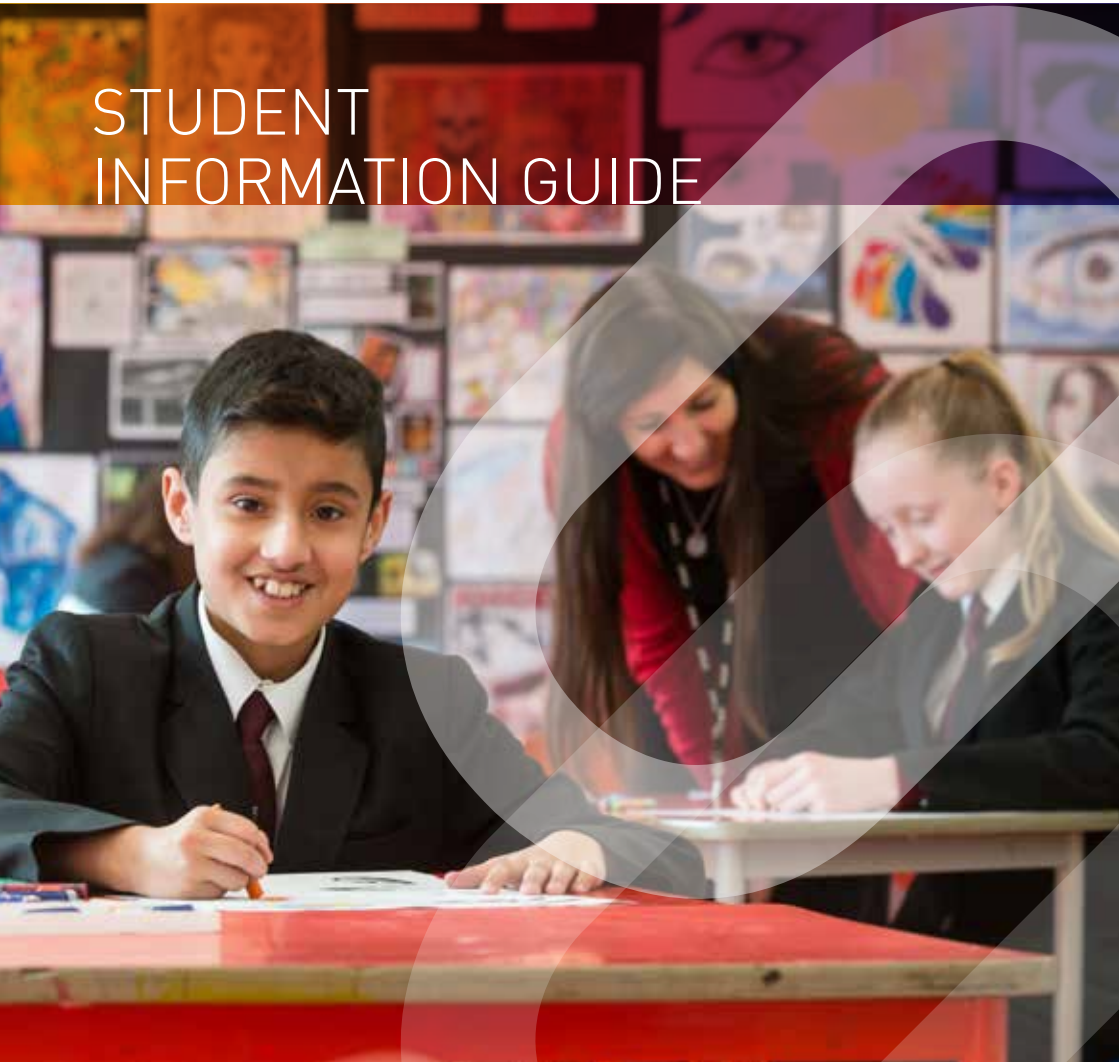




STUDENT INFORMATION GUIDE



ORMISTON **FORGE**
ACADEMY



WE ARE FORGE

WE ARE GOOD YO



Welcome to the Forge family.

We're an Ofsted Good school, a national support school and our exam results at A level and GCSE improve year-on-year. But, at this first stage of transition this isn't what matters to you.

What matters is that new students settle quickly and are happy. Everything else follows. Don't worry, there will be plenty of hard work but right now this is about saying hello.

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. In no time at all you'll be the ones helping new students out when they join.

Our Academy is a partnership in which we provide you with an environment that will inspire you to become confident individuals and independent learners. Our staff are dedicated to

you and ensuring that you reach your true potential. In return we have high expectations of everyone to work hard, play hard and look smart. Even your parents play a part in ensuring they support your learning journey out of school.

So, thank you for joining us and I look forward to meeting you. I hope that this booklet will help you settle in. No amount of words will capture the magic of our family: the things that happen every day and the brilliant experiences that you are going to have. What have you got to lose? 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.

Andrew Burns
Principal

YOU ARE GREAT

CONTENTS

Expectations	page 04.05
Classroom values	page 06.07
Dress code	page 08.09
Academy day	page 10.11
Term dates	page 11
Staffing structure	page 12.13
Site map	page 14.15
Fire safety	page 16
Restorative opportunity consequences ladder	page 17.19



“Starting at Ormiston Forge Academy I was nervous. The amazing teachers have helped me overcome that and I love it here.”

Ricardo, year 7

EXPECTATIONS

WHAT DO WE EXPECT?

ATTENDANCE

Attendance and achievement are closely linked. Here at Forge we expect students to have an attendance record of above 97%. 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 08:40 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.

WHAT CAN YOU EXPECT FROM FORGE?

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 the 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.

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.

TREATING EACH STUDENT AS AN INDIVIDUAL

Our students are all individuals and we will treat them that way.

HIGH EXPECTATIONS

We have high expectations of students' behaviour, approach to study and progress here at Forge.

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 CAN YOU DO TO SUPPORT YOUR CHILD?

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.

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.

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.

ATTENDANCE AND PUNCTUALITY

Reinforcing our expectations on these two issues. 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.

REINFORCE STANDARDS

It is important that your children get the same, consistent message on high expectations so you reinforcing that for us is really helpful.

HOMEWORK AND STUDY

You can use the Show My Homework app to regularly monitor your child's homework. Please encourage them to work hard and to complete homework on time.

UNIFORM AND EQUIPMENT

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 on when in lessons. We would ask that students have a pencil case with at least one pen, pencil, ruler and rubber as basic equipment for each lesson.

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.

CLASSROOM VALUES

We respect each other

We expect everyone to stick to the rules

We expect teachers to be good role models

We have a right to learn without interruption

We focus on the positive and not the negative

We expect staff to know their students well

We are polite

We expect students who are working well and displaying excellent behaviour to be praised

We feel secure to express our own opinion

We expect staff to meet and greet students

We expect everyone to be treated equally

We respect other students and their learning

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, 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 are not permitted in years 7, 8 and 9. Discrete make-up and nail varnish only, for years 10 and 11.

DRESS CODE

- Black blazer 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)
- Tie – Academy tie
- Head scarf - (optional) plain black or light purple (light purple available from 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



“Starting school sounded like a tough thing to do, I didn’t know what to expect. Now I am here I am so glad I joined. You will feel the same too.” Erin, year 7

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 (no jeans, cords or leggings), 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 three inches)

Optional dress

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

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/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 a student must bring a mobile phone it is to be kept in a bag and turned off or on silent. If it is used, the device is to 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.

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
15.10 – 16.00	Period 6

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

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
15.10 – 16.00	Period 6

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

TERM DATES 2017.2018

	Autumn Term	Spring Term	Summer Term
Term start	Tuesday 5 September 2017	Tuesday 2 January 2018	Tuesday 17 April 2018
Half term	23-27 October 2017	19-23 February 2018	28 May - 1 June 2018
Term end	Tuesday 19 December 2017	Thursday 29 March 2018	Friday 20 July 2018

ACADEMY EXECUTIVE LEADERSHIP STRUCTURE



Principal
Andrew Burns



Head of Academy
Dr Lisa Mason

Finance Director
Mrs R Fisher



Senior Vice Principal
Mr C Cooling



Vice Principal
Mrs L Kay
Inclusion/
Safeguarding Lead



Vice Principal
Mrs G Butler
Pastoral



Director of Communications
Mr K Griffin

Designated Safeguarding Lead
Mrs G Griffiths

KEY STAGE 3 STRUCTURE

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



Senior Leader Logistics
Mrs C Davies



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



Pastoral Leader KS3
Miss R Potter



Pastoral Leader KS3
Mrs N Fischer



**Assistant Progress
Leader year 7 and 8**
Miss R Pitt



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



Progress Tutors year 7:

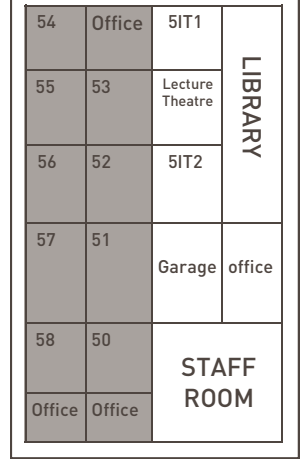
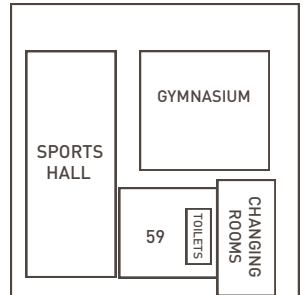
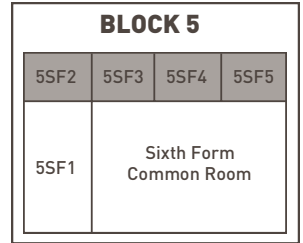
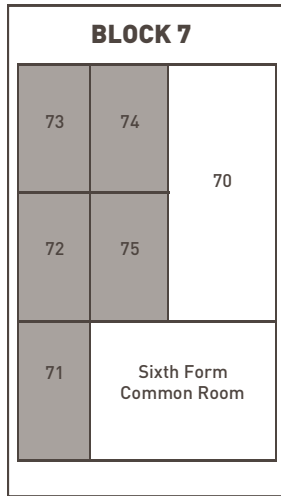
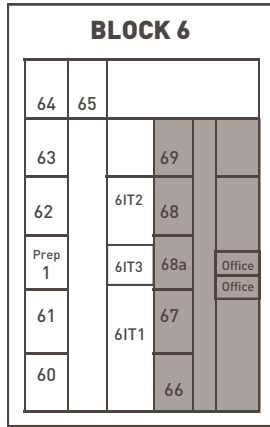
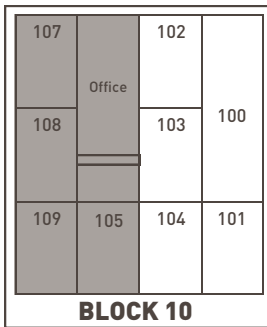
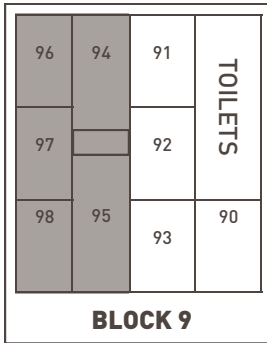
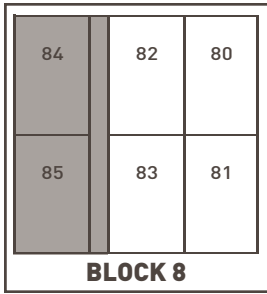
Miss B Humphries
Miss A Toner
Miss K Fellows
Miss D Burns
Miss J Willmott
Miss C Malcolm
Mr N Kirby
Mrs J Noble/Mrs T Steele
Miss C Basterfield
Mr J Willetts

Progress Tutors year 8:

Mrs L Colwell/Mrs A Fisher
Mrs A Bagnall/Mr G Muckley
Mrs C Garrington
Mr R Dhatt
Mrs N Barker/Mr S Adams
Miss C Miles
Miss K Asquith/Mrs N Hanif
Mr T Hillman/Mrs J Brooks
Miss A Reynolds

SITE MAP

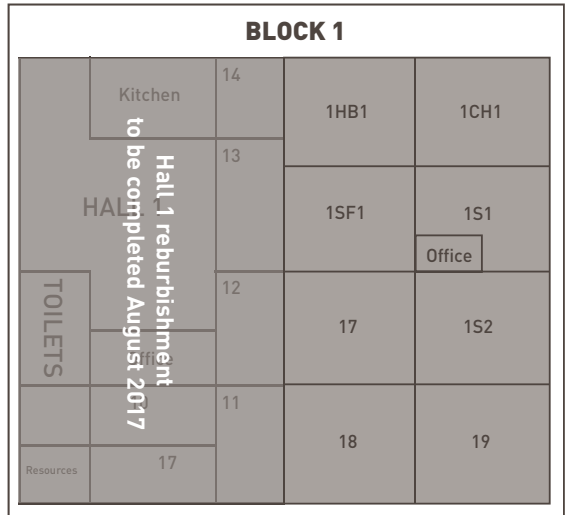
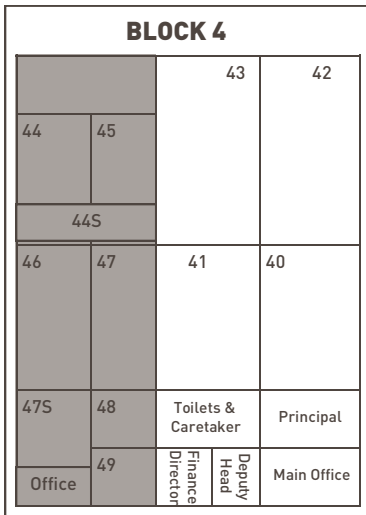
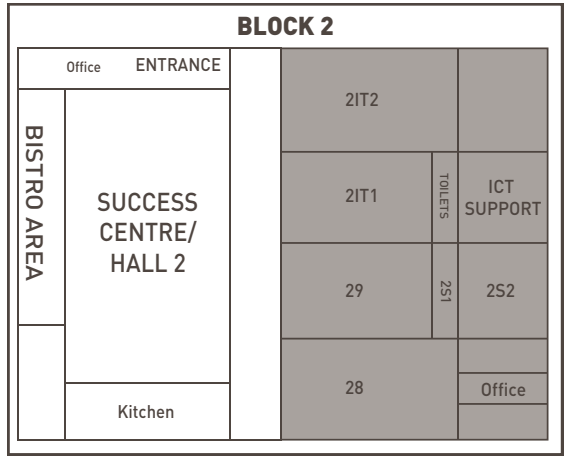
PLAYING FIELDS



Code:



WRIGHTS LANE



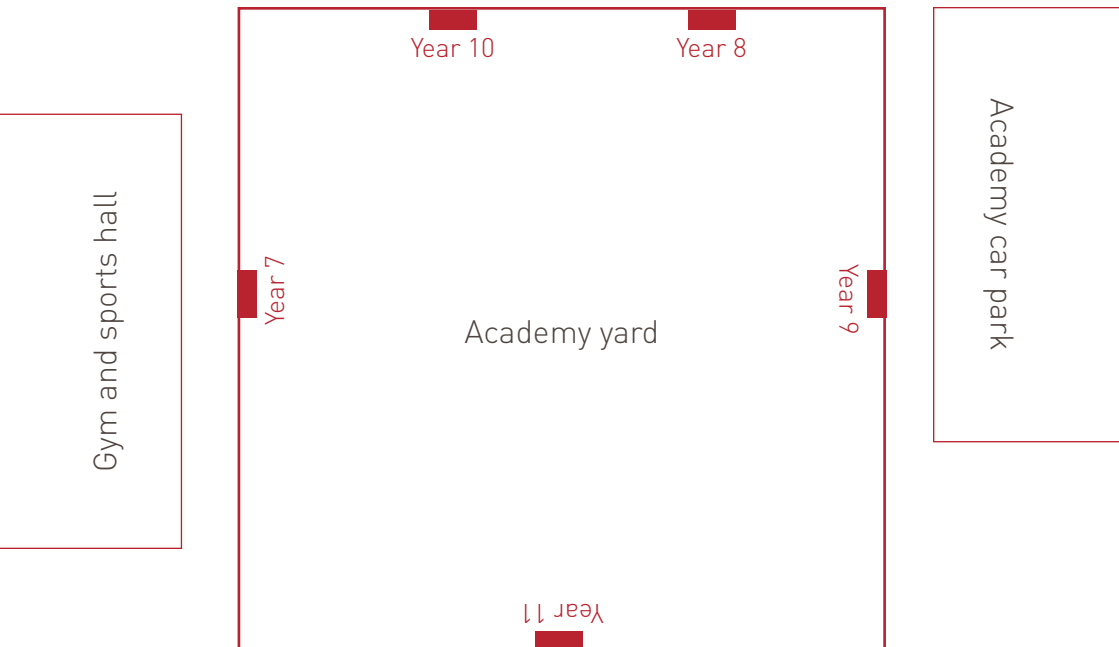
STUDENT RECEPTION

MAIN ENTRANCE

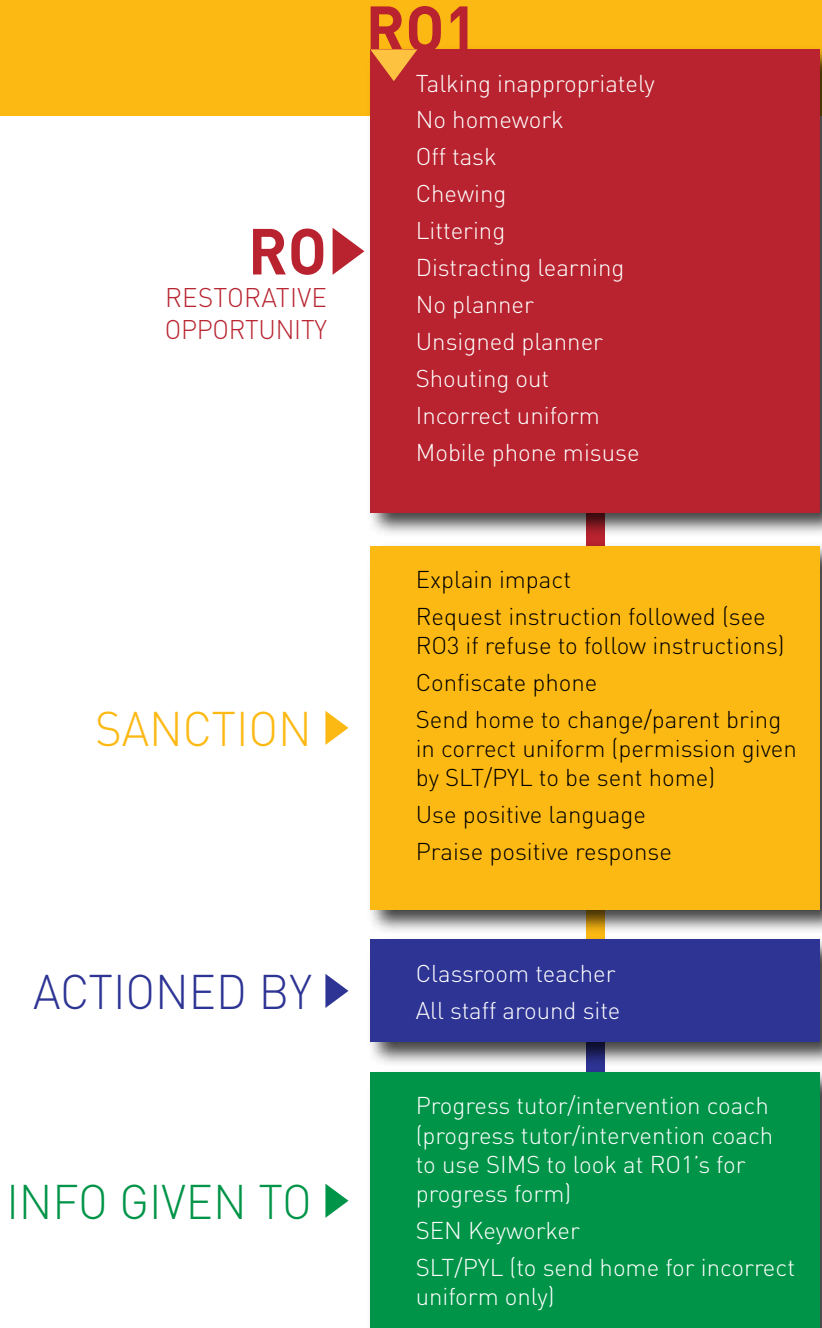
FIRE DRILL

We take your safety as 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 for a practise seeing where you line up on the yard on induction and when you start in September.

Year group fire drill positions



CONSEQUENCES LADDER



R02

Persistent R01
Use of foul language
to other students
Late to lessons

Move seat
Letter home
Phone home
Good neighbour policy
Referral to LP
Progress tutor report - instigated
PYL if several concerns
Department report if in one subject
area - check with PT
Department detention
Year group detention
Friday pm late detention

Classroom teacher
Progress tutor
All staff around site
KSPL

LP
APYL
Duty team leader
Assistant SENCO
Mentor
KSPL

R03

Rudeness to staff
Bullying
Internet misuse
Defiance, refusal to follow school
rules
Dangerous behaviour
Truancy from lessons
Smoking

Good neighbour
APYL report
HOD/LP report (check YPL/AYPL
first and wait 3 days to see whether
the problem in several areas or one
subject area)
Detention
Community service
Parental meeting/phone call
Reflection room (authorised PYL)
FTD (Friday pm - Truancy detention)
Truancy report
Referral to DECCA (smoking)

PYL
KSPL
APYL
HOD/LP

PYL/KSPL
HOD
Success centre

R04

Fighting
 Intentional physical assault on student
 Theft
 Threatening behaviour towards students
 Racial incident
 Vandalism/graffiti
 Substance misuse
 Extortion
 Misuse of fire bell
 Refusal to follow any instructions given by good neighbour/LP/HOD/PYL/APYL

Fixed term exclusion (AVP/inclusion/executive)
 Restorative conference (LKY/GBR/MAN)
 Community service
 Governors disciplinary committee
 Principal's warning (if repeat offence)
 SLT report
 Refer to outside agency
 Success centre intervention
 Reflection room

PYL
 SLT on call
 Extended leadership team
 AVP - Inclusion
 Success centre
 Principal (final warning)
 Governors

SLT
 PYL
 Success centre

R05

Possession of weapons
 Possession of drugs
 Intentional physical behaviour towards staff
 Sexual misconduct
 Threatening behaviour towards staff
 Swearing at staff

Fixed term exclusion
 Restorative conference (LKY/GBR/MAN)
 Success centre intervention
 Reflection room
 Principal's warning regarding future conduct
 Executive report
 Permanent exclusion
 Governors disciplinary committee
 Inform police
 Refer to outside agency

Executive
 AVP - Inclusion
 SLT on call
 Governors
 Success centre

SLT Link
 AVP Inclusion
 PYL
 KSPL
 Success centre

“As I have gone through my time here it has become more interesting and exciting each day. I have been given a lot of opportunities inside and outside of my lessons and have really enjoyed my time here.”

Sharon, year 7



“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’re happy to help. Remember: some people dream of success, whilst others wake up and work hard for it.”

Mr T Daly

Associate Senior Leader, Head of years 7 and 8

email: thomas.daly@oatforge.co.uk

Wrights Lane, Cradley Heath, West Midlands B64 6QU
t 01384 566 598 www.ormistonforgeacademy.co.uk

