



ORMISTON
DENES ACADEMY

Parent & Carer Handbook

2023-2024



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Welcome From The Principal

Ormiston Denes is not just a building filled with teachers and children with lessons taking place. It is a very special community committed to ensuring that every day is better than the one that went before it, and that every individual becomes the best version of themselves. We know that there is no limit to potential and that whilst challenges may come along, everyone can overcome these if given the right support and guidance.

Our core business is to educate every young mind so that each young person leaves us with a full range of qualifications that ensures all are well rounded and able to go on and access the next stages of their lives. Like Nelson Mandela, we believe that “education is the most powerful weapon we can use to change the world” and we want our students to become active global citizens who make informed choices to shape the future and make it better for the next generation.

Alongside these goals, we also value the little things. Courtesy and manners make a difference and kindness counts. The pride we take in our uniform, the quality and presentation of the work we produce, the respect we show towards each other and learning all help to prepare for the future and to make each day a success.

Our core values are aspiration, integrity and respect. Students are taught about these values through our expectations that they are ready to learn, responsible for themselves and others and are respectable to all.

We expect a lot from our students because they deserve no less and this means we also expect and need support from home. Working together we will ensure your child achieves well and thrives.

Thank you for your support.

Mrs K Williams
Principal

Term Dates

September 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
35					1	2	3
36	4	5	6	7	8	9	10
37	11	12	13	14	15	16	17
38	18	19	20	21	22	23	24
39	25	26	27	28	29	30	

October 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

November 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

December 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

January 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

February 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
5				1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28	29			

March 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9					1	2	3
10	4	5	6	7	8	9	10
11	11	12	13	14	15	16	17
12	18	19	20	21	22	23	24
13	25	26	27	28	29	30	31

April 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
14	1	2	3	4	5	6	7
15	8	9	10	11	12	13	14
16	15	16	17	18	19	20	21
17	22	23	24	25	26	27	28
18	29	30					

May 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
18			1	2	3	4	5
19	6	7	8	9	10	11	12
20	13	14	15	16	17	18	19
21	20	21	22	23	24	25	26
22	27	28	29	30	31		

June 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
22						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30

July 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
27	1	2	3	4	5	6	7
28	8	9	10	11	12	13	14
29	15	16	17	18	19	20	21
30	22	23	24	25	26	27	28
31	29	30	31				

Students are expected in school on all “white” days

Blue; school closed to students for staff training

Red; bank holidays.

Green; half terms and holidays , school closed to students

Timings of the Academy Day

Time	Session
7.45am	Breakfast
8.35am	Warning Bell
8.40am-9.00am	Morning registration/Form time
9.00am-10.00am	Period 1
10.00am-11.00am	Period 2
11.00am-11.20am	Break
11.20am-12.20pm	Period 3
12.20pm-1.20pm	Period 4
1.20pm-1.55pm	Lunch
1.55pm-2.10pm	Afternoon registration
2.10pm-3.10pm	Period 5
3.10pm	End of day/Period 6/After school enrichment clubs

A warning bell is rung five minutes before form time, period 3 and period 5.

Before and after school:

- Breakfast is available in the dining hall every day from 7.45am for all students.
- Students must be on site by **8.35am**.
- After school clubs, activities and quiet study spaces are available every day until 4.15pm.

Staff Structure

Senior Leadership Team

Mrs K Williams	Principal
Mr M Colman	Executive Finance Director
Ms R Bramble	Senior Vice Principal - Standards & SEND
Mr A Donovan	Vice Principal Quality of Education
Mrs Sarah Read	Assistant Principal - Quality of Education (Pedagogy)
Ms Megan Aves	Assistant Principal for Behaviour & Attitudes
Mrs Caitlin Beales	Assistant Principal for Raising Achievement

Curriculum Leaders

Miss Ashleigh Glover	Head of English
Mrs Claire Wilkinson	Head of Mathematics
Mr Simon Roper	Head of Science
Miss Sophie Steward	Head of Geography
Mr Anthony Bennett	Head of History and Religious Education
Miss Georgina Best	Head of Modern Foreign Languages
Mrs Joanne Westgate	Head of Art & Design
Mrs Jackie Turner	Head of Performing Arts
Miss Cherelle Gogar	Head of Physical Education
Mrs Kerry Ellison	SENDCo

Year Teams

Mrs Kirsty Gardiner	Head of Year 11
Mrs Karen Parkes	Pastoral Manager for Year 11
Mrs Jolene Sherriff-Horner	Head of Year 10
Mrs Honey Turpin	Pastoral Manager for Year 10
To be confirmed	Head of Year 9
Miss Kayleigh Ward	Pastoral Manager for Year 9
Mrs Parish-Heath	Head of Year 8
Mrs Schroder	Pastoral Manager for Year 8
Miss Smith-Howell	Head of Year 7
Miss Eaton	Pastoral Manager for Year 7

Home Academy Agreement

The Home Academy Agreement lays out the expectations for how we will work in partnership to ensure every young person realises their potential. Through choosing Ormiston Denes Academy all parties commit to upholding this agreement, and ensuring the best possible education for our students.

As an academy we will make every effort to:

- Encourage every student to achieve their best in all aspects of academy life.
- Provide a balanced curriculum, appropriate to the individual and their future.
- Ensure every student is well taught; providing clear targets and feedback for improvement.
- Be ready to discuss student's progress and to listen to any concerns.
- Set regular homework tasks and expect deadlines to be met.
- Develop a sense of belonging, pride and duty towards our community.
- Educate students as to the importance of and how to maintain a healthy lifestyle, both mentally and physically.
- Maintain good discipline and exemplary conduct with strong role models and positive language.
- Provide a safe, caring environment where individual viewpoints are respected and independent thought encouraged.
- Apply academy policies consistently in all situations.
- Clearly communicate information from the academy, including regular feedback on student progress and swift counsel if there are any concerns.
- Be open and welcoming with opportunities for parents to become involved in the life of the academy.

As parents/carers we will make every effort to:

- Encourage my child to have high aspirations, always try their best and take part in extra-curricular opportunities.
- Discuss my child's curriculum with them and staff, supporting them to make positive choices for their future.
- Discuss my child's work and progress with them and staff, supporting them to reach their academic goals, including regularly checking my child's planner.
- Ensure my child completes their homework with their best effort and on time, through enabling them to work effectively at home or after school.
- Encourage my child to represent the community in a positive manner outside of school.
- Ensure my child's punctual and regular attendance, in correct uniform, with appropriate equipment, rested, healthy and ready to learn.

- Encourage my child to make positive choices, follow staff instructions first time and model exemplary conduct for younger students.
- Encourage my child to care for and respect others.
- Support the academy in upholding its policies to provide consistency for students.
- Monitor my child's use of social media and computer games to ensure they refrain from engaging in internet behaviour that exposes them or others to any form of risk or bullying.
- Inform the academy of matters that might affect my child.
- Attend parents' evenings and appointments, including reasonable requests by the academy to discuss my child's education or welfare.

As a student I will make every effort to:

- Always aim to achieve my best, work hard in lessons and make the most of extra-curricular opportunities.
- Reflect and act upon advice from staff as to how I can reach my academic goals.
- Discuss my school day with my parents/carers and ensure any communication from the academy including that via my student planner, is shared at home.
- Complete my homework to a high standard and on time.
- Represent the academy in the community in a positive manner at all times.
- Punctually and regularly attend school, in correct uniform, with appropriate equipment, rested, healthy and ready to learn.
- Make positive choices, follow staff instructions first time and model exemplary conduct for younger students, including being polite and friendly to other students, staff and visitors.
- Respect others, consider their feelings and points of view and accept all individuals' right to be different.
- Respect the academy environment, including the equipment provided for all students and the preservation of a clean and pleasant site.
- Protect my integrity through always speaking the truth and representing others fairly.
- Speak out if I see injustice, inequality, or others not representing the academy appropriately.
- Refrain from engaging in internet behaviour that exposes me or others to any form of risk or bullying.
- Keep an open mind, be positive about new challenges and persevere to overcome barriers to success.

Academy Uniform

The academy appreciates the challenges some families face financially. Non branded items such as grey trousers, black socks, white shirts and black shoes can be purchased from any high street shop or supermarket. Where Ormiston Denes Academy uniform consists of specific branded items, these are available from local retailer “Screens” who hold all items of our uniform in stock.



Main School Uniform

- Blue blazer with gold Ormiston Denes Academy badge¹
- White buttoned up shirt (generic)
- Blue and burgundy striped tie¹
- Grey trousers² or blue and burgundy tartan skirt¹
- Grey V-neck wool jumper (optional and generic - no sports styles are accepted)
- Plain dark grey or black socks or plain grey, black or natural coloured tights (generic)
- Plain black polishable shoes (generic)

¹ Items must be purchased from our approved supplier, [Screens](#)

² Trousers must be standard uniform tailored trousers (as shown in the photograph). We will not accept skinny fit or cropped, denim or jersey material trousers.

Sandals, boots, trainers/trainer type shoes or shoes with logos/stripes, or plimsolls are not considered acceptable footwear. Fashion belts, wide, coloured and/or ornate designer are not allowed, however a slim, plain black belt with a small, simple buckle can be worn. Buckles should be of a discreet size (no more than 5cm diameter).

Please note that students will be expected to borrow items of uniform from the academy should they not be in full uniform. For serious or persistent concerns or where other strategies have been unsuccessful, students may be taught separately from their peers or sent home for the infringement to be rectified. Ormiston Denes Academy reserves the right to determine what constitutes an infringement in regards to student presentation/appearance. Students who do not follow this guidance may be sent home for the matter to be rectified or taught separately from their peers.

PE Kit

All PE kit must be purchased from our approved supplier, [Screens](#)

Compulsory items;

- Blue crew neck t-shirt
- Blue shorts (unless blue skort or blue tracksuit bottoms purchased from Screens)
- Plain blue football socks
- Trainers or football boots where appropriate

Optional items;

- Blue ODA quarter zip jacket
- Black base layer (under PE kit in colder weather—generic)
- Blue skort (generic)
- Blue tracksuit bottoms (generic)
- Blue and white football socks (generic)
- Shin pads (generic)

Jewellery, Hair and Make-Up

No jewellery is allowed to be worn by any student at any time. Any jewellery worn will be confiscated and will be retained by the academy until a nominated adult can collect it. Students who do not meet these expectations will be sanctioned in accordance with our behaviour policy.

Facial and body piercings and extremes of hairstyles including cut and colour are not permitted in the academy. Make-up should be discreet and in keeping with a student's appearance. Extreme or excessive make-up is not permitted and any student deemed to be wearing too much make-up will be asked to remove it. Students are not permitted to wear nail varnish or nail extensions. Please also note that clear retainers are not allowed.

Ormiston Denes Academy makes the final decision as to what is or is not acceptable in all aspects of a student's appearance. We are happy to provide guidance where necessary, prior to purchase, should you be unsure.

Equipment

Students will need to bring the following 5 a day equipment to school in a school bag, this will be checked by form tutors on a daily basis:

- Pen—blue or black
- Pencil
- Ruler
- Academy issued planner
- Knowledge Organiser

Students would also benefit from having;

- Erasers
- Pencil sharpener
- Protractor
- Pair of compasses
- Scientific calculator (Casio FX-83GT or FX-85GT recommended)
- Reading book

Lost Items

Please make sure all items are clearly labelled. Unclaimed lost property will be donated to charity after three weeks.

Personal Electronic Devices

The academy accepts no responsibility for the loss or damage to any equipment including mobile phones and Smart watches. Whilst mobile phones are a common feature of everyday life, we must also acknowledge the effect that inappropriate use can have on missed learning, student welfare and mental health and associated safeguarding concerns regarding unsuitable content and breaches of privacy. As such, the academy operates on the basis that mobile phones and personal electronic devices should not be seen or heard in the academy and will apply reasonable and proportionate sanctions should this prove to be necessary. Students are welcome to hand in their phones to their Year Team for safe keeping until the end of the day.

First Aid

When a student is taken ill during the day and is unable to continue in lessons, we make arrangements for them to go home. Students will wait in our medical room, while attempts are made to contact parents/carers in order to make the necessary arrangements. Where we are unable to contact the parents/carers the student will remain in care of the school until the end of the academy day.

Behaviour For Learning

We expect all students to show Aspiration, Integrity and Respect and, as such, demonstrate the following attitudes and behaviours so as to ensure a safe, positive learning environment in which all students can make progress.

- Aspiration is being READY to learn
- Integrity is taking RESPONSIBILITY
- Respect is being RESPECTFUL to others

Both in the classroom and around the academy students are expected to;

Be READY

- Be fully equipped and ready for all your lessons
- Be at the right place and the right time with the right attitude
- Wear correct uniform smartly

Take RESPONSIBILITY

- Ask for help and support when you need it
- Accept responsibility for your mistakes and learn from them
- Challenge yourself to be the best you can

Be RESPECTFUL

- Respect yourself, others and your environment
- Communicate in a polite way to everyone and listen to others
- Follow instructions first time

Sanctions. These are issued where students are not showing that they are Ready, Responsible or Respectful

- Reminder- Minor misdemeanour (verbal warning)
- Warning - Moderate misdemeanour (final warning - 15 minute detention)
- Removal - Major misdemeanour (formal warning, 40 minutes detention, contact home via G4S. If a situation escalates, consideration for any of the following may occur; reintegration and risk assessment review, external agency referral and/or alternative provision, suspension or permanent exclusion)

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In the event that behaviour, attitude or effort does not meet the standards expected of Ormiston Denes Academy students, a range of consequences may be used depending on the severity and/or persistence of the incident, in accordance with the behaviour policy. Where students attempt to persistently disrupt the learning of other students, they may spend time in our Reflection Room. At times, the academy may use offsite direction as a part of a consequence and to help improve behaviour.

Our approach to challenging behaviour is founded on a restorative approach, where we encourage students to reflect on the choices they have made, the impact this has had on themselves and others, and critically, what constructive steps are needed to prevent reoccurrence of the incident and establish a resolution for all parties to move forward positively.

Students may be held back during breaks or after the academy day. They will not be held in such a way that they are prevented from taking a meal during breaks or from visits to the toilet. In the case of after academy detentions of more than 15 minutes, parents/carers will be contacted by Go4Schools.

Staff can hold students for up to 60 minutes after the end of the academy day without previously notifying parents/carers. However, to ensure safeguarding, we will always endeavour to contact you. Please ensure that we have the correct contact details for you.

To ensure consistency, the academy will challenge behaviour at one of 3 levels, corresponding to the degree of severity. Please note that the academy reserves the right to challenge at any point along the process, in accordance with our behaviour policy and makes the final decision as to the consequence required for each incident. The 3-step process is summarised on the previous page.

Although we would hope that parents/carers would support the academy in maintaining our expectations, the academy has the right to hold a student without parental consent.

Anti-Bullying

Our core belief is that everyone has the right to learn in a safe and supportive environment, free from prejudice. We look to prevent and reduce incidents of bullying by supporting the victim and challenging and re-educating the bully.

We have strategies to follow if a bullying incident is reported. We also have trained student counsellors willing to assist any student who finds themselves a victim of bullying. Our Anti Bullying policy can be found on our website.

The academy code against bullying:

- Every child has the right to a safe environment in which to learn.
- Bullying is actively discouraged in our academy.
- Every incident of reported bullying will be acted upon.
- The reporting of bullying is encouraged so that students feel safe to tell someone.
- All members of staff (teaching and non-teaching) should report all incidents to the Pastoral Manager or Head of Year.
- Both victims and bullies may be offered counselling.
- Bullying may result in a suspension or in extreme cases, exclusion from the academy.
- All members of the academy should adhere to this code.

Pastoral Care

We firmly believe that for students to achieve their full potential, they must feel safe, supported and challenged. We value the importance of providing the highest possible standards of student support, welfare and guidance, and consequently have invested in a broad and experienced team who are dedicated to supporting young people and their families to remove any barriers to learning they may face.

Furthermore, we understand that each student is unique, and Ormiston Denes Academy prides itself on respecting this individuality so that every student is able to find someone to discuss their questions, seek a particular piece of advice, or allay any concerns. Central to this team is the form tutor, with whom students have daily contact, through morning and afternoon form time, academic target-setting and review meetings and also informally throughout the day around the academy. The form tutor is also a key point of contact between home and the academy, supported through the student planner.

Leading the team of tutors and carrying overall strategic responsibility for the pastoral care and academic progress of our students is the Head of Year. This member of staff is supported by a Pastoral Manager, whose primary responsibility is to provide pastoral care and respond to any concerns or queries either from students or parents, so that students can maintain their focus on learning and progress. In addition, Pastoral Managers have a specific responsibility to remove barriers to progression for a defined group of students and will work very closely with a small number of students who need some additional support.

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Working in collaboration with the year teams to ensure the highest standards of student wellbeing are a range of other professionals within the pastoral team. These include:

- **Attendance Officer** - provide support to students and families to ensure our students attend and succeed in school.
- **Safeguarding Officer** - liaises with staff, families and external organisations for all matters concerning child safeguarding.
- **Academy Counsellor** - delivers focussed 1:1 or group sessions to support young people who are experiencing particular challenges.
- **Pastoral Assistants** - Provides social, emotional and behavioural support.
- **Thrive Team** - Delivering 1:1 and group sessions to support students with a range of Social, Emotional and Mental Health Needs.

From the structure of the tutorial system, to the informal access to form tutors or pastoral support staff, the framework of pastoral care at Ormiston Denes ensures that at every stage, each student's development is monitored and fully supported.

Student Attendance

For any student to achieve their best and learn to their full potential it is essential that they have excellent attendance.

Full attendance (100%) is the standard expected. To support this, attendance figures are reported to parents/carers regularly through Go4Schools, letters home, emails and phone calls as required. Good attendance is also recognised appropriately. Any instances of unauthorised, prolonged and/or repeated absence are followed up by the attendance and year teams. Where concerns are identified we work quickly with families to address any issues and support the student in returning to school.

Guidance for parents where absence cannot be avoided

If you feel your son/daughter is unable to come to school, please telephone the academy (01502 574474) or report it through Parentmail as early as possible on the day and either ask for the attendance office or select the student absence option from the automated menu.

To safeguard students, please note that if we don't hear from you and your son/daughter is absent, we will contact you via Go4Schools. The pastoral team also completes daily absence calls and home visits, where necessary, to support and challenge attendance to school.

Absence from school can only be authorised for the following reasons:

- Prolonged illness, where this can be evidenced.
- Medical or dental appointments, where appointments outside of school time are not available.
- Religious observance.
- Bereavement of a member of the close family.
- Leave of absence, only authorised in exceptional circumstances.

The academy operates a standard fixed penalty notice system, whereby the parents of any student absent from school for 6 sessions (3 days) are referred to the Local Authority for a penalty notice (this includes holidays during school time). Please contact the academy attendance officer for further details.

The Impact of Absence

Every minute of every lesson of every school day counts towards a student's future. Time off school quickly becomes lost learning.

90% attendance may sound positive, but actually means that your child misses on average:

- A whole year off school by the time they complete their education.
- One half day every week.
- Nearly four weeks every school year.
- Over one school year in a school career.

Signing Out

If students must leave school during the day for any reason, they need a note from their parent/carer in advance of the date. Students must speak with their Pastoral Manager or Form Tutor to arrange a 'pass out slip'. Upon return they must sign in again when they return to the academy on the same day. ***Under no circumstances may a student leave school or go home without permission. These absences will be recorded as unauthorised, with consequences issued in line with our behaviour and attendance policies.***

The important of Punctuality

Punctuality is an important part of students taking responsibility for their learning and being ready for their lessons.

- Should a student arrive to school after the warning bell they are given an opportunity to get themselves to form if they arrive after form time commences they are set a 15 meeting detention during break (loosing their social time).
- Should a student arrive late to lesson the student will be expected to catch up their missed learning with the class teacher, reinforcing them taking responsibility for their lost learning.
- Late to school and or lessons will be recorded as “L” on the registers. If a student has 3 or more “L” codes in one week they will receive an additional detention / social time loss consequence for persistent lateness.
- If a student does not arrive to lesson this will be logged as truancy/missing and the Pastoral Team will endeavour to locate the student. We will engage parents when necessary and may invite parents to school to support with the situation, as well as looking at additional/alternative interventions for the student. Truancy may result in further lost social time and the consequences may escalate depending on the context of the incident.

The academy also operates a standard penalty notice system, whereby the parents of a student who is very late six times in a single academic year is referred to the Local Authority for a penalty notice. Please contact the academy Attendance Officer for further details.

Special Educational Needs and Disabilities (SEND)

All schools are obliged to follow the statutory code of practice for students with special educational needs and disabilities. Ormiston Denes Academy fulfils its obligations in line with this document

We have high aspirations for all students at Ormiston Denes Academy and believe that SEND is not a barrier to success for our students. Our vision is that all students have the capability to make progress in their learning, emotional and social development and independence over the course of their time with us.

Celebrating Success

Aims

- To create a viable sustainable and affordable rewards system that is valued by students.
- To support a change of academy culture through the rewards system.
- To clarify staff expectations on rewarding to ensure greater consistency.
- Raise the academy profile within the community through publicised rewards and increased parental contact.

How Students Receive Rewards

Weekly assemblies praise and reward students for effort and achievement across the various subjects. Recognition is also given to those with the highest number of positive points.

Form tutors nominate students on a weekly basis to attend a Principal's Breakfast for showing Aspiration, Integrity or Respect. Effort data is analysed on a half termly basis and form tutors receive an individual report and presentation, which is used to praise and motivate a whole form group and individuals.

On a half term basis students are rewarded during assemblies where various prizes are issued with formal certificates in the following categories;

- Top year within the academy
- Top student within year group
- Cumulative top effort points
- Form Tutor and Year Team nominations for Aspiration, Integrity and Respect as well as Community awards
- Termly prizes for 100% attendance - plus bronze, silver, gold and platinum annual prizes

Every term, we hold a Club 0 celebratory event, whereby students with 0 negative slips are rewarded with a celebration party.

At the end of each academic year, each year group holds a special Rewards Assembly to celebrate students who have accumulated the most reward points, in a variety of subjects, across the year.

Enrichment

At Ormiston Denes we see the value of encouraging our students to experience new things and to 'look beyond'. We plan a diverse programme of events and activities to encourage all students to think about their futures and ensure that they 'Aim High.' Our extensive enrichment programme aims to raise achievement and complement the work of teachers in the classroom, challenging all students to excel beyond expectations and embed the time-management skills that they will need in the future. We provide opportunities to engage with higher education providers, outside speakers and attend events that aim to raise aspirations, develop their talents and interests, build on their self-esteem and help them become more effective and independent learners.

The full enrichment programme is available on our website.

Student Leadership

Student Leadership at Ormiston Denes Academy is a critical part of our academy. We believe that when students' voices are heard and when young people have the opportunity to lead, they become architects of their futures and change agents in their schools and communities.

At Ormiston Denes Academy each form group is represented by a Form Group Captain who is responsible for listening and expressing the views of their fellow students on the Year Group Council. With support from teachers, leaders host a range of committees including Pride, and Eco Council. We aim to provide opportunities for students to develop leadership skills as well as facilitating a partnership between students and staff.

Comments from past Head Students;

Archie M - " I understood the role I would play in bringing positive change to my school, providing a voice for the students and guaranteeing that it would be heard and respected. It's something I've already put on my CV and used in job interviews".

Lydia M - 'When I was awarded the role of head girl, I was so overwhelmed and filled with joy. I was so proud of myself for everything I had done to be considered for the role, and incredibly thankful that the school recognised the effort I have been putting in for the last 4/5 years. I know how great a role like this is to have and I will always be grateful for this opportunity I was gifted with".

Home learning

At Ormiston Denes Academy, we believe that home learning has a huge impact on supporting students' attainment; through allowing students to take responsibility over reinforcing what is being taught in the classroom. Our aspiration is for all students to have regular opportunities to practice, rehearse and overlearn the knowledge and skills that they are given in lessons. We want to instill in students a determination to succeed. As a result of this, our home learning approach is twofold:

Independent Study—students are provided with Knowledge Organisers for their subjects and are given sections to revise or learn in preparation for regular knowledge recall tests. This allows students to regularly practice recalling information from their long term memory into their working memory – making it more readily available to them when they need it. Teachers will direct students to areas of the Knowledge Organisers to study, using our Denes Desirables Workbook, which can be found on our website within the home learning tab.

Knowledge recall tests may be sat in a variety of ways either, on mini-whiteboards, in exercise books or on test sheets. These will also be assessed in a variety of ways including, potentially, teacher, peer or self. The focus of this home learning is on the study and on the recall practice, which allows students to deep learn the knowledge they need for their age and stage.

Rehearsal Activities—in addition to independent study, some teachers will set students rehearsal activities. These may be in the form of practice tasks which supplement those given in class, timed writing activities to give students rehearsal of longer written responses, or creative tasks which reinforce knowledge and skills. The amount, frequency and nature of these tasks will be based on teacher's professional judgement – as will the assessment of these. Teacher's judgement will be based on students' levels of attainment, areas for development and the nature of the subject area.

Go4Schools

At Ormiston Denes Academy, all our assessment information, progress reports, attendance information and behaviour is recorded on a secure online site called Go4Schools. To be able to see information about your child, simply use your email address you provided to the academy and, as a first time user, click on the link to set your password. Go4Schools is also how we contact parents to alert them of school detentions.

Reporting Guidance

Progress reports are sent home providing a snapshot of how your child is progressing through their curriculum at that particular time and can be accessed at any time through Go4Schools. On these reports, you will receive a current grade and a predicted grade at three intervals through the year. The current grade represents where your child is working at that point of curriculum and the predicted grade is that which your child is predicted to get at the end of the year (all GCSE years will receive at the end of year 11 predicted grade).

Parent Mail

The academy uses ParentMail for online payments and home/school correspondence via SMS and email. The school also uses ParentMail for fast parental/carer notifications. We encourage all parents to create a ParentMail account and download the app onto their mobile phone. It is vital that parents supply the academy with a valid email address and mobile telephone number to enable us to keep you up to date with important notices and correspondence.

Parents' Evenings

All year groups have at least one academic parents' evening per year, although there are other year group specific evenings that take place. Parents' evenings provide you with an important opportunity to meet with your child's teachers and review their progress as they move through Ormiston Denes Academy. They are important checkpoints on the path to supporting your child. You will be asked to make appointments with all your child's subject teachers and their form tutor via Parentmail. Other members of staff, such as the Heads of Year or Pastoral Managers and the SENDCo are also available, should you wish to see them.

Exams

Students in all year groups take assessments and examinations throughout their time at Ormiston Denes Academy. In Years 7 to 10, there is an end of year examination series that takes place in June, where students will take examinations in all their subjects, although there will be other assessments that take place regularly throughout the year.

Students in Key Stage 4 take externally assessed examinations, and the examination dates will be shown on the academy website when they have been confirmed. For Year 11 students, GCSE examinations begin at the start of May and run until the end of June. For students in Year 10 and 11 taking vocational qualifications, these examinations can take place throughout the duration of the course.

Careers Education

Ormiston Denes Academy values the importance of careers education and guidance that prepares students for challenges in the future. Our effective Careers Education, Information, Advice and Guidance (CEIAG) programme helps prepare young people for the opportunities, responsibilities and experiences of life. Raising aspirations, increasing motivation, challenging stereotypes and enabling young people to make informed choices about their futures.

Careers events are held in school regularly, with guests invited from local education providers or businesses. Students are encouraged to be curious and come along to ask questions and find out about the opportunities on offer when they leave school.

The Careers Office has a wide range of books and resources suitable for all ages, as well as college, sixth form and university prospectuses. We also have access to careers websites and careers guidance software. All students receive impartial advice from a careers adviser and are welcome to drop in before or after school, at break or lunch time to speak with our careers manager.

All students in Year 10 have one week of work experience in the summer term. Throughout the year there are careers related trips, visits to college and university, as well as a range of professionals and academics dropping in to lessons throughout the year, to help students relate what they are learning in school to the wider world.

The full careers education programme is available on our website, along with a wide variety of careers related resources.

Sex and Relationships Education

Sex and Relationships Education (SRE) is part of the Personal, Social, Health and Citizenship Education (PSHE) curriculum in our academy.

Within PSHE and form time, students learn about sex and relationships. Learning about physical, moral and emotional development. It is about understanding the importance of marriage for family life, stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality, and sexual health.

We wish to build a positive and supporting relationship with the parents of young people at our academy through mutual understanding, trust and co-operation.

The sex education and relationship programme is an opportunity for students to:

- Develop an understanding of personal health.
- Develop an understanding of sex, sexuality, and relationships.
- Develop a range of appropriate personal skills.

The aims will be achieved through the following objectives:

- Develop an understanding of a range of values and moral issues including the importance of family life.
- Develop an understanding of the biological facts related to human growth and development, including reproduction.
- Develop an understanding of the importance of healthy relationships.

The SRE policy is consistent with all other policies adopted by OAT/the academy and is written in line with current legislation and guidance.

Cashless Catering

The academy uses ParentMail to support our cashless catering provision; this provides a simple and convenient way for parents to pay. If you have an Android or Apple smartphone, we would highly recommend you download the free ParentMail App so that you can make easy, online payments on the go.

<https://www.parentmail.co.uk/support/parent-support/>

- Top up payments via your mobile, tablet or computer
 - Alerts to remind when payments are due
 - Parents can have complete peace of mind knowing payments have reached school
 - The academy has no facility to handle cash payments
 - Socially inclusive - widest range of payment options; credit/debit cards, PayPal.
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- Students must have registered for Cashless Catering before purchasing food from the academy.
 - Students must have credit on their account before purchasing any food or drinks. A daily allowance of £2.50 is credited for students in receipt of free school meals.
 - Parents can check the amount of credit available via their ParentMail account as well as being able to see all transactions and purchased items.
 - The amount that students can spend each day is automatically set at a maximum of £3 at break time and £3 at lunchtime, but this can be adjusted if required.

Free School Meals

Suffolk County Council is committed to promoting the health and wellbeing of children, and providing assistance for children from households entitled to claim free school meals.

How does it work?

- Registering is quick and easy.
- Please apply online at
[Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-free-school-meals)

Your child will get free school meals if you receive any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit but no element of Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work fewer hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

To check if your child is eligible, apply online for an immediate response or call 0345 606 6067 for advice.

ICT

Ormiston Denes Academy provides access to networked computers to support students' academic work.

Privacy notice

Ormiston Academies Trust considers the privacy of your data carefully and seriously. This notice describes how Ormiston Academies Trust handles any personal information that it collects. Such information may include your past use of our website. Personal information is information about you that is personally identifiable. This could include your name or email address that is not otherwise publicly available.

This notice does not apply to the practices of companies that Ormiston Academies Trust does not own or control, or to individuals that we do not employ or manage.

This privacy notice sets out how Ormiston Academies Trust (OAT) and our academies use and protect any information that you provide when you use an OAT website. OAT is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using an OAT academy website, then you can be assured that it will only be used in accordance with this privacy statement.

Our OAT websites contain links to other websites. This privacy notice only applies to OAT websites, so when you navigate to other websites you should read their own privacy notices. To access academy ICT services, students must accept the terms of the acceptable use policy. This is shared with students and parents/carers on joining the academy. Any misuse will be dealt with in accordance with our behaviour safeguarding policies.

Changes to our privacy notice

We keep our privacy notice under regular review and we will place any updates on the website. You should check on regular basis to ensure that you are happy with any changes.

Your rights

You have the right to request details of the processing activities that we carry out with your personal information through making a subject access request. Such requests have to be made in writing. More details about how to make a request, and the procedure to be followed, can be found in our Data Protection Policy. To make a request, please contact us using the details below.

Please contact us if you have any questions about our privacy notice or about the information we hold about you:

Email: dpo@ormistonacademies.co.uk
Tel: 0121 262 4725
Post: Ormiston House, 144 Newhall Street, Birmingham B3 1RY

Academy Photographs

The academy will request consent from parents/carers to use photographs and videos of their child for a variety of different purposes.

This might be as part of academy displays to celebrate school life and students' achievements, to promote the academy on social media and on the academy website and prospectus.

The academy and OAT will only publish photographs and videos of your child for the conditions that you provide consent for.

Vehicle Access

There is a no drop-off policy on the Ormiston Denes Academy site; we therefore encourage all students who travel by car to be dropped off at a nearby road which is only a short walk from the academy.

For the safety of our students leaving the site at the end of the day, we close the gates to the front of the academy to prevent vehicles from entering or exiting. The gates are closed between the times of 3.05pm and 3.20pm.

Please do not stop immediately outside the academy or on the kerb. This presents a danger to students and staff and blocks the cycle lane.

The Denes Directory.

The Denes Directory is a very useful booklet providing parents and carers with all the essential contacts for key staff and departments within the academy. Please view the directory at <http://www.ormistonden.es.co.uk/>

Academy Policies

All policies can be found on our website at [Ormiston Denes Academy](#)

Life at Ormiston Denes Academy



The new student intranet at ODA

Student Launchpad

From September 2023 students will be able to access everything they need to revise and learn at school and at home via **The Launchpad**. It has direct links to resources such as BBC BiteSize, Tassomai, and the GCSE Pod. This will also provide students with daily messages, upcoming events, advice and wellbeing links as well as everything your child will need to know that is happening in school.

launchpad.ormistonden.es.co.uk



Childline - www.childline.org.uk - 0800 1111



Papyrus - www.papyrus-uk.org



Kooth - www.kooth.com



NHS 24/7 Mental Health Support - 0800 145 6485

Samaritans - www.samaritans.org



Give us a Shout - www.giveusashout.org
or text SHOUT to 85258






ORMISTON
DENES ACADEMY
ASPIRATION • INTEGRITY • RESPECT

Yarmouth Road, Lowestoft,
Suffolk NR32 4AH

Tel: 01502 574474
Email: info@ormistonden.es.co.uk
www.ormistonden.es.co.uk

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