



ORMISTON
DENES ACADEMY

Parent & Carer Handbook

2025-2026



Ofsted Inspection 4th and 5th March 2025

Quality of Education **Good**

Behaviour and Attitudes **Good**

Personal Development **Good**

Leadership and Management **Good**

What Ofsted said about us

“The school is highly ambitious for every pupil to succeed academically and develop personally. Staff motivate and help pupils to reach their potential. Pupils know that staff have their best interests at heart”.

“Pupils know what is expected of them in classrooms and around the school. Lessons are calm so that pupils can focus on their work. The school is a safe and friendly place. Pupils are kind to each other”.

“The school has revised its curriculum and trained its staff, so that pupils now learn increasingly well”.



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4 SCHOOLS

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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 of aspiration, integrity and respect are lived every day. 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 are looking forward to our journey with you and your child.

Mrs K Williams
Principal

Term Dates

September 2025								October 2025								November 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
36	1	2	3	4	5	6	7	40			1	2	3	4	5	44						1	2
37	8	9	10	11	12	13	14	41	6	7	8	9	10	11	12	45	3	4	5	6	7	8	9
38	15	16	17	18	19	20	21	42	13	14	15	16	17	18	19	46	10	11	12	13	14	15	16
39	22	23	24	25	26	27	28	43	20	21	22	23	24	25	26	47	17	18	19	20	21	22	23
40	29	30						44	27	28	29	30	31			48	24	25	26	27	28	29	30

December 2025								January 2026								February 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
49	1	2	3	4	5	6	7	1				1	2	3	4	5							1
50	8	9	10	11	12	13	14	2	5	6	7	8	9	10	11	6	2	3	4	5	6	7	8
51	15	16	17	18	19	20	21	3	12	13	14	15	16	17	18	7	9	10	11	12	13	14	15
52	22	23	24	25	26	27	28	4	19	20	21	22	23	24	25	8	16	17	18	19	20	21	22
1	29	30	31					5	26	27	28	29	30	31		9	23	24	25	26	27	28	

March 2026								April 2026								May 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
9							1	14			1	2	3	4	5	18					1	2	3
10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10
11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17
12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24
13	23	24	25	26	27	28	29	18	27	28	29	30				22	25	26	27	28	29	30	31
14	30	31																					

June 2026								July 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
23	1	2	3	4	5	6	7	27			1	2	3	4	5
24	8	9	10	11	12	13	14	28	6	7	8	9	10	11	12
25	15	16	17	18	19	20	21	29	13	14	15	16	17	18	19
26	22	23	24	25	26	27	28	30	20	21	22	23	24	25	26
27	29	30						31	27	28	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 Club
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	Breakfast Club
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 **8.30am**.
- After school clubs, activities and quiet study spaces are available every day until 4.15pm.

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 barrier to the front of the academy to prevent vehicles from entering or exiting. This barrier will be closed between the times of 3.05pm and 3.20pm. Vehicles will not be able to move during this time.

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.

Staff Structure

Senior Leadership Team

Mrs K Williams	Principal
Mrs R Andrews	Senior Vice Principal - Standards & SEND
Mr A Donovan	Vice Principal Quality of Education
Ms M Aves	Assistant Principal for Behaviour & Attitudes
Mrs C Beales	Assistant Principal for Raising Achievement
Ms R Horsfield	Assistant Principal for Attendance & Safeguarding
Mr M Wallace	Assistant Principal for Quality of Education
Miss C Leeming	HR & Compliance Partner

Curriculum Leaders

Miss C Dobson	Head of English
Mrs C Wilkinson	Head of Mathematics
Mr S Roper	Head of Science
Miss S Steward	Head of Geography
Mr D Hissey	Head of History
Mrs J Nield	Head of RE and PSHE
Miss G Best	Head of Modern Foreign Languages
Mrs J Westgate	Head of Art, Design & Technology
Mrs C Howard	Head of Performing Arts
Miss C Gogar	Head of Physical Education
Mrs K Hillier	SENDCo

Year Teams

Miss M Arnold	Head of Year 11
Miss K Ward	Pastoral Manager for Year 11
Miss L Grimmer	Head of Year 10
Mrs N Schroder	Pastoral Manager for Year 10
Miss H Smith-Howell ¹	Head of Year 9
Miss L Eaton	Pastoral Manager for Year 9
Mrs L Parish-Heath ²	Head of Year 8
Mrs G Calver	Pastoral Manager for Year 8
Mrs J Sheriff-Horner	Head of Year 7
Miss A Ward	Pastoral Manager for Year 7

¹ A temporary maternity cover for Miss Smith-Howell will be appointed shortly.

² During Mrs Parish-Heath's maternity, Miss Best will be HoY for Year 9

Home Academy Agreement

We are delighted to welcome you into a community in which all members are determined to live our values of aspiration, integrity and respect. These are lived through;

- Ready
- Respect
- Responsible
- Kindness
- Pride

Through maintaining these, we will prepare students for any challenge they may face outside of education. When choosing Ormiston Denes Academy, all parties commit to making every effort to uphold the agreement shown below;

As an academy we will.

- Have high expectations of all students in all aspects of academy life.
- 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 students' 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.
- Reinforce a culture of kindness and not tolerate unkindness or bullying.
- 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.
- Celebrate student efforts and achievements, showing pride in every individual.

Home Academy Agreement (continued)

As parents and carers you will, be ready to;

- Ensure my child is punctual and attends school regularly .
- Ensure my child is in correct uniform, with appropriate equipment, rested, healthy and ready to learn.
- 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 reach their academic goals, including regularly checking my child's planner.

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As parents and carers you will, be responsible for;

- Ensuring my child completes their homework with their best effort and on time, through enabling them to work effectively at home or after school.
- Encouraging my child to represent the community in a positive manner outside of school.
- Encouraging my child to make positive choices, follow staff instructions first time and model exemplary conduct for younger students.
- Monitoring 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.
- Informing the academy of matters that might affect my child.
- Attending parents' evenings and appointments, including reasonable requests by the academy to discuss my child's education or welfare.

As parents and carer you will, be respectful by;

- Encouraging my child to show kindness, care for and respect others.
- Supporting the academy in upholding its policies to provide consistency for students.
- Abiding by the Parent/Visitors Code of Conduct which can be found on our website.

As a student I will, be ready to;

- Always aim to achieve my best, work hard in lessons and make the most of extra-curricular opportunities.
- 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.
- Attend school punctually and regularly, in correct uniform, with appropriate equipment, rested, healthy and ready to learn.

Home Academy Agreement (continued)

As a student I will, be responsible for;

- Reflecting and acting upon advice from staff as to how I can reach my academic goals.
- Completing my homework to a high standard and on time.
- Protecting my integrity through always speaking the truth and representing others fairly.
- Speaking out if I see injustice, inequality, or others not representing the academy appropriately.
- Refraining from engaging in internet behaviour that exposes me or others to any form of risk or bullying.
- Keeping an open mind, be positive about new challenges and persevere to overcome barriers to success.

As a student I will, be respectful by;

- Always representing the academy in the community in a positive manner.
- Making positive choices, following staff instructions first time, modelling exemplary conduct for younger students, including being polite and friendly to other students, staff and visitors.

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.

Sandals, boots, trainers/trainer type shoes or shoes with logos/stripes, or plimsolls are not considered acceptable footwear. 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).

Students will be expected to borrow items of uniform from the academy should they not be in full uniform. 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.

Academy uniform (continued)

Main School Uniform

- Blue blazer with gold ODA badge¹
- White buttoned up shirt or blouse
- Blue and burgundy ODA striped tie¹
- Grey trousers² or blue and burgundy tartan skirt¹
- Grey V-neck jumper with burgundy trim (optional)
- Plain white, navy, dark grey or black socks or plain grey, black or natural coloured tights
Socks must be no longer than knee length and plain (no logos)
- Plain black polishable shoes

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.



PE Kit

Compulsory items;

- Blue ODA crew neck t-shirt¹
- Blue shorts
- Plain blue football socks
- Trainers or football boots where appropriate

Optional items for PE & games;

- Blue ODA quarter zip jacket*
- Black base layer (under PE kit in cooler weather)
- Black sports leggings (no large logos)
- Blue ODA skort*
- Blue ODA tracksuit bottoms*
- Plain navy/black jumper (no hoodies)
- Blue and white football socks
- Shin pads

¹ this item must be purchased from our uniform supplier, Screens.

*these items are available to buy from our uniform supplier, Screens if desired.

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.

Smart watches are permitted should they be worn like wristwatch; if they are interacted with or used like a phone (to take calls, to respond to or send messages) they will then be treated like a mobile device and as such, confiscated as per our mobile phone 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. Clear retainers are not allowed and are treated in the same fashion as jewellery (parental collection).

Lashes are permitted so long as they are of a natural look; we recommend 8mm lashes in a brown/black finish to ensure these are natural looking. These will be judged on a case by case basis, and students will be provided with make up remover to take these off should they not be appropriate.

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.

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. If a phone is seen or heard, it will be immediately confiscated with an after school consequence applied. For repeat offences, this consequence will increase in severity and parental pick-up will be requested. Please note in some circumstances, to safeguard everyone, students may be required to check their phone into reception for a time limited period.

School 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.
- Academy issued Knowledge Organiser.

All 5 a day items should be in a school bag (A4 size or larger).

Students would also benefit from having;

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

Lost Items

Please make sure all items are clearly labelled. Unclaimed lost property will be advertised on our social media platforms and if not claimed, will be donated either to our own uniform bank, or to charity.

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. **Before being sent home on medical grounds, attempts will be made to access medication where appropriate via staff and parental contact.** 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** and being **proud** of yourself and your surroundings.
- Respect is being **respectful** and **kind** to others.

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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 and be proud

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

Be respectful and kind

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

•
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.

Sanctions are issued where students are not showing that they are Ready, Responsible or Respectful in class;

- Reminder- Minor misdemeanour (verbal warning)
- Warning - Moderate or repeated misdemeanour (final warning - 15 minute detention)
- Removal - Major or repeated misdemeanour (formal warning, 30 minutes detention, contact home via Go4Schools).

Behaviour for Learning (continued)

Outside of the classroom, we have sanctions at social times (both break for 15 minutes and lunch for 30 minutes) and after school (both 30 and 60 minutes) where a student does not meet our expectations of being Ready, Responsible and Respectful. Staff can hold students for up to 60 minutes after the end of the academy day without previously notifying parents/carers. However, in the case of after academy detentions of more than 15 minutes, parents/carers will be notified by Go4Schools. Please ensure that you can access this app and keep your log in details safe.

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 at another local school as a part of a consequence and to help improve behaviour. A suspension is always a last resort, and we thank parents in advance for their support with their child's behaviour.

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 we pride ourselves 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. As part of the form time programme students complete sessions on our values (ready, responsible, respectful), character (careers and kindness), academic target-setting and engage in Votes 4 Schools. 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.

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** - providing 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** - providing 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.
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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 and carers regularly through Go4Schools, letters home, emails and phone calls. 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. Good attendance is also recognised appropriately.

Guidance for parents where absence cannot be avoided

If you feel your child is unable to come to school, please telephone the academy (01502 574474) or report it through Parent Mail 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 child 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.

Student Attendance (continued)

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.

The importance 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 minute detention during break (losing 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 and 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 operates a standard penalty notice system, whereby the parents of a student who is persistently late arriving at school after the register has closed or if a student is absent from school for 10 sessions (5 days) is referred to the Local Authority for a penalty notice.

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 sign out through the attendance office and collect a 'sign out slip'. If students are returning to school on the same day, they must sign in again through the attendance office.

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.

Special Educational Needs and Disabilities (SEND)

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.

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.

The annual SEN Information report can be found on our website.

All concerns and questions about SEND should be referred to our SENDco, Mrs Karen Hillier. Email send@ormistonden.co.uk

Celebrating Success

We celebrate success through many different ways at Ormiston Denes Academy.

Daily: Every day we have year team line ups where we can celebrate what has gone well within each year team. Students can earn reward points in every lesson, and around the academy, for upholding our values of ready, responsible and respectful as well as earning and accumulating Kindness Cards. These points can then be spent in our reward store on prizes like sweets and stationery, or saved up throughout the year for a bigger prize like non-uniform day.

Weekly. Every week we have an attendance cup competition to celebrate those who have best attendance or improved attendance in the previous week period. Following form tutor nominations, once a week, a group of students are invited to a breakfast with the Principal.

Half Termly. Every half term we hold celebration assemblies to praise and reward students for upholding our academy values of ready, responsible and respectful, and those with the highest number of positive points and attendance. Heads of Year review the attitude to learning data each half term, and students may receive badges and vouchers to spend to celebrate their academic success.

Termly: On a termly basis students are rewarded during assemblies where various prizes are issued with formal certificates in the following categories; effort and achievement across the various subjects, subject stars and the above value rewards. Every term, we hold a Club Zero celebratory event, whereby students with zero negative slips are rewarded with a celebration party.

Annually: At the end of each academic year, each year group holds a super special Rewards Assembly to celebrate all student achievements throughout the year across a variety of subjects.

Enrichment

At Ormiston Denes we see the value of encouraging our students to experience new things and to 'look beyond'.

- We want all student to meet as many different people as possible from different walks of life, visit amazing places and to try things that they have never done before.
- We want students to develop a broad general knowledge, to engage critically with topical or contentious issues and be able to debate the merits of different points of view.
- We want students to become familiar and proficient with a wide range of skills, become experts in the things they are passionate about.
- We want students to be active members of their lessons, teams, school, community, and wider society. We want students to find issues they care about and be given the opportunity to make positive change.
- We want students to share their skills, knowledge, and passions for the benefit of others and make informed decisions about their next steps within school and be given the best possible chance for success after it.
- We want students to be proud of their own identity, culture, and achievements and this of others too.

To support this, we deliver an annual programme of events and activities to encourage all students to think about their futures in education, training, employment and the wider British society. 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.

Termly enrichment programmes are 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 they are given the opportunity to lead, they become architects of their futures and active advocates of our school community.

Underpinning this commitment is our Student Voice programme, whereby every child has the opportunity to represent their peers. Biannual elections produce a committed core of form representatives, who attend weekly meetings to feedback student suggestions and discuss improvements to our school community. Their achievements are celebrated in regular form sessions linked to the 'You Said, We Did' programme, feeding back on all student suggestions to grow their responsibility and reflectivity.

Those who prefer not to take on formal leadership positions can share their thoughts and feedback anytime, using student suggestion boxes or the online suggestions platform via Student Launchpad. Regular opportunities are given throughout the school year to serve as a short-term Subject Ambassador on curriculum projects, or to lead by representing the school at events and fayres.

Sitting atop a growing and interconnected Student Leadership network is our Prefect Team, a dedicated core of Year 11 students who take on additional responsibilities and organise their own school-wide projects. Each Prefect serves in a specific named role, including 'Environment', 'Community', 'Anti-Bullying and Online Safety', and 'Equality and Diversity', so that there is a dedicated member of the student body for every aspect of school life.

Grace: *"Being a Head Prefect alongside Jake is a great honour to me. I want to strive to encourage my fellow students to aspire to be the best they can be. To maintain our school's positive environment, and to keep ensuring it is a safe place for everyone. I will uphold our school's values of aspiration, responsibility, and respect."*

Jake: *"To me, being Head Prefect within Student Leadership means acting as a strong, positive role model to others and listening to the voices of all students, so they feel heard and valued. Through this position, I want to provide opportunities for all students and have a positive impact on the whole school community: students, teachers, parents, visitors, and the wider community as well."*

We aim to provide opportunities for students to develop leadership skills as well as facilitating a partnership between students and staff. Nurturing these vital skills during their time in school will directly support them in further education and in their future careers.

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 such as Unifrog with every student having their own account. 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 Adviser.

Throughout the year there are careers related trips, visits to college and university, enrichment days, 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.. Furthermore, all Year 10 students have a week of work experience in the summer term.

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

Exams

Students in all year groups complete ongoing informal assessments throughout their time at Ormiston Denes Academy. In the classroom environment, these take the form of low stakes tests and quizzes to support recall and retention of core knowledge, a range of informal and ongoing checks for understanding by the classroom teacher and key points throughout the curriculum and then end of topic assessments at key points throughout the year.

In Years 7 to 10, we conduct common assessments;

- Years 7-9 will take these in English, Maths and Science in January and then again in June.
- Year 10 will sit their common assessments in April, followed by mock exams across all their GCSE/BTECs in June.

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.

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 are set either on mini-whiteboards, in exercise books or on test sheets and will be assessed in a variety of ways including, 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.

Home learning (continued)

Rehearsal Activities. 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.

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 developing a physical, moral and emotional development. It is about the understanding of loving and stable relationships, respect for themselves and other, and the teaching of sex, sexuality, and sexual health. It is also an opportunity for students to develop an understanding of personal health and develop a range of appropriate personal skills.

The aims will be achieved through developing an understanding of a range of values and morals including the importance of family life and 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.

Through these subjects, we want to support all young people to be happy, healthy and safe and we aim to equip them for adult life and to make a positive contribution to society. By reading the Principal's weekly letter (issued every Friday via Parent Mail), parents and carers are able to see what subject matter their child will be covering over the next week.

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. It is important for all parents to have a Go4Schools account.** If you have any problems setting one up, please contact the school for assistance.

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 Parent Mail for online payments and home/school correspondence via SMS and email. The school also uses Parent Mail for fast parental/carers notifications. We encourage all parents to create a Parent Mail 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 school. You will be invited to make appointments with your child's subject teachers and their form tutor via Parent Mail. Other members of staff, such as Heads of Year, Pastoral Managers, the SENDCo and attendance staff are also available, should you wish to see them.

Cashless Catering

The academy is currently using Parent Mail 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 Parent Mail App so that you can make easy, online payments on the go.

[Welcome to the IRIS ParentMail Help Centre](#) can help with top up payments via your mobile, tablet or computer. See all transactions and purchased items. Receive alerts to remind you when payments are due. This allows parents and carers to have complete peace of mind knowing payments have reached the school.

Students must have registered for Cashless Catering before purchasing food from the academy. A daily allowance of £2.50 is credited for students in receipt of free school meals.

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.

- 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.

Safeguarding

At Ormiston Denes Academy the well-being and safety of our students is paramount. We understand that families sometimes need extra support, and we're here to help. Here's a brief overview of how we work to support children and families at different levels:

Early Help: Getting Support Early

Sometimes families face challenges that can impact their children's well-being. Early Help is about providing support as soon as a need emerges, rather than waiting for things to become more serious. This might involve difficulties with a child's behaviour, emotional well-being, attendance, or family relationships.

Child in Need: More Focused Support

If a child is identified as having specific needs that require a more coordinated and planned approach, they may be considered a "Child in Need." This means the Local Authority, alongside the school and other relevant agencies, will work together to assess the child's needs and develop a Child in Need plan. This plan outlines the support required to ensure the child's well-being and development.

Child Protection: Safeguarding Children from Harm

Child protection procedures are put in place when there are concerns that a child has suffered or is at significant risk of harm. Our priority is always the safety and well-being of the child. In these situations, we have a legal duty to work with the Local Authority and other agencies to ensure the child is protected.

Children in Care: Providing a Safe and Supportive Home

A child becomes "Looked After" when the Local Authority has a legal responsibility to provide them with care and accommodation, usually because they are unable to live safely with their own families. This can happen for various reasons, and our aim is to ensure these children receive the best possible care and support.

We understand that these processes can seem complex, and we are here to answer any questions you may have. Please don't hesitate to contact our Designated Safeguarding Lead (DSL) or any member of our pastoral team if you have any concerns about a child's well-being or require support for your family.

We are all working together to ensure every child at our school thrives.

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. The Denes Directory is reviewed every term and sent to all parent via Parent Mail. It can also be found on our website.

Academy Policies

All policies can be found on our website at [Ormiston Denes Academy](#) or a paper copy can be posted, by asking at Reception.

Academy Photographs and Consent

When you register your child with Ormiston Denes Academy, we will request consent to use photographs and videos of students for a variety of different purposes. This might be as part of academy displays, social media posts, our website and school publications such as the Prospectus and Discover Denes magazine. Any photographs taken will always be used in a positive way, usually to celebrate success. Consent can be reviewed and updated at any time.

The academy and the trust will only publish photographs and videos of your child for the conditions that you provide consent for. If a student is part of a group photograph that is being used in a way as described above and consent has not been given, the student's face will be blurred or blanked out.

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. 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. Any changes to our policy will be placed on our website.

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 Academies Trust, 1, Victoria Square, Birmingham, B1 1BD.

Student Intranet (The Launchpad)

Our student homework, learning and revision portal is called The Launchpad.

Students have access to all academy online resources via The Launchpad. The Launchpad is a one-stop learning hub for all student needs with direct links to BBC BiteSize, Tassomai, Sparx Maths, Seneca Learning and Microsoft Office 365.

The Launchpad also provides students with the latest student news, upcoming events, advice & wellbeing links and any other key information.

The Launchpad opens with every academy PC or Laptop a student uses. We encourage the students to use the Launchpad at home for easy access to homework via; launchpad.ormistondenes.co.uk. Students simply need to type the address shown into a web browser and login with their Academy MS 365 email account when prompted.



Life at Ormiston Denes Academy





NHS 24-7 Mental Health Support. 0800 145 6485



www.giveusashout.org or text SHOUT to 85258



Kooth. www.kooth.com



Childline. Childline.org.uk 0800 11 11



Stay Alive app



www.samaritans.org. 116 123

Notes

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ORMISTON
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