



ORMISTON  
DENES ACADEMY



Parent & Carer Handbook  
2026-27

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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, be responsible for themselves and others and are respectful to all. In addition to this, kindness is celebrated and we encourage students to take pride in themselves, their efforts, their school and their community.

We are looking forward to our journey with you and your child.

A handwritten signature in black ink that reads "K Williams".

**Mrs K Williams**  
Principal

# Term Dates 2026-2027

September 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
36		1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30				

October 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
40				1	2	3	4
41	5	6	7	8	9	10	11
42	12	13	14	15	16	17	18
43	19	20	21	22	23	24	25
44	26	27	28	29	30	31	

November 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
44							1
45	2	3	4	5	6	7	8
46	9	10	11	12	13	14	15
47	16	17	18	19	20	21	22
48	23	24	25	26	27	28	29
49	30						

December 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
49		1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
53	28	29	30	31			

January 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

February 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28

March 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
9	1	2	3	4	5	6	7
10	8	9	10	11	12	13	14
11	15	16	17	18	19	20	21
12	22	23	24	25	26	27	28
13	29	30	31				

April 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
13				1	2	3	4
14	5	6	7	8	9	10	11
15	12	13	14	15	16	17	18
16	19	20	21	22	23	24	25
17	26	27	28	29	30		

May 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
17						1	2
18	3	4	5	6	7	8	9
19	10	11	12	13	14	15	16
20	17	18	19	20	21	22	23
21	24	25	26	27	28	29	30
22	31						

June 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
22		1	2	3	4	5	6
23	7	8	9	10	11	12	13
24	14	15	16	17	18	19	20
25	21	22	23	24	25	26	27
26	28	29	30				

July 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
26				1	2	3	4
27	5	6	7	8	9	10	11
28	12	13	14	15	16	17	18
29	19	20	21	22	23	24	25
30	26	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 School 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	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

To support the smooth running of the academy day, it is important that students and parents are aware of the following key timings and expectations:

A warning bell sounds five minutes before form time, Period 3 and Period 5, ensuring students have sufficient time to move promptly to their next lesson.

### Before and after school:

- Breakfast is available for all students in the dining hall each morning from **7.45am**
- Students must be on site and ready for the start of the school day by **8.30am**.
- A wide range of after-school clubs, activities and supervised study spaces are available daily until **4.15pm**.

Once students have completed their day and any planned activities, they are encouraged to leave the site promptly to support effective supervision and safety across the academy.

## Arbor

At Ormiston Denes Academy we use a secure online site called Arbor for

- Payments for lunch accounts.
- Payments for any trips.
- Consent for all trips and visits students go on.
- Timetables.
- Booking of Parent Evening appointments.
- Detention notifications.
- Attendance and behaviour reports.
- All general academy communications.



**In order to have an Arbor account you must supply us with an email address.**

Your Arbor username is your email address. To finish creating your Arbor account you need to set a password. Go to <https://login.arbor.sc> and click 'Forgot your password?'

## Vehicle Access

There is a strict no drop-off policy in place on the Ormiston Denes Academy site. We therefore ask that students who travel by car are dropped off on nearby roads, which are only a short walk from the academy.

For the safety of students at the end of the day, the barrier at the front of the academy is closed to prevent vehicles from entering or exiting the site. This closure operates between **3.05pm** and **3.20pm**, during which time no vehicle movement is permitted.

Please do not stop immediately outside the academy or on the kerb, as this creates a safety risk for students and staff and obstructs the cycle lane.

# Academy Uniform

We recognise that some families may experience financial pressures. Wherever possible, non-branded items such as grey trousers, black socks, white shirts and plain black shoes can be purchased from a range of high street shops and supermarkets. Branded uniform items are available from our approved local supplier, Screens, who stock the full range.

Footwear must be plain black and suitable for school; sandals, boots, trainers (or trainer-style shoes), plimsolls, and shoes with logos or stripes are not permitted. A slim, plain black belt may be worn, with a small, discreet buckle (no larger than 5cm).

If a student attends without the correct uniform, they may be required to borrow items from the academy. The academy reserves the right to make the final decision on whether a student's appearance meets expectations. Where guidance is not followed, students may be supported to correct this, which could include being temporarily removed from lessons or, in some cases, sent home to resolve the issue.

## Compulsory branded school uniform items

(must be purchased from our supplier, Screens):

- Blue blazer with gold Ormiston Denes Academy badge
- Blue and burgundy striped tie
- Blue crew neck PE t-shirt

## Generic School uniform items:

- ODA branded pleated skirt (not compulsory but must be purchased from Screens)
- White shirt (short or long sleeves)
- Grey tailored trousers (trousers must be standard uniform tailored trousers (we will not accept skinny fit or cropped, denim or jersey material trousers)
- Socks - plain white, dark grey, navy or black (no longer than knee length)
- Tights – black, natural, dark grey tights
- Black shoes.

## Optional School Uniform items:

- Grey v-neck wool jumper (no sports styles are accepted).
- ODA tracksuit bottoms (not compulsory but must be purchased from Screens)
- Blue shorts/skort
- Plain blue football socks
- Trainers or football boots where appropriate.
- ODA branded quarter zip jacket (not compulsory but must be purchased from Screens)
- Black base layer worn under PE kit in colder weather
- Blue and white football socks
- Shin pads.



## Jewellery, Hair & Make Up

We have clear expectations regarding student appearance in order to maintain a safe, focused and inclusive learning environment.

**Jewellery is not permitted** to be worn by students. Any items worn will be confiscated and retained by the academy until they can be collected by a nominated adult. Students who do not meet these expectations may be sanctioned in line with our Behaviour Policy.

Smart watches are permitted if worn solely as a timepiece. However, if they are used to send or receive messages, make calls, or are interacted with in a similar way to a mobile phone, they will be treated as a mobile device and confiscated in accordance with our mobile phone policy.

**Facial and body piercings, as well as extreme hairstyles (including both cut and colour), are not permitted.** Make-up should be discreet and appropriate for a school setting; excessive or unsuitable make-up will need to be removed. **Students are not permitted to wear nail varnish or nail extensions. Clear retainers are also not allowed** and will be treated in the same way as jewellery, requiring parental collection.

Eyelash extensions are permitted provided they look natural. We recommend a length of up to 8mm in brown or black to maintain a subtle appearance. These will be judged on a case-by-case basis, and students may be asked to remove them if they are deemed unsuitable.

The academy reserves the right to make the final decision regarding what is considered appropriate in all aspects of a student's appearance. We are always happy to offer guidance in advance if you are unsure about any items.

## 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:

- Pens (green, blue, 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).**

## School Equipment

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.

## 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.

Ormiston Denes Academy will move to a phone free academy from September 2026. To achieve this each student will be assigned a **Yondr pouch** - a secure, lockable case for storing personal devices. Students are responsible for bringing their pouch to and from school each day and keeping it in good condition.

- **Upon arrival:** Students power off all mobiles placing devices in the pouch and lock it in front of a staff member.
- **During the day:** Students keep the locked pouch in their bag.
- **At dismissal:** Students unlock pouches at designated stations to retrieve their devices in front of a staff member. The phone is taken home by the student ready for the next school day.

This process is quick, simple, and will be supervised by staff as part of our daily routine.





# 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
Mr N Ketteringham	Assistant Principal Behaviour & Attitudes
Mrs C Beales	Assistant Principal Raising Achievement & Attendance
Ms J Wood	Assistant Principal Safeguarding & Inclusion
Mr M Wallace	Assistant Principal 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
Mr H Springett	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 S Cullen	SENDCo

## Year Teams

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

# 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;**

- Ensure your child attends school regularly and arrives punctually.
- Ensure your child is in correct uniform, equipped appropriately, and is rested, healthy and ready to learn.
- Encourage your child to have high aspirations, always try their best and take part in extra-curricular opportunities.
- Discuss your child's curriculum with them and with staff, supporting them to achieve their academic goals, including regularly checking their planner.
- Ensure your child completes homework to the best of their ability and on time, by supporting effective study at home or after school.
- Encourage your child to represent the academy positively within the community.
- Encourage your child to make positive choices, follow staff instructions first time, and model exemplary behaviour for younger students.
- Monitor your child's use of social media and computer games, ensuring they do not engage in online behaviour that could place themselves or others at risk or cause harm.
- Inform the academy of any matters that may affect your child.
- Attend parents' evenings and other appointments, including reasonable requests to discuss your child's education or welfare.
- Encourage your child to show kindness, care for and respect others.
- Support the academy in upholding its policies to ensure consistency for all students.
- Follow the Parent/Visitors Code of Conduct, available on the academy website.

### **As a student I will;**

- 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 share all communications from the academy, including my student planner.
- Attend school regularly and punctually, in correct uniform, with appropriate equipment, and ready to learn.
- Reflect on and act upon advice from staff to help me achieve my academic goals.
- Complete my homework to a high standard and on time.
- Act with integrity, always telling the truth and treating others fairly.
- Speak out if I witness injustice, inequality or behaviour that does not reflect the academy's values.

## Home Academy Agreement (continued)

- Avoid engaging in online behaviour that may place myself or others at risk or cause harm.
- Keep an open mind, remain positive about new challenges and persevere to overcome barriers.
- Represent the academy positively within the community at all times.
- Make positive choices, follow staff instructions first time, and demonstrate exemplary behaviour, including being polite and respectful to students, staff and visitors.

## Bullying Behaviour

Our core belief is that every individual has the right to learn in a safe, supportive environment free from prejudice. We are committed to preventing and reducing incidents of bullying by supporting those affected and by challenging and educating those who display bullying behaviour.

We have clear procedures in place for responding to any reports of bullying behaviour. In addition, trained student counsellors are available to support any student who may be experiencing bullying behaviour. Our full Anti-Bullying Policy is available on the academy website.

### **The Academy's Code Against Bullying Behaviour:**

- Every student has the right to learn in a safe and secure environment.
- Bullying behaviour is not tolerated and is actively discouraged across the academy.
- All incidents of bullying behaviour will be taken seriously and acted upon promptly.
- Students are encouraged to report bullying behaviour, ensuring they feel confident and safe to speak out.
- All members of staff, both teaching and non-teaching, have a responsibility to report any witnessed or disclosed incidents to the Pastoral Manager or Head of Year.
- Support, including counselling, may be offered to both those affected by bullying and those displaying bullying behaviours.
- Bullying behaviour may result in sanctions, including suspension, and in extreme cases, permanent exclusion.
- All members of the academy community are expected to uphold and adhere to this code.

# Behaviour for Learning

We expect all students to demonstrate our core values of **Aspiration, Integrity and Respect**, helping to create a safe, positive learning environment where everyone can succeed.

- **Aspiration** means being ready to learn.
- **Integrity** means taking responsibility and showing pride in yourself and your surroundings.
- **Respect** means treating others with kindness and consideration.

Both in lessons and around the academy, students are expected to:

## Be ready

- Arrive on time, fully equipped, and prepared to learn
- Be in the right place, at the right time, with a positive attitude
- Wear the correct uniform smartly

## Take responsibility and show pride

- Seek help when needed
- Accept responsibility for actions and learn from mistakes
- Take pride in achievements and aim to do their best

## Be respectful and kind

- Show respect for themselves, others and the environment
- Communicate politely and listen carefully
- Follow instructions first time

Our approach to behaviour is rooted in restorative practice. We support students to reflect on their choices, understand the impact of their actions, and take positive steps to improve and rebuild relationships.

Where expectations are not met, a clear system of consequences is used:

- **Reminder** – for minor concerns (verbal warning)
- **Warning** – for repeated or moderate concerns (final warning and 15-minute detention)
- **Removal** – for serious or persistent concerns (removal from lesson, 30-minute detention, and contact home via Arbor)

Sanctions may also be issued at social times (break and lunchtime) and after school (30 or 60 minutes). Staff may hold students for up to 60 minutes at the end of the academy day. For detentions lasting more than 15 minutes, parents/carers will be notified via Arbor, so please ensure you can access this system.

If behaviour, attitude or effort does not meet our expectations, further consequences may be applied in line with the academy's behaviour policy. This may include time in our Reflection Room or, in some cases, off-site direction at another school to support improvement. Suspension is always a last resort, and we appreciate the ongoing support of parents and carers in reinforcing positive behaviour.



## Pastoral Care

At Ormiston Denes Academy, we believe that students achieve their full potential when they feel safe, supported and appropriately challenged. We are committed to providing the highest standards of care, guidance and wellbeing support, and have invested in a skilled and experienced pastoral team dedicated to helping students and families overcome any barriers to learning.

We recognise that every student is an individual, and we pride ourselves on ensuring that each young person has someone they can turn to for advice, support, or reassurance. Central to this is the **form tutor**, who works closely with students on a daily basis through morning and afternoon form time. As part of this programme, students engage in activities linked to our core values of *ready, responsible and respectful*, alongside sessions focused on character development, careers education, kindness, academic target-setting and initiatives such as Votes for Schools. The form tutor also plays a key role in communication between home and the academy, supported by the student planner.

Overseeing each year group is the **Head of Year**, who leads the team of tutors and holds overall responsibility for students' pastoral care and academic progress. They are supported by a **Pastoral Manager**, whose role is to provide day-to-day pastoral support and respond to any concerns raised by students or parents. Pastoral Managers also work closely with students who may require additional support, helping to remove barriers to learning and ensure they can focus on their progress.

Working alongside the year teams is a wider network of pastoral specialists who play an important role in supporting student wellbeing. These include:

- **Attendance Officer** – supporting students and families to promote strong attendance and engagement in school
- **Safeguarding Officer** – working with staff, families and external agencies to ensure every child is safe and supported
- **Academy Counsellor** – providing targeted one-to-one and group support for students facing specific challenges
- **Pastoral Assistants** – offering social, emotional and behavioural support
- **Thrive Team** – delivering tailored support for students with Social, Emotional and Mental Health needs

From daily contact with form tutors to access to specialist support, our pastoral systems are designed to ensure that every student is known, supported and able to thrive. At every stage of their journey, we carefully monitor each student's wellbeing and development so they can succeed both in school and beyond.

## Special Education Needs (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 emailed to: [send@ormistonden.es.co.uk](mailto:send@ormistonden.es.co.uk)

## Relationships, Sex and Health Education (RSHE)

Relationships, Sex and Health Education (RSHE) 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 RSHE 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 Arbor), parents and carers are able to see what subject matter their child will be covering over the next week.

# Student Attendance

## The Importance of Attendance

For every student to achieve their full potential, excellent attendance is essential. We expect all students to aim for 100% attendance.

To support this, we regularly share attendance information with parents and carers via Arbor, letters, emails, and phone calls. Any unauthorised, prolonged or repeated absence is followed up by our attendance and year teams. Where concerns arise, we work closely with families to address any barriers and support a successful return to school. We also recognise and celebrate good attendance.

## If Your Child Is Absent

If your child is unable to attend school, please contact the academy as early as possible on the day of absence by:

- Calling **01502 574474** and selecting the student absence option or asking for the attendance office
- Emailing [oda\\_attendance@ormistonden.es.co.uk](mailto:oda_attendance@ormistonden.es.co.uk)

To safeguard students, if we do not hear from you, we will contact you by phone. Our Pastoral/Safeguarding and Attendance team may also carry out absence calls and, where necessary, home visits to support and improve attendance.

## Authorised Absence

Absence can only be authorised in the following circumstances:

- Prolonged illness (with appropriate evidence)
- Medical or dental appointments that cannot be arranged outside school hours
- Religious observance
- Bereavement of a close family member
- Leave of absence in exceptional circumstances only

## The Impact of Absence

Every lesson counts. Time away from school quickly leads to lost learning.

Attendance of 90% may seem positive, but it means a child misses on average:

- Half a day of learning each week
- Nearly four weeks of school each year
- The equivalent of over one full school year across their education

## The Importance of Punctuality

Punctuality is a key part of being ready to learn and taking responsibility.

- Students arriving after the warning bell must go straight to form. Late arrival after registration results in a **15-minute break-time detention**.
- Students arriving late to lessons must catch up missed work with their teacher.

## Student Attendance (continued)

- Lateness is recorded as an “L” code. Three or more in a week result in an additional detention.
- Missing lessons without permission is treated as truancy. The pastoral team will investigate and contact parents if needed. Consequences will apply in line with academy policies.

Persistent lateness or absence (including 10 unauthorised sessions or repeated late arrival after registers close) may result in a referral to the Local Authority for a penalty notice.

### Leaving the School Site

If a student needs to leave during the day:

- A note from a parent/carer must be provided in advance
- Students must sign out at the attendance office and collect a sign-out slip
- If returning the same day, they must sign back in

Students must not leave the site without permission. Any unauthorised absence will be recorded and dealt with in line with academy policies.

## Celebrating Success

At Ormiston Denes Academy, we celebrate student success in a wide variety of ways, recognising achievements both inside and outside the classroom.

### Daily:

Each day begins with year team line-ups, where successes are shared and celebrated. Students can earn reward points in every lesson and across the academy for demonstrating our core values of being *ready, responsible and respectful*, as well as through the accumulation of Kindness Cards. These points can be exchanged in our rewards store for items such as stationery and treats, or saved towards larger rewards, including non-uniform days.

### Weekly:

Every week, we run an attendance cup competition to recognise form groups with the highest or most improved attendance. Additionally, following nominations from form tutors, a group of students is invited to attend a celebratory breakfast with the principal.

### Half Termly:

Each half term, celebration assemblies are held to recognise students who consistently demonstrate our academy values, achieve high levels of positive points, and maintain strong

## Celebrating Success (continued)

attendance. Heads of Year also review attitude to learning data, with students awarded badges and vouchers to acknowledge their academic success.

### **Termly:**

On a termly basis, students are formally recognised in assemblies through certificates and prizes across categories such as effort, achievement and subject excellence. We also host our Club Zero celebration each term, rewarding students who have maintained zero negative behaviour points with a dedicated celebration event.

## Careers Education

Ormiston Denes Academy recognises the importance of high-quality careers education and guidance in preparing students for the challenges of the future. Our comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme supports young people in developing the knowledge, skills and confidence needed to navigate the opportunities, responsibilities and experiences of adult life. We are committed to raising aspirations, increasing motivation, challenging stereotypes, and empowering students to make informed decisions about their futures.

A range of careers events are held regularly within the academy, with guest speakers from local education providers, employers and industry professionals. Students are encouraged to engage actively, ask questions, and explore the wide variety of pathways available to them after leaving school.

The Careers Office provides a broad selection of books and resources suitable for all age groups, alongside college, sixth form and university prospectuses. Students also have access to a range of online platforms and guidance tools, including Unifrog, with each student benefiting from their own personal account. All students receive impartial advice and guidance from a qualified Careers Adviser, who is available for drop-in sessions before and after school, as well as during break and lunchtime.

Throughout the academic year, students have access to a wide range of careers-related opportunities, including educational visits, trips to colleges and universities, and dedicated enrichment days. In addition, professionals and academics regularly contribute to lessons, helping students make meaningful connections between their learning and the wider world. All Year 10 students also take part in a week of work experience during the summer term, providing valuable insight into the world of work.



# Enrichment

At Ormiston Denes Academy, we place great value on encouraging our students to try new experiences and to 'look beyond'.

- We encourage all students to engage with a wide range of people from different backgrounds, visit new and inspiring places, and take part in experiences beyond their everyday lives.
- We support students in developing broad general knowledge, thinking critically about topical and challenging issues, and confidently debating a range of perspectives.
- We aim for students to build a diverse skill set, develop confidence in their abilities, and deepen their expertise in areas they are passionate about.
- We encourage students to be active and engaged members of their lessons, teams, the academy community and wider society, empowering them to identify issues they care about and take positive action.
- We support students in sharing their skills, knowledge and passions to benefit others, while enabling them to make informed decisions about their future pathways and next steps.
- We promote pride in individual identity, culture and achievement, alongside respect and appreciation for the diversity of others.

To support these aims, we deliver a comprehensive annual programme of events and activities designed to inspire students to consider their future in education, training, employment and life within modern British society. Our extensive enrichment programme enhances classroom learning, challenges students to excel, and helps to develop the organisation and time-management skills they will need for future success.

Termly enrichment programmes are available on our website.



## Student Leadership

Student leadership plays a central role at Ormiston Denes Academy. We believe that when students' voices are heard and they are given opportunities to lead, they develop confidence, take ownership of their futures, and actively contribute to our school community.

At the heart of this is our **Student Voice programme**, which ensures that every student has the opportunity to represent their peers. Through biannual elections, we establish a dedicated group of form representatives who meet weekly to share feedback, discuss ideas, and suggest improvements. Their contributions are recognised through regular 'You Said, We Did' updates in form time, helping students to see the impact of their voice and encouraging a strong sense of responsibility and reflection.

For students who prefer not to take on formal leadership roles, there are still many opportunities to get involved. Students can share their views at any time through suggestion boxes or via the online platform on Student Launchpad. Throughout the year, students can also take on short-term leadership opportunities, such as becoming a Subject Ambassador during curriculum projects or representing the academy at events and community activities.

Our Student Leadership structure is led by the **Prefect Team**, a committed group of Year 11 students who take on additional responsibilities and lead school-wide initiatives. Each Prefect holds a specific role, such as Environment, Community, Anti-Bullying and Online Safety, or Equality and Diversity, ensuring that all aspects of academy life are supported and represented.

We are committed to providing meaningful opportunities for students to develop leadership skills while fostering a genuine partnership between students and staff. These experiences help to build confidence, communication and teamwork skills, supporting students both during their time at the academy and as they move on to further education, employment and beyond.

# Home Learning

At Ormiston Denes Academy, we believe that home learning plays an important role in supporting students' progress and achievement. It helps students take responsibility for reinforcing what they have learned in lessons.

Our aim is for all students to have regular opportunities to practise, revisit and embed key knowledge and skills. We want to develop confident, independent learners with a strong determination to succeed.

Our home learning approach has two main parts:

## **Independent Study**

Students are provided with Knowledge Organisers for each subject. Teachers will direct them to specific sections to learn or revise in preparation for regular knowledge recall tests.

This supports students to practise retrieving information from their long-term memory, helping them to remember and use it more confidently in lessons and assessments.

Students may also be guided to use the Denes Desirables Workbook (available on our website under the Home Learning section) to support their revision.

Knowledge recall tests may take place using mini whiteboards, in exercise books or on test sheets, and may be marked by teachers, peers or the students themselves. The focus is on helping students to practise and secure key knowledge appropriate to their stage of learning.

## **Rehearsal Activities**

Teachers will also set rehearsal activities to help students apply and develop their learning. These may include:

- Practice tasks linked to classwork
- Timed extended writing
- Creative activities to reinforce knowledge and skills

From Year 7, all students will now use Tassomai to revise for English and Science. In Maths, students will revise using Sparx Maths. Students will be set weekly goals to achieve.



**Sparx Maths**

The amount, frequency and type of these activities will vary depending on the subject and the needs of the student. Teachers will use their professional judgement to ensure tasks are appropriate and support each student's progress.



# Safeguarding

At Ormiston Denes Academy, the safety and wellbeing of our students is our highest priority. We understand that families may sometimes need additional support, and we are committed to working in partnership with you to ensure every child feels safe, supported and able to thrive. Below is an overview of the different levels of support available:

## **Early Help – Providing Support at the Earliest Stage**

Early Help focuses on offering support as soon as a need arises, helping to prevent concerns from becoming more serious. This may include support with behaviour, emotional wellbeing, attendance or family circumstances. Our aim is to work alongside families to provide timely and effective support.

## **Child in Need – Coordinated Support**

Where a child requires more targeted and structured support, they may be identified as a Child in Need. In these cases, the Local Authority works in partnership with the academy and other professionals to assess needs and put in place a plan to support the child's wellbeing and development.

## **Child Protection – Keeping Children Safe**

Child Protection procedures are implemented when there are concerns that a child may be at risk of harm. The safety of the child is always our priority, and we have a legal duty to work closely with the Local Authority and other agencies to ensure they are protected and supported.

## **Children in Care – Supporting Young People in Our Care**

A child may become 'Looked After' when the Local Authority takes responsibility for their care, often because they are unable to live safely at home. We work closely with all involved to ensure these students receive the highest standard of care, stability and support.

We appreciate that these processes can sometimes feel complex. Please be assured that we are here to guide and support you. If you have any concerns about your child's wellbeing or would like further advice, we encourage you to contact our Designated Safeguarding Lead (DSL) or a member of the pastoral team.

Together, we are committed to ensuring every child feels safe, supported and able to succeed.

## Assessments & Exams

Students at Ormiston Denes Academy undertake a range of ongoing informal assessments throughout their time with us. Within the classroom, these include low-stakes tests and quizzes designed to support knowledge recall and retention, alongside regular checks for understanding conducted by teachers. In addition, students complete end-of-topic assessments at key points throughout the curriculum.

In Years 7 to 10, students also complete formal common assessments:

- **Years 7** undertake common assessments in English, Mathematics, Science, Computing, Geography & History in January. Also, Year 7 students will undertake common assessments in all subjects at the end of the year.
- **Years 8–9** undertake common assessments in English, Mathematics and Science in January and again at the end of the year.
- **Year 10** students complete common assessments in April, followed by mock examinations across all GCSE and BTEC subjects in June.

For **Year 11**, students will complete mock exams in November & February. GCSE examinations begin in early May and continue until the end of June. For students studying vocational qualifications in Years 10 and 11, assessments may take place at various points throughout the duration of the course.

## Parents Evenings

All year groups have at least one academic parent's evening each year, alongside additional year group-specific events that may take place throughout the academic calendar. These evenings provide an important opportunity for parents and carers to meet with their child's teachers and discuss their progress, attainment and next steps.

Following an invitation letter, appointments can be booked with subject teachers and the form tutor via Arbor. A range of additional staff, including Heads of Year, Pastoral Managers, the SENDCo and attendance staff, are also available should you wish to speak with them.

## The Denes Directory

The Denes Directory is a valuable resource that provides parents and carers with key contact details for staff and departments across the academy. It is reviewed regularly each term to ensure all information is accurate and up to date. You can view this on our website.

## Academy Website

Everything you need to know about life at Ormiston Denes Academy can be found on our website, including term dates, curriculum maps, policies, school news, guidance on setting up an Arbor account, careers information, attendance procedures, and much more. The website is designed to be a comprehensive and accessible source of information for parents and carers, ensuring you are fully informed and able to support your child throughout their time at the academy.

If you have any suggestions for additional information that would further support you, we would be delighted to hear from you. Please feel free to share your ideas by contacting us at [info@ormistonden.co.uk](mailto:info@ormistonden.co.uk), so that we can continue to improve the information and support we provide to our community.

## Academy Photographs and Consent

When you register your child at Ormiston Denes Academy, we will ask for your consent to use photographs and videos of students for a range of purposes. These may include academy displays, social media posts, our website, and school publications such as the Prospectus and Discover Denes magazine. Any images used will always be appropriate and positive in nature, typically celebrating student success and achievement. Consent can be reviewed or updated at any time.

The academy, along with the Trust, will only use photographs and videos in line with the permissions you have provided. Where a student appears in a group photograph and consent has not been given, their image will be appropriately blurred or obscured.



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](mailto:dpo@ormistonacademies.co.uk)

**Tel:** 0121 262 4725

**Post:** Ormiston Academies Trust, 1, Victoria Square, Birmingham, B1 1BD.

# Student Intranet (The Launch Pad)

Our student homework, learning and revision portal is called **The Launch Pad**.

Students have access to all academy online resources via The Launch Pad. The Launch Pad 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 Launch Pad also provides students with the latest student news, upcoming events, advice & wellbeing links and any other key information.

The Launch Pad opens with every academy PC or Laptop a student uses. We encourage the students to use the Launch Pad at home for easy access to homework via;

**<https://launchpad.ormistonden.es.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.

The Launch Pad is also the go to place for all events and student news stories.

Ormiston Denes Academy . **The Launch Pad**

<https://launchpad.ormistonden.es.co.uk>

Ormistonden Academy **The Launch Pad**

Home MS365 Apps Learning Apps ALL Student News & Announcements Advice & Wellbeing Student Links Web Search Edit navigation

**Microsoft 365 Web Apps**

- Outlook Email
- Teams
- PowerPoint
- OneDrive
- Word
- Excel

**Learning Apps**

- Accelerated Reader
- Adobe Express \*
- CorbettMaths
- IDL Maths
- Lexia PowerUp
- Oak National Academy
- Tassomai

**Student Links**

- Denes Diner - Grab & Go
- ODA Student Key-Info
- Denes Diner - Autumn/Winter Menu
- Student Rewards

**Latest**

- Principal's Letter 26th June 2025**  
This weeks Principal's Letter...  
5 days ago  
27 views
- Library Closure Notice - Annual Stock Take**  
Please be advised that the Librar...  
6 days ago  
86 views
- Year 9 & 10 Athletics**  
Proud moment! A huge well don...  
24 June  
220 views
- Year 8 Rounders**  
A huge well done to our...  
24 June  
168 views

## Cashless Catering

The academy uses Arbor to support our cashless catering provision; this provides a simple and convenient way for parents to pay.

Students must have registered for Cashless Catering before purchasing food from the academy. Currently, a daily allowance of £2.60 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 as assessed by earnings from up to three of your most recent assessment periods).

Currently, a daily allowance of £2.60 is credited for students in receipt of free school meals.

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

## First Aid

When a student becomes unwell during the school day and is unable to continue with their lessons, arrangements will be made for them to return home. Prior to this, staff will make appropriate attempts to manage the situation, including administering available medication where suitable and contacting parents or carers.

Students will be cared for in the medical room while efforts are made to contact parents or carers and agree the necessary arrangements. If we are unable to make contact, the student will remain under the care of the academy until the end of the school day.

## Lost Property

Please ensure that all items, including bags, are clearly labelled with your child's name.

Each term, we will share details of any lost property via our social media channels. Any items that remain unclaimed after this time will be donated either to our academy uniform bank or to charity.

## Social Media Platforms



/OrmistonDenes



OrmistonDenes



@OrmistonDenes



# Notes



# Notes



## ORMISTON DENES ACADEMY

Yarmouth Road  
Lowestoft  
NR32 4AH  
Tel: 01502 574474

[www.ormistonden.es.co.uk](http://www.ormistonden.es.co.uk)



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