

PARENT INFORMATION BOOKLET

In-Year Admissions

2023 - 2024

Dear Parents and Carers,

You and your child are joining us at a very extraordinary yet exciting stage.

As Ormiston Sudbury Academy is now well on the way to becoming a world class, outstanding academy.

Together with the committed staff here, you and your child will play a crucial part in securing even greater success.

We hope you will find the attached information helpful and would request that the corresponding reply booklet is completed and returned to us as soon as possible before your child starts with us.

Please do not hesitate to contact us should you have any questions or concerns about the induction process.

Ormiston Sudbury Academy

TERM DATES

Academic Year 2023/2024

AUTUMN TERM 2023

Monday 4th September 2023 – Wednesday 20th December 2023

Half Term: Week commencing Monday 23rd October 2023

* PD Days (No students in the Academy): Monday 4th September 2023 and Tuesday 5th September 2023, and Friday 24th November 2023

SPRING TERM 2024

Wednesday 3rd January 2024 – Thursday 28th March 2024

Half Term: Week commencing Monday 19th February 2024

*PD Days (No students in the Academy): Wednesday 3rd January 2024

SUMMER TERM 2023

Friday 12th April 2024 – Friday 19th July 2024

Half Term: Week commencing Monday 27th May 2024

BANK HOLIDAYS: Monday 6th May 2024

*PD Days (No students in the Academy): Friday 12th April 2024

*PD Day = Professional Development Day (No students in the Academy; closed for Staff Training)

TIMING OF THE ACADEMY DAY

Tutor time/Registration	8.40 a.m. – 9.00 a.m.
Lesson 1	9.00 a.m. – 10.00 a.m.
Movement time	10.00 a.m. – 10.05 a.m.
Lesson 2	10.05 a.m. – 11.05 a.m.
Break	11.05 a.m. – 11.25 a.m.
Lesson 3	11.25 a.m. – 12.25 a.m.
Movement time	12.25 a.m. – 12.30 p.m.
Lesson 4	12.30 p.m. – 1.30 p.m.
Lunch	1.30 p.m. – 2.10 p.m.
Lesson 5	2.10 p.m. – 3.10 p.m.
Extra-curricular sessions	3.15 p.m.

Registers are taken in the morning during tutor time/assembly and then for each lesson; students are considered 'late' if they are not at the classroom by these times. In order to ensure students' safety, any student arriving at any time *after 9.00am* should report to the Attendance Office to sign in and ensure their registration mark is amended to reflect their presence.

SUPPORT AND GUIDANCE FOR YOUR CHILD

Your child is starting at a new academy; we understand that this is a potentially anxious time for both parents and students alike. At Ormiston Sudbury Academy, we pride ourselves on providing a comprehensive system of support for all our students, both in an academic sense and in terms of their general well-being (i.e. their pastoral care).

Our tutor groups are arranged horizontally within a year group and your child will be in a registration (Tutor) group with other Year 7 students who will also be new to the Academy and will have their morning register taken by their Tutor. The Tutor is the person who will get to know your child best and will be an invaluable source of support and advice for them. Your child's Tutor is the first person to contact should you have any queries or concerns.

Parents and students are always concerned that friendship groups are maintained and that no students should be without a friend, or in a group with someone with whom they have previously experienced difficulties. This is something we understand, although we would also like to reassure you that our experience over a vast number of years is that students very quickly make friends with other young people they have never met before and within a very short space of time – days or weeks – students find their memory of who they were with at their previous school and who they have only just met, becoming very blurred! We have an excellent success rate at integrating new students to the Academy and into new friendship groups.

Your child will have access to a 'Pastoral Manager' with whom all concerns and queries regarding friendships, personal or emotional issues, attendance, welfare, and other non-academic pastoral problems can be discussed. After contacting your child's Tutor, you can contact your child's Pastoral Manager if you have any concerns; if they are not available when you ring then return 'phone calls can be requested by leaving a message on their voicemail and you will be contacted as soon as practically possible to discuss the issue.

Your child's academic progress will be monitored by their 'Head of Year', Miss Webster, who looks holistically at progress, successes, and any potential barriers to learning, including attendance.

WELLBEING

At Ormiston Sudbury Academy we are committed to supporting the wellbeing of students.

Students are primarily here to learn, and learning takes place best when students feel happy, secure and well supported within a mutually respectful community.

Students have a virtual family; their tutor group and a Tutor who they see daily and with whom they develop a strong relationship. We understand that children do not always want to talk to their Tutor and as such there are other mechanisms available.

Each Pastoral Manager looks after the pastoral needs of the student, liaising with outside agencies where necessary.

We actively teach, through the curriculum, about wellbeing, including how to maintain good mental health through assemblies, tutor time activities and PSHE lessons as well as various raising awareness weeks when even more activities take place - for example, Mental Health Awareness Day and LGBTQ+ Awareness month. It is through these sessions and events that students become well armed with the knowledge they need to not only feel secure in themselves, but to be able to support their peers too.

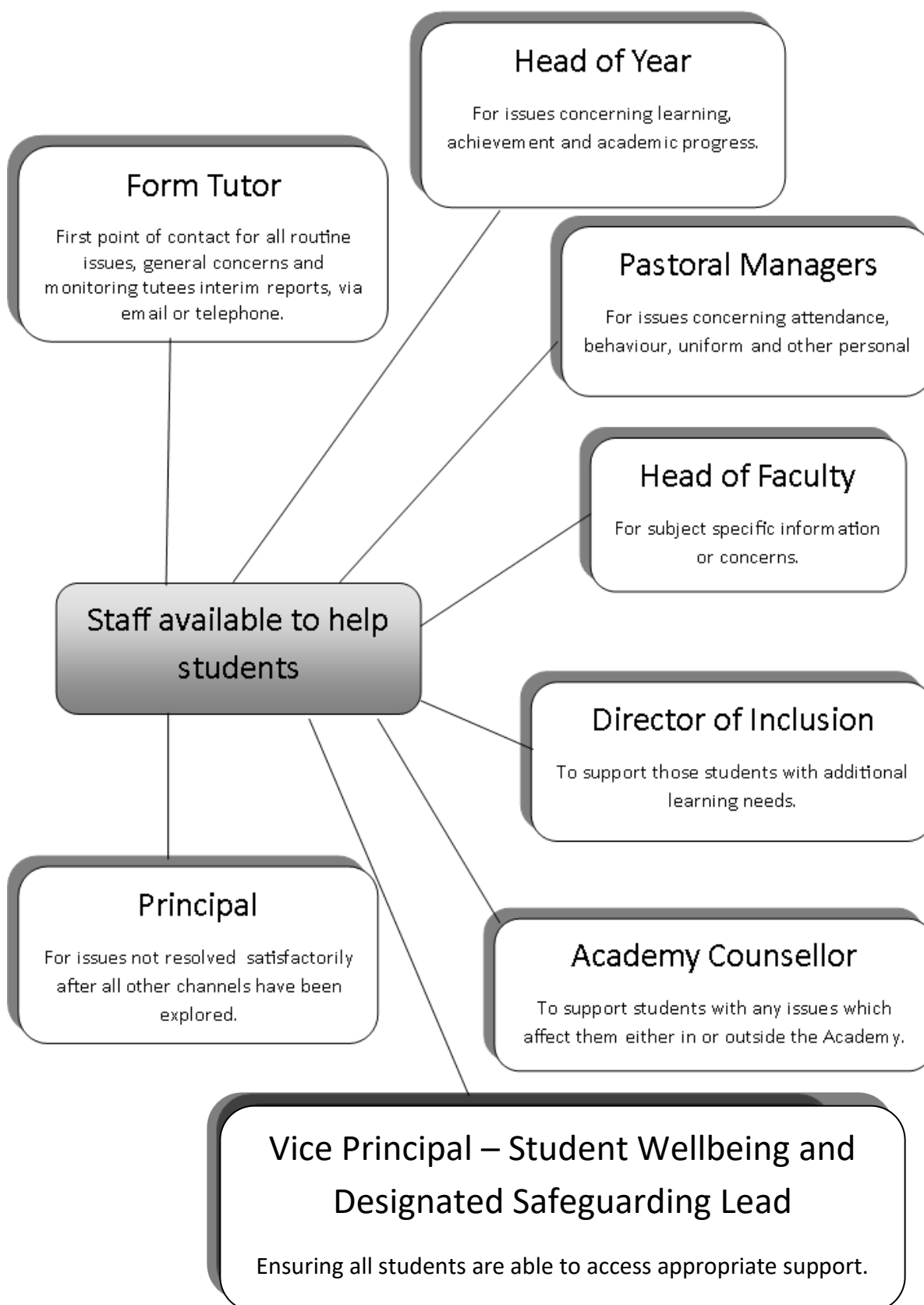
We also have a Wellbeing and Guidance Suite; Pastoral Managers are available here at break and lunchtime if a student has a particular concern or worry. Some of our more 'delicate' sessions are held in smaller groups here and we also invite in outside speakers to work with small groups here too. Our Pastoral Managers are Mental Health First Aid trained. If students' needs develop beyond the capacity of teaching and pastoral staff we do also have a Fire Liaison Officer, who acts as a mentor to students who may be struggling with anger issues, for example. We also have a fully trained Counsellor on site who sees students by appointment, following counselling guidelines.

We actively encourage students to become involved in developing the Academy's Wellbeing offer and as such we have a group of Anti-bullying Ambassadors and Wellbeing Ambassadors. These students are peer-mentor trained and offer a drop-in in the Wellbeing and Guidance Suite weekly. They also work in small groups to design posters or deliver messages and learning in assemblies and tutor time.

At any point if a student is feeling unwell emotionally or mentally, we encourage them to talk to a member of staff, or to make us aware via the various means of communication available.

HELP AVAILABLE

The Academy has a wide range of staff available to help our students with any issues they may have. Any parents/carers who would like to make an appointment with a member of staff should ring Reception to request an appointment, giving at least 24 hours' notice.



BREAK AND LUNCH ARRANGEMENTS

We have a catering system, which offers a wide range of freshly prepared food for all students and staff. There is a 'cashless' facility, to ease queues at the tills and speed up the process; this system generates a unique PIN number for your child and allows them to spend money from their account. A link via our website <https://www.ipayimpact.co.uk/> allows debit card payments for meals, which is paid direct to Vertas. **You will receive a letter with your unique code to access this system before the transition days.**

Where a student has been assessed as being eligible for Free School Meals, these funds will be automatically loaded on to that student's account daily.

Further information about Free School Meals can be found on our website:
<http://www.ormistonsudburyacademy.co.uk/support/free-school-meals/>

Our food counters are open at break and lunchtimes for all students.

Food purchased from the food counters should be eaten in one of the dining rooms.

A variety of sandwiches, savoury and hot snacks and biscuits are available at morning break, and at lunchtime, a variety of hot and cold meals, snacks and salads are available.

We operate 'cafeteria'-style dining areas where students can pick the items they wish to purchase and use their cashless facility at the till.

There is a water fountain from which students can fill a bottle that they have brought from home, we prefer students to do this, it is healthier and cheaper than other drink options. Energy drinks are banned at the Academy. Water bottles can be filled up at the start and end of the Academy day, as well as at break and lunch times.

For more information about our catering arrangements, please visit:
<http://www.ormistonsudburyacademy.co.uk/parents-and-carers/catering/>

PACKED LUNCHES

Students are very welcome to bring their own packed lunches to eat in one of the dining rooms at either break or lunchtime.

We encourage students to eat a healthy diet and bring to the Academy snacks and food that fit in with healthy eating guidelines. For example, drinking water, and eating fruit as snacks at break time. Packed lunches should be wholesome and avoid too many foods with high fat, salt, and sugar content. For this reason, energy drinks are banned, and for the safety and wellbeing of staff and students with allergies, **nuts are also banned from being brought on site.**

EQUIPMENT

All students need to carry a bag large enough for their books, planner, and pencil case.

The Student Planner is a vital part of a student's equipment, and they are expected to carry it with them at all times. It is essentially a diary, dated for the year and it is where students record the homework they have been set as well as any achievement points, they have earned throughout the week. We encourage parents/carers to use the Planner to write messages to the Tutor when needed. Parents/carers are also asked to check their child's planner weekly and sign to confirm they have done so, so we are confident parents/carers are aware of the work students should be doing at home and can encourage them to do so.

In their pencil case, students are required to carry: a pen, pencil, ruler, eraser, and sharpener. Highlighters are also useful to have. In addition, all students are required to equip themselves with the recommended calculator: Casio FX-83GTX+.

It is expected that all students have their basic equipment with them every day. Regular checks are made by Tutors to ensure all students are ready to learn.

The Academy will provide an A4 sketchbook for art to all Year 7 students, any additional books can be purchased on the I Payment Portal.

LOCKERS

It is academy policy to ensure that every student has access to a locker if desired. Lockers are available as a convenience for the storage of books, clothes, and equipment, although no liability can be accepted by the Academy for the security of any items left in them.

Each student wanting a locker will be required to pay £10 to 'hire' the locker for the duration of their time with us. The key is to be returned at the end of the examination period in Year 11. A charge of £5 will be made for any key which is not returned at this time. The payment will be made via a payment portal, as the Academy is cashless.

It should be noted that students are responsible for their locker and as such must report any damage to the Academy Office immediately; otherwise, the cost of the repairs may be charged. Replacement keys will be charged at £5. On no account should lockers be shared.

ATTENDANCE AND PUNCTUALITY

Attendance is of the utmost importance. If a student is not here, they cannot learn.

The Academy is acutely aware of the importance of attendance to students' achievement and works hard to ensure that all students are supported to achieve their potential.

Government research shows that nationally, 1 in 5 students miss 17 days of school a year and that this absence means that they drop at least 1 GCSE grade.

The Government attendance target is 96%.

Good attendance is 95%; persistent absence is defined as less than 90%.

Recognising the importance of attendance to students' achievement means that we follow government guidance in relation to term-time holidays and will only authorise a holiday during term time when parents demonstrate exceptional reasons for the request.

Students are only expected to attend the Academy during term time, which comprises 190 days a year, leaving 175 days when families can take family holidays, visit the dentist or make other non-urgent appointments and we encourage all our students and parents to take advantage of the holidays to arrange all such appointments.

We want to support families in maintaining good attendance and will work with you to achieve this. We are aware that sometimes there are individual or extenuating circumstances.

To minimise the impact that absence has upon the achievement of our students we write to the parents of any student whose attendance drops below 95%, informing them of our concerns, offering the support of our Pastoral Managers to help raise their child's attendance.

Punctuality

We work hard to ensure that your child/ren will be equipped for the future world of work by ensuring that students learn the importance of punctuality.

All students are expected to be punctual. They should arrive at the Academy by 8.30am and move towards their tutor room by 8.35am for registration, which begins promptly at 8.40am. Any lateness will result in loss of social time. Any student who arrives after Registration has closed at 9.00am, should report to the Attendance Office, to 'sign in' with our Attendance Officer.

Absence

Your child's safety is of paramount importance to us. We ask that a parent/carer rings the Academy 'Absence Line' (01787 375131 - Option 1) or sends a message via email - absence@ormistonsudbury.co.uk as early as possible, and ideally by 8am, on the morning of the absence, providing the reason (e.g. illness) and an estimate of when your child will return.

Where such contact is not received, we will contact all parents on the first day of absence to establish the reasons for absence with potential return date. Pastoral Managers will support students whose absence has affected their learning or may have an effect if it continues.

INDEPENDENT STUDY

Independent Study

Independent Study consists of learning activities set to be completed outside timetabled lessons, with the aim of complementing what is taught in lessons.

Learning outside of lessons is crucially important in raising student achievement, helping students to develop independent learning skills, confidence, and self-sufficiency, preparing them for successful adult life.

The aim of the Academy is to enable students to achieve the very highest levels of attainment of which they are capable.

Research, carried out by the Education Endowment Foundation, shows that when Independent Study is specifically linked to learning that takes place in the classroom an additional 5 months progress per student can be made.

Not all Independent Study must be completed at home; in fact, some students may prefer to work at the Academy where resources such as computers, textbooks, materials as well as specialist resources and equipment are more readily available.

Students may also work in the Learning Resource Centre (LRC) daily from 3.15 – 4.15pm.

Some Independent Study tasks set may also require students to attend some of the many extra-curricular clubs /enrichment activities offered at the Academy.

An Independent Study guide can be downloaded from the Academy website.

This guide details how to make the most of the online resources, as well as outlining a number of activities students can use to support their independent study and revision.

Key Stage 3

It is expected that KS3 Independent Study tasks should take around 20 minutes per subject, with students completing one subject each weekday, alongside 20 minutes of reading.

Independent Study tasks should not take students a long period of time and/or be arduous to complete. If this is the case, students are encouraged to discuss this with their Form Tutor in the first instance in order that additional support and/or guidance can be offered.

A suggested KS3 Independent study plan is below:

	Monday	Tuesday	Wednesday	Thursday	Friday
20 minutes	Reading	Reading	Reading	Reading	Reading
20 minutes	English	Maths	Humanities	Science	French
*Independent Study tasks for Creative Design (Art, DT, Food, Textiles and ICT), Performing Arts (Dance, Drama and Music) and PE will be set at least once each Half Term.					

Knowledge Organisers to support Independent Study at KS3 can be downloaded from the Academy website.

Websites for online Independent Study tasks can be accessed via the Academy website.

In Year 9, students will have the opportunity to complete Independent Study tasks for their chosen 'Option' subjects. This will give them an idea of the work expected to be completed at KS4 and enable them to demonstrate their commitment to the subject moving forward as well as the skills required to be successful on their chosen courses.

A Year 9 Independent Study task can be downloaded from the academy website.

Key Stage 4

It is expected that KS4 Independent Study tasks should take 30 minutes per subject, with students completing two subjects each weekday, alongside 20 minutes of reading.

Independent Study tasks should not take students a long period of time and/or be arduous to complete. If this is the case, students are encouraged to discuss this with their Tutor in the first instance in order that additional support and/or guidance can be offered.

A suggested KS4 Independent Study plan is below:

	Monday	Tuesday	Wednesday	Thursday	Friday
20 minutes	Reading	Reading	Reading	Reading	Reading
30 minutes	English	Maths	Science	Eng/Maths/Sci	Revision
30 minutes	Option W	Option X	Option Y	Option Z	Revision
In addition to weekly Independent Study tasks, practical and vocational subjects (Art, DT, Dance, Drama, Engineering, Food, PE) may also require students to attend extra-curricular clubs and enrichment activities, to develop the skills needed to be successful on the course and in order to access specialist equipment needed to complete coursework assignments.					

Knowledge Organisers to support Independent Study at KS4 can be downloaded from the Academy website.

Websites for online Independent Study tasks can be accessed via the Academy website.

ILLNESS AND MEDICATION DURING ACADEMY HOURS

Illness

In the first instance, the student should seek advice from their teacher.

Staff will assess the situation, which may just require a short period of time in the medical room, or alternatively a decision may be made to contact the parent for discussion or possible collection of the student. Telephone calls home of this nature will **always** be made by staff – students should never contact their parents requesting collection. Basic first aid treatment can be carried out in the Academy but any more urgent medical cases will involve contacting the parent and/or the doctor or emergency services.

First Aid

The nearest First Aider will be sought, to attend the situation.

Medication

Prescribed medication for short/long term illness or conditions should be handed to the Medication Office for safekeeping (with the relevant care plan and administration forms duly completed - available from Reception).

We regret that we are unable to hold any medical supplies for your child unless we have the forms of authority agreed and in place. On no account should students be given medication to carry around with them, including paracetamol (with the exception of asthma inhalers and Epi-pens). This is for their and other students' safety.

Students who have conditions which require immediate access to medication (e.g. epi-pens and asthma inhalers) will need to carry their medication with them at all times. Spare inhalers/ epi-pens must be left with the staff in Medication Office for use in the event of an emergency.

We do not keep paracetamol for general student use in the Academy. A small personal supply may be brought and stored in the Medication Office in the event of minor headaches etc. during academy hours, but must be discussed in advance with a member of staff, and accompanied by the relevant documentation available from the Academy. **Students must not carry medication on their person.** At the end of each academic year, you will be asked to collect any unused medicines for safekeeping and review. Any uncollected items will be destroyed in accordance with Department of Health guidelines.

Any questions regarding these arrangements should be directed to the Head of Year.

UNIFORM

We are proud, as an academy, of the uniform that our students wear. It identifies our students both within the Academy and the local community.

Our policy on uniform is based on the notion that it:

- promotes a sense of pride in the Academy in line with our ethos
- supports positive behaviour and discipline
- is practical and smart
- encourages an identity with the Academy
- makes students feel equal to their peers in terms of appearance and helps develop a sense of community between different groups of students
- discourages competition to have the latest fashions

To make the process simpler for parents and carers, we have a 'standard' uniform; **Anglia Sports and School Wear** who already supply our blazers and ties, are also able to supply trousers and skirts (extremely tight, skinny, or jean-style trousers are not acceptable).

We expect all of our students to be wearing items of uniform, which are of similar style/design/fit to those items available from Anglia Sports and Schoolwear Limited.

In addition, to our logoed Blazer and tie



Anglia Sports and School Wear are also able to supply:



Boys' trousers



Girls' Skirt



Girls' trousers

Optional – black jumper with matching coloured piping around neckline.



Orders may be placed through their website at:

<https://www.yourschoolwear.co.uk/ormiston-sudbury-academy-241-c.asp>

Footwear

Students should wear well maintained, clean, plain* black shoes or ankle boots** with a **flat** heel.

*There should be **no excessive or obvious embellishments or branding or white soles.**

**Boots may be worn with trousers only.

Footwear material should be leather, suede or synthetic leather, and polishable.
No canvas, trainers, sandals, or plimsolls are permitted.

Footwear may be laced, Velcro, buckle, or slip-on.

The photographs below illustrate acceptable items of footwear:



We hope that asking all students to wear these 'standard' styles will make the process of buying shoes easier for parents and that it will continue to maintain the standard of uniform across the Academy.

General

Socks should be plain black or white (below the knee) and tights should be black or neutral in colour.

For both boys and girls, a small, plain black belt may be worn if necessary.

Students are expected to wear their hair in a style which is discreet and suitable for the work place. Hair should be natural colours only; students should not dye their hair in any bright or unnatural colours and anyone who does will be expected to re-dye it to an acceptable colour.

Discreet facial make-up may be worn (no false eyelashes), as well as a watch and no more than one small stud in each ear. Excess items will be requested to be removed and/or confiscated.

Nails may be painted with one colour only and well maintained and **no acrylic/false nails.**

Uniform must be clean and well kept. If a student arrives without a uniform item, you may be contacted to bring in any missing items. In the event of a recurrence in relation to uniform infringements, your child may be sent home to return fully equipped for the day. Through our second hand shop, parents/carers may have the option of being able to purchase previously worn items of uniform, dependent on current stock.

Donations of uniform items, which are in good condition are regularly given to the OSA, who freshly launder and make available for purchase.

Enquiries should be made to the OSA Academy office or Reception.

As always, the Academy may support parents and carers who are unable to purchase appropriate uniform. Please contact your child's Head of Year or Pastoral Manager for further information or if you have any questions.

PE Kit

At Ormiston Sudbury Academy we take pride in the PE kit our students wear and **ask all parents to support us** in maintaining high standards. Our range provides students the opportunity to choose the kit that they feel most confident in, to be comfortable, warm and allow them to perform at their very best.

Compulsory items

- Unisex top or fitted top, with OSA logo
- Shorts or Skort, with OSA logo
- Sports Trainers



Optional items

- Water resistant top/fleece, with OSA logo
- Plain black jogging bottoms/Black sports leggings
- Football boots / astro turf trainer for outdoor PE
- Sports socks – black or white
- Dance top with OSA logo

PE kit can be purchased online at **Anglia Sport and School Wear**.

Sample PE kit in different sizes is available at the Academy's Reception; please contact them on 01787 375131 if you would like to look at the clothing to ensure the correct size is ordered - staff will be happy to help.

A uniform shop is held onsite once a year and will be **Monday 26th June 2023**. Details will be sent out.

COMMUNICATION WITH PARENTS/CARERS

Website

Our website www.ormistonsudburyacademy.co.uk is regularly updated with information regarding forthcoming events, activities and general information regarding the Academy.

Email

All members of staff can be contacted directly, by email, using the links on the 'Staff' section of our website which can be accessed from the 'Contact' page:

<http://www.ormistonsudburyacademy.co.uk/our-staff/>

Staff will try to respond to emails as quickly as possible and you should expect to receive an acknowledgement, as a minimum, within 72 working hours.

News Bulletins

The Academy sends out regular electronic 'Parent/Carer Bulletins' (usually weekly, on a Friday) which contain any important 'generic' messages, useful information about forthcoming trips, visits and events and sources of information about wider educational and safeguarding matters that we feel parents/carers may find useful. This is circulated to all parent/carers email addresses and is published on our website as well as our Facebook page.

EduLink One - Parent App

This is an online system that makes it easy for you as a parent/carers to check your child's attendance, timetable, latest report, achievement points and behaviour incidents.

Access to this information is controlled via a personal login and password, which will be sent to you by email once your child has started with us and you have provided us with your email address.

The EduLink one Parent App can be accessed from a smartphone, tablet or PC – anytime, anywhere.

Contact Details

Parents are urged to use the SIMS Parent App to regularly check that their contact and emergency information is up to date. You can submit amendments online or, alternatively, write to or email the Academy detailing any changes or updates needed.

Please include your email address on the Emergency Contact form, within the reply booklet.

Parents' Evenings

There will be a chance for you to meet* with the key staff who will be working with your child at our 'Meet the Tutor' evening at the start of the Autumn Term, more details to follow.

In addition, we hold an opportunity for you to meet* with your child's subject teachers once a year; for Year 7, this usually takes place in the Summer Term.

*These event may run remotely.

Appointments are bookable online at <https://ormistonsudbury.parentseveningsystem.co.uk/>
Full details of how to book appointments will be sent to you prior to the Parents' Evening.

BEHAVIOUR AND REWARDS

Expectations

Students are expected to abide by the attributes and meet high standards throughout the course of the day. The current attributes were designed in consultation with the Student Council.

Below is a copy of the attributes which all staff and students aim to fulfil daily:

At OSA we are:

- **R** – Respectful to everyone we meet.
- **E** – Excellent in everything we do.
- **S** – Safe in our learning environment.
- **I** – Inventive and independent.
- **L** – Learning to the best of our abilities.
- **I** – Immaculately dressed.
- **E** – Endeavouring to be the best.
- **N** – Never give up.
- **T** – Try our hardest in everything we do.

There are many rewards that can be earned for meeting the attributes daily and there is also a very straightforward behaviour management system which aims to eliminate any disruptive behaviour that might occur. This will be clearly explained to the students when they arrive, but is essentially as outlined below.

Students not conducting themselves appropriately, failing to meet high standards and attributes or disrupting the learning of others can expect to be given a warning after which they can expect to be removed from learning or social time for a period of time, determined at the time of the incident. By sending your son/daughter to Ormiston Sudbury Academy, you agree to these standards and expectations and the subsequent sanctions should the standards not be met.

Rewards

We want all our students to be the best that they can be - academically, socially, emotionally, and by contributing to the wider life of the OSA community.

When students are 'getting things right' we will tell them!

Below is a list of the sorts of achievements we recognise:

- Academic progress and attainment
- Being a positive role model
- Being kind to others
- Consistently high effort
- Contributions and commitment to extra-curricular activities
- Contributions to the wider life of the Academy
- Daily readiness for learning
- High / improved attendance
- Raising the profile of the Academy in the local community

Members of staff issue 'reward stamps' to recognise student achievements. These are counted weekly by the Tutor, and enable students to work towards their Bronze, Silver, Gold, Platinum Diamond and Palladium awards, which are recognised on our Achievement Boards.

We enjoy celebrating students' achievements and do this in a variety of ways, through our termly celebration assemblies.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Office 365

When your child joins OSA they will be given access to a Microsoft Office 365 account. This gives them access to 'Outlook', our email system, as well as unlimited online storage via OneDrive. It will also enable them to install Microsoft Office at home, providing access to all their online apps - including Word, Excel and PowerPoint - anywhere with an internet connection.

Mobile 'Phones

Our policy is that mobile 'phones and other electronic devices are 'not seen, not heard' at the Academy. 'Phones cause too much distraction from learning and also prevent person to person social interaction. 'Phones may be brought in but must be kept in bags either on silent or switched off. If they are 'seen or heard', they will be confiscated.

NETWORK, INTERNET AND EMAIL: TECHNOLOGY ACCEPTABLE USE AGREEMENT STUDENT RESPONSIBILITIES

When using the computer network and Internet resources, all users must comply with all laws, including copyright, libel, fraud, discrimination, and obscenity laws.

All students are to ensure that their password is not shared or compromised, nor use another student's account or attempt to access another user account. If a password is found to be compromised, it is the responsibility of the student to ensure that their password is changed.

Students shall not access another user's personal electronic documents (email included).

All students have individual logins and email addresses. All Internet access is filtered, and Internet provision will be removed if the student accesses unsuitable sites.

Staff can, and will, check emails and user areas for inappropriate content.

No person may:

- Copy, save or redistribute copyright-protected material, without approval, this includes music and video files.
- Play online computer games or use interactive 'chat' sites unless specifically approved by the Academy.
- Access social networking sites unless specifically approved by the Academy.
- Use the network in such a way that the use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages).
- Retrieve, send, copy or display offensive, pornographic, obscene or racist messages or pictures.
- Use obscene or racist language, or harass, insult or attack other people.
- Damage computers, computer systems or computer networks.
- Use another user's password.
- Create or transmit any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- Introduce, or attempt to introduce, a 'virus'.
- Attempting to bypass network or computer security including Antivirus Software, using programmable scripts or network monitoring software.
- Attempt to gain access to, or use, resources NOT allocated to them.

- Download programs.
- Use external web based email for academy purposes as this could breach the General Data Protection Regulation (2018).

Users should:

Inform the IT department or an appropriate member of staff if they believe that attempts have been made to use the network or Internet in an unacceptable manner.

Inform the IT department or an appropriate member of staff if they discover any materials they consider may be offensive or inappropriate.

A fully copy of the agreement may be found on the Policies page of our website, along with our full 'E-Safety and E-Security' Policy (<https://www.ormistonsudburyacademy.co.uk/our-academy/policies>).

Students and parents must sign the relevant page in the reply booklet as their acknowledgement of this agreement

EXTRA-CURRICULAR AND ENRICHMENT OPPORTUNITIES

In addition to the extensive range of academic opportunities available to your child, we also offer a huge range of extra-curricular and enrichment opportunities for students to take part in.

Examples of some of the activities offered are listed below:

Anti-Bullying Group	Peer Mentoring
Art Exhibition	Piano Club
Awards Evening	Outreach – at local Primary Schools
Breakfast Club	Royal British Legion 'Festival of Remembrance'
Chess Club	Sports Clubs
Craft Club	Sports Days
Dance Clubs	Student Voice (Academy Council)
Drama Club	Theatre Visits
Faculty Councils	UK Maths Challenge
Gallery Visits	Wellbeing Ambassadors
Guitar Group	Whole Academy Musical Production
Homework Clubs	Year Council
Charity Fundraising Activities	Year 7 Residential
Year Group Council	Young Journalists Club
Year Competitions	Youth Theatre
'On Screen' Film Club	
Open Evenings	

For up to date information about the extra-curricular activities offered each term, please visit: <http://www.ormistonsudburyacademy.co.uk/student-life/extracurricular-clubs/>



SCHOOL TRANSPORT

All transport for schools is now overseen by Suffolk County Council, they can be contacted at:
Passenger Transport Services, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

There is an assortment of information relating to School Buses on the School Transport website at:
<http://www.suffolkonboard.com/home-to-school-transport>

This will always be the most up-to-date information and will be updated as and when any changes are made by the Local Authority, who are responsible for organising school transport and who deal with applications for, and provision of, student bus passes.


Any parental queries relating to the provision of transport to the Academy or bus passes should be addressed to the above department rather than the Academy.



Getting organised for school

Is transport an important factor in getting your child to school?
Suffolk County Council's School Travel Policy will be changing from September 2019 please read it before applying for a school place at www.suffolkonboard.com/schooltravel to see if your child is eligible.

Already 88% of families arrange school travel themselves.




Sustainable ways to get your child to school:

- Walk or bike
- Car Share
- Park and Stride
- Bus
- Train

To find out which are your nearest schools visit nearestschool.suffolk.gov.uk

It may be cheaper to get a train or a bus pass rather than pay a daily fare. More operator information can be found on our website.



suffolkonboard.com
suffolk passenger transport

KEY CONTACTS



Mrs S Morris
Principal



Mrs E Price
Vice Principal
Student Wellbeing and
DSL



Mr D Howkins
Vice Principal
Curriculum &
Outcome



Miss L Turner
Assistant Principal
Director OAKS



Mr P Stokes
Assistant Principal



Mr L Cox
Assistant Principal and
Director of OAKS



Miss K Webster
Head of Year 7 /Transition



Mrs K Jacques
Director of Inclusion

Should you have any queries about the transition process, please contact:

Miss K Webster - Head of Year 7 and Transition
Email - kwebster@ormistonsudbury.co.uk

Mrs A Montgomery - Transition Administrator
Email - amontgomery@ormistonsudbury.co.uk

Other Useful Contacts

Mrs K Jacques - Director of Inclusion
Email - kjacques@ormistonsudbury.co.uk

Mr P Stokes – Assistant Principal (Quality of Education)
Email - pstokes@ormistonsudbury.co.uk

Mr L Cox– Assistant Principal (Director of The OAKS)
Email - lcx@ormistonsudbury.co.uk

Miss L Turner - Assistant Principal (Director of The OAKS)
Email - lturner@ormistonsudbury.co.uk

Mr D Howkins - Vice Principal (Curriculum and Outcomes), SENDCO/CLA Nominee)
Email - dhowkins@ormistonsudbury.co.uk

Mrs E Price - Vice Principal (Student Wellbeing and Designated Safeguarding Lead)
Email - eprice@ormistonsudbury.co.uk

Mrs S Morris – Principal
May be contacted by email via – contact@ormistonsudbury.co.uk

For contact details of all other staff, please visit our website:
<http://www.ormistonsudburyacademy.co.uk/our-staff>