

# Ormiston Sudbury Academy

## IN YEAR PARENT INFORMATION BOOKLET

September 2025

Ambition – Respect – Endeavour



Dear Parents and Carers,

This is my opportunity to introduce myself to you as Head of Transition. You and your child are joining us at a very extraordinary yet exciting stage.

Parental engagement is an important part of the transition process, our 'New Parent Information Booklet' will support a successful transition to OSA and prepare all students for secondary school.

Our committed OSA team of dedicated staff are looking forward to building links with Year 7 parents/carers which is at the heart of each child's education. We aim to work closely together to build positive relationships with our Tutors and Subject Teachers, alongside our Pastoral and Inclusion team. We understand the importance of working with parents/carers at this crucial stage of a student's education.

Please read through the 'New Parent Information Booklet' to find out about the Academy, I hope you will find the information helpful.

I hope your child is looking forward to joining OSA and I look forward to working with you.

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

A handwritten signature in black ink, appearing to read 'K. Webster'.

Miss K Webster  
Head of Transition



**TERM DATES**  
**Academic Year 2024/2025**

**Autumn Term 2024**

**Monday 1<sup>st</sup> September 2025 – Friday 19<sup>th</sup> December 2025**



Half Term: Week commencing Monday 27<sup>th</sup> October 2025 to Friday 31<sup>st</sup> October 2025

\* PD Days (\* no OSA Students in attendance): Monday 1<sup>st</sup> September 2025, Tuesday 2<sup>nd</sup> September, Friday 17<sup>th</sup> October, Monday 17<sup>th</sup> November and Friday 5<sup>th</sup> December 2025

\*\*\*\*(Wednesday 3<sup>rd</sup> September – Year 7 and Year 11 students ONLY in the Academy)\*\*\*\*

**Spring Term 2025**

**Monday 5<sup>th</sup> January 2026\* – Friday 27<sup>th</sup> March 2026**

Half Term: Week commencing Monday 16<sup>th</sup> February 2026 to Friday 20<sup>th</sup> February 2026



\*PD Days (No students in the Academy): Monday 5<sup>th</sup> January 2026 and Monday 23<sup>rd</sup> January 2026

**Summer Term 2025**

**Monday 13<sup>th</sup> April 2026 – Monday 20<sup>th</sup> July 2026\***



Half Term: Week commencing Monday 25<sup>th</sup> May to Friday 29<sup>th</sup> May 2026

\*PD Days (No students in the Academy): Monday 20<sup>th</sup> July 2026

\*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. – 9.05 a.m.
<b>Lesson 1</b>	<b>9.05 a.m. – 10.05 a.m.</b>
Movement time	10.05 a.m. – 10.10 a.m.
<b>Lesson 2</b>	<b>10.10 a.m. – 11.10 a.m.</b>
Break	11.10 a.m. – 11.30 a.m.
<b>Lesson 3</b>	<b>11.30 a.m. – 12.30 p.m.</b>
Movement time	12.30 a.m. – 12.35 p.m.
<b>Lesson 4</b>	<b>12.35 p.m. – 1.35 p.m.</b>
Lunch	1.35 p.m. – 2.10 p.m.
<b>Lesson 5</b>	<b>2.10 p.m. – 3.10 p.m.</b>
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 8.40am* 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.



*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', Mrs Moulton-Day, 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 equipped with the knowledge they need to not only feel secure in themselves, but to be able to support their peers too.

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

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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 refer on to other agencies. We have a Fire Liaison Officer, who acts as a mentor to students who may be struggling with anger issues, for example. We have a fully trained Counsellor on site who sees students by appointment, following counselling guidelines.



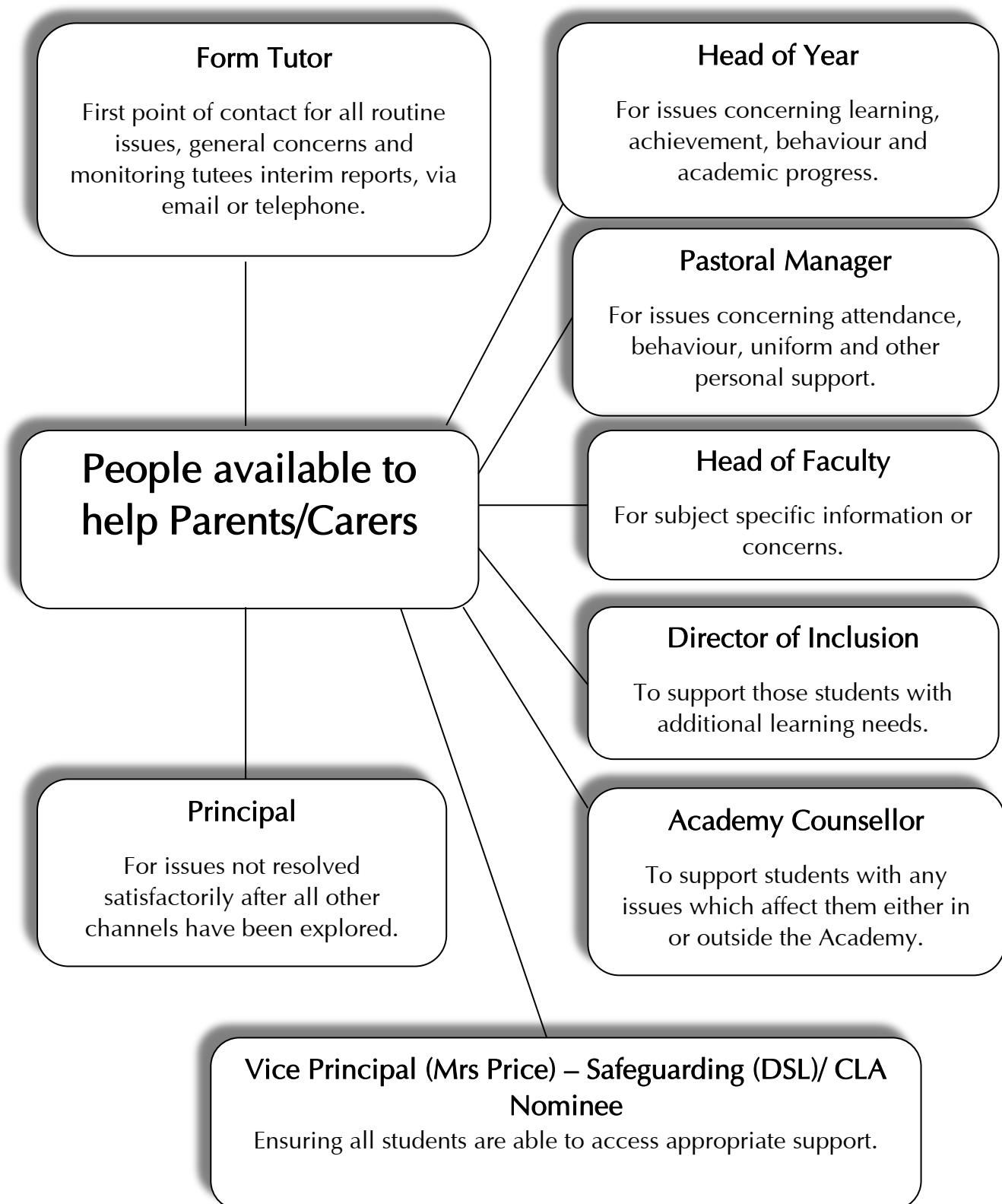
We actively encourage students to become involved in developing the Academy's Wellbeing offer and to this end we have a group of Anti-bullying Ambassadors and Wellbeing Ambassadors. These students are peer-mentor trained. They also work in small groups to design posters or deliver messages and learning 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.

### **Staff available to help students:**



## 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/key-info/free-school-meals/>

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

Plated 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, and snacks 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/key-info/cashless-payment-system>



## 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 and any other canned 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 and pencil case.



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-82CW.

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 exercise books, any additional books and sketchbooks for art can be purchased on the I Payment Portal.

## LOCKERS

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. 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 consequently 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.

Good attendance is above 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 absence 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](mailto: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.

## HOMEWORK

Homework 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 homework is specifically linked to learning that takes place in the classroom an additional 5 months progress per student can be made.

Not all homework 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.

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 homework tasks should take around 20 minutes per subject, with students completing one subject each weekday, alongside 20 minutes of reading.

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.

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

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

### **Key Stage 4**

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

Homework 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 homework 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 Homework 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.					

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

### **Home/School interface for parents**

We use GO 4 Schools for your child's progress online and to access the following information at any time. 'Go4Schools' offers parents the opportunity to monitor elements of their child's school experience.

With Go 4 Schools, you will be able to see:

- Timetable – Your child's daily and weekly timetable
- Attendance – Shown from the start of the academic year
- Progress Reports – Full written reports which are published xx times a year
- Behaviour information – A summary of positive and negative events, plus any managed detentions your child has been issued
- Homework – Homework tasks due in the next 7 days

Your child's page is constantly updated, providing you with the latest information. You will also have access to this information via a mobile parent app.

Access to this information will be available once your child has started, simply use of your email address you provided to the academy and, as a first-time user, click on the link to set your password.

Students will be informed when starting on how to log in to their account on Go4Schools, for the first time.

## 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 shirts, trousers and skirts.

Orders may be placed through their website at:

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



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.

Please note: The fact that an item is labelled as ‘school uniform’ by a shop or stockist does not necessarily mean it meets the OSA uniform standards. If in doubt, please ask us for advice before you buy.



Optional – black jumper with matching coloured piping around neckline.

Acceptable Trousers - Black full length tailored straight leg or bootleg trousers. Trousers must be tailored plain black and not skintight, chino/jean style or skinny. Leggings are not part of our uniform and should not be worn.



Acceptable Skirts - Black pleated knee length skirts. They may not be 'rolled up' to achieve a shorter length. Tube and stretchy skirts are not allowed.



Tailored Shorts\* - The shorts should have a waistband, no belt they should be knee length and black. The waistband should sit on the waist not the hips; the line of the shorts should be parallel and loose fitting, tight shorts are not allowed. \*Shorts may be worn in the summer term ONLY.



## Footwear

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

\*There should be **no branding or white soles**. Note: No shoes that have Nike ticks or symbols should be worn, or any others with names, or logos (even if black) of any sportswear brand.

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

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

For all, 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 workplace. 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. No nose studs or facial piercing are permitted.

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.

## 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.



## COMMUNICATION WITH PARENTS/CARERS

### **Website**

Our website [www.ormistonsudburyacademy.co.uk](http://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 'Contact' page:  
<https://ormistonsudburyacademy.co.uk/contact/>

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/carer email addresses and is published on our website as well as our Facebook page.

### **Go4Schools - Parent App**

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

Access to this information will be available once your child has started.



The Go4Schools Parent App can be accessed from a smartphone, tablet or PC – anytime, anywhere. Login instructions will be sent out to you.

### **Contact Details**

Parents are urged to make sure their contact details are up to date and submit amendments by email to the Academy detailing any changes or updates needed.

### **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 events may run remotely.

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 shared values and meet high standards throughout the course of the day. The current shared values were designed in consultation with the Student Council.

### **Ambition – Respect – Endeavour**

Our vision and who we A.R.E.



At OSA only the best is good enough. We endeavour to achieve the very best outcomes for our students to enable them to have the widest possible range of choices in their life beyond school. Our Academy is a safe and inclusive learning community. We want our students to be as ambitious for their themselves as we are for them, to seize the opportunities they have here to develop their talents and character and to treat all members of the OSA community with respect, kindness and courtesy. It is important to us that our students develop resilience, display integrity and contribute to the life of the Academy. It is important to our students that OSA is a well ordered, inclusive and accepting place to study.

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 achievement points. 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, including 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, TEAMS, 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 AGREEMNET 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 ([HERE](#)).

## **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
- Art Exhibition
- Arts Council
- Awards Evening
- Breakfast Club
- Charity Fundraising Activities and events
- Chess Club
- Dance Clubs
- Dance Shows
- Drama Club
- Duke of Edinburgh
- Faculty Councils
- Gallery Visits
- Homework Clubs
- Language Learning Clubs
- Open Evenings
- Reward Trips
- Peer Mentoring
- Outreach – at local Primary Schools
- STEM
- Sports Clubs
- Sports Days
- Student Voice (Academy Council)
- Theatre Visits
- UK Maths Challenge
- Wellbeing Ambassadors
- Whole Academy Musical Production
- Year Council
- Year 9 Residential
- Young Journalists Club
- Youth Theatre



For up to date information about the extra-curricular activities offered each term, please visit:

<https://ormistonsudburyacademy.co.uk/for-students/extracurricular-2>

## 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:  
<https://www.suffolkonboard.com/school-travel/>

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.

If your child is starting secondary school in September 2025 and they are eligible for SCC funded school travel you should have been contacted by the end of March 2025. You will need to opt-in if you would like your child to use this service.

For more information on the SCC school travel policy and getting your child to school please visit;  
<http://www.suffolkonboard.com/optin>



## KEY CONTACTS



**Mrs S Morris**  
Principal



**Mrs E Price**  
Vice Principal  
Safeguarding (DSL)/  
CLA Nominee



**Mr D Howkins**  
Vice Principal



**Mr L Cox**  
Assistant Principal



**Miss K Webster**  
Head of Transition



**Mrs K Jacques**  
Director of Inclusion

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

Miss K Webster - Head of Transition  
Email - [kwebster@ormistonsudbury.co.uk](mailto:kwebster@ormistonsudbury.co.uk)

Mrs M Farrell – In Year Administrator  
Email – [Mfarrell@ormistonsudbury.co.uk](mailto:Mfarrell@ormistonsudbury.co.uk)