



Year 7

Parent and Student Information

2017 – 2018

RAISING ASPIRATIONS. TRANSFORMING LIVES.



An OAT Academy

**Procedure for the First Day of Term
Tuesday 5th September 2017**

We wish to ensure that our new intake Year 7 students settle into the academy as quickly as possible.

Year 7 should report for a **9:00am** start to be welcomed as a year group.

Core values of Ormiston Horizon Academy

Respect

- It is important that we treat each other and the staff with respect at all times
- We need to remember to respect the academy's facilities, ensuring that we look after equipment and the fabric of the building.
- At Horizon Academy we respect each other and respond to our learning activities positively

Excellence

- We will recognise and celebrate the achievement of all our students
- At Horizon Academy we strive for excellence in everything we do. We want to be the best

Friendship

- We must support one another in working together to achieve our vision
- We will work together to strive to achieve our potential
- We aim to make friends and be a good friend to others.
- At Horizon Academy we value the contribution of others.

Our Mission

To raise aspirations and transform lives of our children and the local community

Our Vision

Our academy will be an exciting, well ordered and caring learning community, it will be innovative, but have 'old fashioned' traditional values.

Our staff and students will work together to become confident, motivated, happy learners, inspired and stretched so that they can achieve their full potential.

Important Information

- In case of emergency you can contact the academy on 01782 883333
- If you are ill or unable to attend the academy, you must inform the academy as soon as possible

For other contact with Horizon Academy some key members of staff are:

First point of contact for general enquiries, requests or information	Personal Tutor
Serious or confidential information that you need to discuss	
<p data-bbox="379 741 528 775" style="text-align: center;">Ms T Shaw</p>  <p data-bbox="347 1122 561 1155" style="text-align: center;">Head of Year 7</p> <p data-bbox="201 1160 708 1193" style="text-align: center;">tshaw@ormistonhorizonacademy.co.uk</p>	<p data-bbox="1066 741 1193 775" style="text-align: center;">Mr Myatt</p>  <p data-bbox="932 1122 1327 1155" style="text-align: center;">Senior Leader link for Year 7</p> <p data-bbox="858 1160 1401 1193" style="text-align: center;">amyatt1@ormistonhorizonacademy.co.uk</p>
Discuss a sensitive or serious pastoral issue	
<p data-bbox="360 1417 549 1451" style="text-align: center;">Mr Fitzgibbon</p>  <p data-bbox="357 1776 552 1809" style="text-align: center;">Vice Principal</p> <p data-bbox="165 1814 743 1848" style="text-align: center;">afitzgibbon@ormistonhorizonacademy.co.uk</p>	<p data-bbox="1056 1417 1203 1451" style="text-align: center;">Mrs Bolton</p>  <p data-bbox="1005 1776 1254 1809" style="text-align: center;">Assistant Principal</p> <p data-bbox="852 1814 1407 1848" style="text-align: center;">dbolton5@ormistonhorizonacademy.co.uk</p>

Senior Leadership Team

Name		Job Title
Mr Hughes		Principal rod.hughes@ormistonhorizonacademy.co.uk
Mrs Williams		Principal's PA cwilliams4@ormistonhorizonacademy.co.uk
Mr Fitzgibbon		Vice Principal afitzgibbon@ormistonhorizonacademy.co.uk
Mr Denker		Senior Assistant Principal ddenker@ormistonhorizonacademy.co.uk
Mr Shufflebotham		Senior Assistant Principal (Head of OHA6) pshufflebotham@ormistonhorizonacademy.co.uk
Mrs Bolton		Assistant Principal dbolton5@ormistonhorizonacademy.co.uk
Mrs Thomas		Assistant Principal jthomas2@ormistonhorizonacademy.co.uk

Mrs Pascall		Assistant Principal SENCO jpascall@ormistonhorizonacademy.co.uk
Mrs Lea		Assistant Principal plea@ormistonhorizonacademy.co.uk
Mr Liddle		Assistant Principal jliddle@ormistonhorizonacademy.co.uk
Ms Smith		Regional Finance Director ssmith7@ormistonhorizonacademy.co.uk
Mrs Lawrence		Associate Assistant Principal mlawrence1@ormistonhorizonacademy.co.uk
Mrs Ashworth		Associate Assistant Principal nsmith@ormistonhorizonacademy.co.uk
Mr Myatt		Associate Assistant Principal amyatt1@ormistonhorizonacademy.co.uk

Academy Life - Term Dates 2017-18

Autumn Term

Staff training day 1	Monday 4 th September
Open to students	Tuesday 5 th September
Half term	Monday 23 rd October - Friday 27 th October
Staff training day 2	Monday 30 th October
Open to students	Tuesday 31 st October
The academy closes to students	Thursday 21 st December at 12:15pm
Staff training day 3	Friday 22 nd December

Spring Term

Open to students	Monday 8 th January
Half term	Monday 19 th February - Friday 23 rd February
Open to students	Monday 26 th February
The academy closes	Thursday 29 th March
Staff training day 4	Thursday 12 th April
Staff training day 5	Friday 13 th April

Summer Term

Open to students	Monday 16 th April
May Day Bank Holiday	Monday 7 th May
Half term	Monday 28 th May - Friday 1 st June
Open to students	Monday 4 th June
The academy closes	Friday 20 th July at 12:15pm

Bank Holidays

2017

25th and 26th December 2017 (Christmas)

2018

1st January (New Year's Day)

30th March (Good Friday)

2nd April (Easter Monday)

7th May (May Day)

28th May (Spring Bank Holiday)

27th August (Summer Bank Holiday)

Academy Life

Valuables

Do not bring expensive items or large sums of money into the academy. You are responsible for any personal item brought into the academy. If you wish to have a locker there is a £10 non-refundable deposit required (payable through Parentpay).

Lost Property

Lost property should be handed in at POD without delay. If you lose something please enquire at POD and if the item has not already been handed in you should tell your Personal Tutor

Food

Food should only be eaten in the Restaurant/Café H/Green Wing

Chewing gum/Energy drinks are forbidden

MOBILE PHONES

Mobile phones present schools with unique problems. On one hand, students and parents may rightly see them as a means of supporting students' safety on the way to and from the academy, especially in winter.

On the other hand they:

- have been found to interfere with communication between home and school;
- are a proven serious distraction from students' work;
- cause an unacceptable waste of staff time when inappropriately used;
- have been used as a means of intimidating and bullying other students;
- are attractive to potential thieves;
- are prohibited by all Examination Boards and QCA in all tests and examinations,

We want to keep a reasonable and workable approach to retaining the benefits to students of having mobile phones and ensure that none of the unacceptable consequences of their presence in the academy is endured.

Mobile Phones (continued)

We ask therefore, that you and your child help us by being aware of the following procedures:

1. The academy cannot accept responsibility for their loss or damage however caused.
2. It is illegal to attempt to use a mobile phone capable of taking photographs for that purpose on academy property. The use of this technology to bully, intimidate or otherwise harm others on the way to and from the academy is a serious offence.
3. The law deems it to be the responsibility of the student's parents, guardians or carers if their child brings a mobile phone into the academy.
4. If a parent, guardian or carer wishes their child to keep a mobile telephone with them, the following must be complied with:
 - (a) It must be switched off during the entire period the student is on the academy site including breaks and lunchtimes. It **must not** be used under any circumstances.
 - (b) It must be kept out of sight at all times.
 - (c) It is the parent or carer's responsibility to arrange with their child how they will meet these requirements and keep the mobile phone secure from interference by other students during the day (including assemblies, break and lunch periods, P.E. lessons and other occasions when they may be separated from their academy bags etc.).
 - (d) A mobile phone must never be left in a coat.
5. Alternatively, the child may ask for the phone to be kept for safe keeping in the academy office. It will be stored in a locked filing cabinet in the admin office.
6. Any mobile phone found to be in the academy when the student has not fully complied with these requirements will be confiscated. The member of staff confiscating it will hand it to the Head of Year who will seal it in an envelope bearing the student's name and take/send it to the admin office for locked storage in the designated place.
7. Refusal to hand over a mobile phone for confiscation, or repeated use of a mobile phone on the premises, will result in the child being forbidden to bring the phone to the academy.
8. Should a mobile phone be mislaid or stolen the child and/or parent, guardian or carer is responsible for informing the relevant telephone company and liaising with the Police (if appropriate).

Students and family holidays in term-time

As you will be aware, there have been, for some time, changes to the national regulations regarding students' absence from the academy, especially to do with family holidays. They have been applied from September 2000. I hope you find this reminder useful.

The main points are as noted below:

a) There is no entitlement to grant leave of absence for family holidays in term time. Schools/academies find this genuinely disruptive to the progress of the child involved, to others in their classes (whose progress is interrupted by teachers having to repeat class work for the "returning student") and, of course, teachers (who have considerable ground to cover to meet the requirements placed upon them). The regulations are, therefore, intended to protect students' entitlement to uninterrupted education.

b) There may be exceptional circumstances under which leave may be granted under conditions agreed by the Governing Body. If a parent believes this to be the case, application must be made in advance, by letter to the Principal. This would normally be followed by a brief meeting between a parent and the Principal. Parents or carers will be notified of the outcome in writing.

c) Such exceptional leave would not be granted where a student's attendance is below 95%.

d) Under no circumstances can leave of absence be granted in Years 10 and 11, or during internal examination periods.

e) Leave will not be granted for a child to go away with another family.

f) Where a student is withdrawn from the academy for a holiday without having sought consent, or where it has not been possible to grant a leave of absence, the absence must be treated as unauthorised and followed up accordingly.

I hope this clarifies the situation and causes you no major inconvenience. The regulations are a response to the Government's and Local Education Authority's genuine and entirely justified concerns. I have no option but to apply them, but I do agree fully with them. I thank you, genuinely, in advance for your support. Please do not hesitate to contact me if the circumstances noted above arise.

Wearing the Academy Uniform

Wearing the uniform is an important factor in establishing a pride in and identify with, the academy and at the same time minimises social divisions between students. We expect all students to represent the Horizon Academy with very high personal respect they show towards themselves, and the academy in the way they wear the uniform. However, this has to be worked on by all of us.

The uniform code states clearly that plain black shoes must be worn; this applies to both male and female students.

The retail outlets that are found in any shopping centre or high street show students wearing uniform with black trainers often stating the 'back to school' slogan. Popular brands which, when worn outside of the academy, do look fashionable, are: - K-Swiss, Adidas, Gola, Nike, Reebok, Puma, Fila, Kappa.

We would ask you not to buy these or any other brand of trainer even if it is not listed above.

Another type of footwear is the 'Timberland' brand; again these are often blue, tan or grey in colour. Any footwear that is not black shoes is not acceptable.

Boys' shoes



Girls Shoes



Academy Uniform – September 2017

Boys Uniform	Supplied free of charge for September 2017	Girls Uniform	Supplied free of charge for September 2017
Black Blazer with purple braiding, with embroidered academy logo/badge	✓	Black Blazer with purple braiding, with embroidered academy logo/badge	✓
White school shirt		White school shirt	
Academy Tie – House colours	✓	Academy Tie – House colours	✓
Black long sleeve v neck cotton jumper – Optional	✓	Black long sleeve v neck cotton jumper – Optional	✓
Black Trousers	✓	Black Trousers	✓
Black socks		Black socks or Black tights	
Plain black sensible school shoes No trainers or plimsolls.		Plain black sensible school shoes no heel or low heel No open toe or open back No trainers or plimsolls.	
School Bag		School Bag	
		Plain black knee length skirt with embroidered academy logo/badge - Optional	Can only be purchased from the academy
Sports Kit			
Purple PE Polo shirt - embroidered badge	✓	Purple PE Polo shirt - embroidered badge	✓
Black sports shorts	✓	Shorts	✓
Plain black tracksuit bottoms		Plain black tracksuit bottoms	
Sports socks - purple		Sports socks - purple	
Base layer - Optional		Base layer - Optional	
Fleece - Optional		Fleece - Optional	
Shower Jacket with embroidered academy logo/badge - Optional		Shower Jacket with embroidered academy logo/badge - Optional	
Football boots and boot bag - Optional		Football boots and boot bag - Optional	
Training shoes		Training shoes	
Gum shield - Optional		Gum shield - Optional	
Jewellery & Hairstyles			
Jewellery is restricted to a watch and one small stud earring in each ear.			
Facial piercings or extreme hairstyles/hair dyes/extreme or excessive makeup are not permitted. Extreme or unsafe fake nails are not permitted.			

Additional uniform can be purchased online through the academy website using Parentpay

Please note the following uniform regulations, which apply to boys and girls.

1. The Principal reserves the right to send a student home if she/he is not in appropriate uniform.
2. Students are expected to wear their uniform correctly to and from the academy. Whilst in uniform students are to follow academy rules.
3. Academy uniform is to be worn when representing the academy.
4. Students should wear their blazers inside the academy building and on their journey to and from the academy. Outdoor coats and scarves should not be worn inside the building.
5. Permission must be obtained from the Principal if a student needs to change out of uniform before leaving the academy.

Parents should send a note in to the Pastoral Leader/Head of Year if their son/daughter is not dressed in appropriate uniform.

Students will be provided with academy issue uniform or shoes (and expected to wear them) as a short term measure.

However, it is the responsibility of parents/carers to ensure that their child has correct uniform at all times.

Music at Ormiston Horizon Academy

We would like to take this opportunity to introduce the Music Department to you and advise you of our extensive peripatetic music lessons within our academy.

The lessons which are available include:

- Acoustic/Electric Guitar
- Drums
- Electric Bass
- Piano
- Vocals
- Violin
- Woodwind (Clarinet, flute, Saxophone)

INFORMATION ABOUT LESSONS

- Students will receive a 15 minute lesson per week.
- If a lesson is missed through no fault of the student i.e. tutor is absent due to illness, lessons, where possible will be made up.
- Lessons will occur during academy time, so it is your child's responsibility to catch up on any work that they have missed during lesson time.
- Instrumental lesson times/dates will be displayed on the Music Department notice board only - **it is the responsibility of your child to check their lesson times.**

Students can study a maximum of 2 instruments; the second instrument will only be permitted after speaking with the Music Teacher. This is to ensure that the student is coping fully with their first choice instrument and not missing too much lesson time.

PAYMENT

- The academy subsidises much of the cost, however the current contribution for parent/carers will be **£20 per half term onwards**, payable using our on-line payment facility via Parent Pay (this equates to approximately £3.00 per lesson).
- This can, if necessary, be paid in full for the academic year.
- The Music Department would like to state how competitive these prices are. If your child were to take instrumental lessons under private tuition the cost would be much more.

Please note:

If your child qualifies for Free School Meals they may take up instrumental lessons at a reduced price.

Students on FSM will pay 20% of the termly payment, this equates to £4 per half term, resulting in a charge of less than £1.00 per lesson.

Students that use instruments provided by Ormiston Horizon Academy must practice during academy time (i.e. lunchtime and after academy hours). Students will not be permitted to take these instruments home.

N.B. The Music Department is open during lunch and at the end of the day for students to practice their instruments.

RULES AND EXPECTATIONS

- Students who choose not to continue their lessons once they have signed up will not receive their money back.
- Students that miss 3 or more lessons may have to forfeit any further lessons to allow space for other students wishing to take up lessons.
- Students' behaviour must be of a high standard both in their instrumental lessons and in normal academy lessons. If behaviour is not of a high standard this may lead to having lessons suspended or cancelled without a refund.

It is the responsibility of the student to write down the time for their lesson each week. The timetables will be put in the Performing Arts folder in the shared drive area.

Parents/Carers will be informed in regards to progress their child is making whilst taking instrumental lessons at Ormiston Horizon Academy. This will occur during parents' evenings and in reports.

Students are expected to take part in at least 1 extra-curricular activity when learning an instrument, for example the choir, samba or pop band.

Should you have any further questions, please do not hesitate to contact us at the academy

Attendance Matters

At the Ormiston Horizon Academy we want all of our students to reach their full potential. This means attending the academy on time every day.

Reporting Absence:

If your child is unwell ring the attendance office as soon as possible that morning stating name, tutor group and reason for absence. Please ring the academy office on 01782 883333.

Medical Appointments:

Medical appointments should be made outside of academy hours. If this is not possible then appointments should be made early in the morning or towards the end of the day. Absences will **NOT** be authorised for medical appointments lasting all day, other than exceptional circumstances. Students should bring an appointment card, letter or a note to be given to their Personal Tutor and must sign in/out at Student Reception.

Holidays and other reasons:

Holidays should be taken during the set academy holiday periods. Holidays will not be authorised during term time and long periods of absence will effect student performance. Extended unauthorised absence may result in a penalty notice and fine. Unfortunately moving house, birthdays, shopping trips, looking after siblings and other similar reasons are **NOT** a valid excuse for absence from the academy!

PLEASE make sure you aim for 100% attendance.

Being late:

Attending registration is a legal requirement and lateness causes disruption and affects overall performance. Students should be in the academy by 8.35am and in registration by 8.40am. If your child is going to be late please ring and let the academy know and ensure they sign in at Student Reception on arrival to get their mark for the day.

Remember 90% attendance might sound acceptable but it actually means half a day is being missed every week.

The academy target for attendance is 95%

Lockers

We are pleased to inform you that lockers will be available to students at the start of the academic year. The lockers will allow easy access for storage and provide additional security for your child's belongings.

There will be a charge of £10.00 for the duration of your child's education at the academy, which is non-refundable.

Food Technology in Year 7

There will be an option for students to have their ingredients provided for practical food technology lessons. Upon the request of parents and students alike it will be possible to pay a subsidised amount to include all ingredients needed for all practical sessions.

Buying the ingredients in large quantities enables the academy to keep the price low and increase the opportunity for cooking practicals. I am sure you will agree that this will help both students and yourselves by avoiding the stress of any last minute shopping trips.

The total cost is £15.00 and will cover practical lessons in Year 7 and Year 8. This amount has been subsidised by the academy and the success of the scheme will depend upon parental support. The academy will only provide for those who buy into the scheme. Parents can however continue to provide ingredients separately if they so wish.

Students will need to bring in a container if they wish to take their finished products home. Containers will be just 20p to purchase if they so wish. Details and dates of the practical sessions are available in the 'Show my Homework' section of the academy website.

There is also the opportunity for students to purchase their own Chef Jacket. These are available from the academy for £10.00. They are a great way to stay clean, however, normal aprons will be provided for all practical sessions.

Lockers and food ingredients should be paid for using our online payment facility, ParentPay. Your activation details will be sent to you in September.

Free School Meals

Did you know ... just registering your child for Free School Meals means that the academy gets extra money for staffing and resources?

Register now to make sure we don't miss out!

The Government is giving money to schools and academies to help children from lower income families do their very best. This funding is called a 'Pupil Premium'.

With this money we could provide summer schools, extra one-to-one tuition, educational visits and a range of enrichment activities.

Please register to make sure your child and others in their class do not miss out.

How does it work?

1. First, check if you qualify – it is not just if you are unemployed, so please look at the list below.
2. Registering is really quick and easy – if you think you qualify, contact the academy on 01782 883333 or the Local Authority 01782 234567 who will help you to register.
3. If you want your child to have a free, healthy meal at lunchtime that's great – they will get the free meal.
4. If you don't want your child to have the academy meals they can continue as normal – as long as you qualify and are registered, the academy still gets additional funding.

Do I qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Students can also register for Free School Meals if they get any of these benefits themselves.

Please talk to us about registering your child today.