



Year 7

Parent and Student Information

2020 - 2021

RAISING ASPIRATIONS. TRANSFORMING LIVES.



An OAT Academy

Procedure for the first day of term

Wednesday 2nd September

Year 7 should report for an 8:35am start

Core values of Ormiston Horizon Academy

Resilience

We demonstrate resilience in everything we do. We do not give up. We take feedback on board and respond even stronger than before.

Respect

We respect ourselves, our friends, our fellow students and our staff. We believe in manners and have high expectations of ourselves and everyone around us.

Responsibility

We take full responsibility for our own actions. We don't not blame others and always look at ourselves first. We are responsible for our actions in the classroom and in the community.

Vision

At OHA we provide an inspirational and ambitious learning journey that enables all students to achieve their Horizons.

What does an OHA student look like?

As an OHA-er, I am an ambitious, hardworking student who gives 100% to every challenge I undertake.

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:

<p>First point of contact for general enquiries, requests or information</p>	<p>Personal Tutor</p>
<p>Mrs S Nixon</p>  <p>Head of Year 7 snixon3@ormistonhorizonacademy.co.uk</p>	<p>Miss J Collis</p>  <p>Raising Standards Leader for Year 7 jcollis@ormistonhorizonacademy.co.uk</p>
<p>Discuss a sensitive or serious pastoral issue</p>	
<p>Mrs Bolton</p>  <p>Assistant Principal Safeguarding & Community dbolton5@ormistonhorizonacademy.co.uk</p>	<p>Mrs Sheldon</p>  <p>Director of Behaviour & Welfare KS3 ssheldon@ormistonhorizonacademy.co.uk</p>
<p>Mr Amps</p>  <p>Vice Principal jamps@ormistonhorizonacademy.co.uk</p>	

Academy Life - Term Dates 2020 - 2021

Autumn Term 2020	
Staff Training Day 1 (closed to students)	Tuesday 1 st September
Academy opens to Y7 only	Wednesday 2 nd September
Academy open to Y7 only	Thursday 3 rd September
Academy open to Y7 & Y11 only	Friday 4 th September
Academy opens to all year groups	Monday 7 th September
Staff Training Day 2 (closed to students)	Friday 23 rd October
Half Term	Monday 26 th to Friday 30 th October
Academy opens to all students	Monday 2 nd November
Staff Training Day 3 (closed to students)	Monday 30 th November
Academy closes to students	Friday 18 th December at 12:30pm
Staff Training Day 4 (closed to students)	Monday 21 st December
Spring Term 2021	
Staff Training Day 5 (closed to students)	Monday 4 th January
Academy opens to all students	Tuesday 5 th January
Half Term	Monday 15 th to Friday 19 th February
Academy opens to all students	Monday 22 nd February
Academy closes to students	Thursday 1 st April at 3:00pm
Half Term	Friday 2 nd to Friday 16 th April
Summer Term 2021	
Academy opens to all students	Monday 19 th April
May Bank Holiday (closed to students)	Monday 3 rd May
Half term	Monday 31 st May to Friday 4 th June
Academy opens to all students	Monday 7 th June
Academy closes to students	Wednesday 21 st July at 12:30pm
Bank Holidays	
Christmas	25 th and 26 th December 2020
New Year's Day	1 st January 2021
Good Friday	2 nd April 2021
Easter Monday	5 th April 2021
May Day	3 rd May 2021
Spring Bank Holiday	31 st May 2021
Summer Bank Holiday	30 th August 2021

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 student reception without delay. If you lose something please enquire at student reception 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/fizzy 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).

Academy Life

Timings of the Academy day:

Breakfast Club	From 8:00am
Personal Tutor time/Assembly	8:35 – 9:10am
Period 1	9:10 – 10:10am
Period 2	10:10 - 11:10am
Morning Break	11:10 - 11:30am
Period 3	11:30 - 12:30pm
Period 4	12:30 - 1:30pm
Lunch	1:30 - 2:00pm
Period 5	2:00 - 3:00pm
Period 6 Support Lessons, Curriculum Enrichment Activities, House Activities, Cadets	3:00 - 4:00pm

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 2020. 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 96%.
- 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.

Examples of boys' shoes



Examples of girls Shoes



Examples of school bags



Academy Uniform

Boys Uniform	Girls Uniform
Black Blazer with purple braiding and embroidered academy logo	Black Blazer with purple braiding and embroidered academy logo
White school shirt	White school blouse
Academy Tie – House colours These will be provided in September and must be purchased via Parentpay beforehand	Academy Tie – House colours These will be provided in September and must be purchased via Parentpay beforehand
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
	Black knee length skirt with embroidered academy logo
Sports Kit	
PE shirt - embroidered logo	PE shirt - embroidered logo
Black sports shorts - embroidered logo	Black sports shorts - embroidered logo Black skort - embroidered logo
¼ Zip sports top - embroidered logo	¼ Zip sports top - embroidered logo
Black tracksuit bottoms	Black tracksuit bottoms / Black leggings
Base layer - Optional	Base layer - 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. Nails must be of a neutral colour. Strictly no 'man bags'	

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 Head of School if a student needs to change out of uniform before leaving the academy.

Parents should send a note in to the Head of Year/Raising Standards Leader 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.

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.

Lockers must be paid for using our online payment facility, ParentPay.

Attendance and Punctuality Matters

At 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 their PT group 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 96%

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.

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 £10.00 and will cover practical lessons in Year 7. 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.

Food technology must be paid for using our online payment facility, ParentPay and we recommend it is paid once their Food rotation begins.

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 practise 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 practise 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

Physical Education at Ormiston Horizon Academy

We would like to take this opportunity to introduce the Physical Education Department to you and advise you of the extra-curricular activity opportunities available within our academy.

Extra-curricular activities

The activities which are available include:

(Please note that these are seasonal and may be subject to fixture/meeting clashes)

- Athletics
- Badminton
- Basketball
- Cricket
- Cross Country
- Fitness
- Football and Street Games (external provider)
- Handball
- Netball
- Rock Climbing (GCSE students)
- Rounders
- Rugby

Clubs and activities are open to **all students** however PE uniform and trainers must be worn. A timetable will be displayed in the PE area and surrounding areas. It is the student's responsibility to notify parents of attendance to clubs and fixtures.

Curricular lessons

Students are expected to wear their full PE uniform for all lessons. Jewellery and watches must be removed and long hair tied back in order to comply with health and safety rules. During adverse weather, academy winter sports uniform may be worn at the teacher's discretion.

Students will have a broad and balanced curriculum providing an opportunity to develop not only physical skills, but also personal, social, thinking and creative skills.

If a student has a valid reason to be excused from physical activity, they should hand a note to their teacher however should still bring their PE uniform as they will still be expected to participate in either a coaching or leadership role. This also prevents school uniform getting wet or dirty due to adverse weather conditions.

If students forget their PE uniform, we do have a small selection of spare uniform that may be borrowed and returned at the end of the lesson.

Leadership Opportunities

Students will be able to further develop their leadership skills via a volunteering programme in relation to the Stoke School Sports Partnership Leadership Academy. Sports Leaders are involved in many of the primary school sporting events held throughout the City.