



ORMISTON
SIX VILLAGES
ACADEMY



Year 6 into Year 7 Transition Booklet 2021/22

*We believe in the limitless
potential of every
young person we serve*

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Welcome from the Principal

Dear Parents and Carers

I am delighted to welcome your child to Ormiston Six Villages Academy. We are looking forward to working closely with all our new students and their families in order to ensure that the move from primary to secondary education is as effective as possible.

In September, your child will join an academy where we foster a love of life-long learning. We provide a broad, balanced and fulfilling curriculum. We also provide a diverse enrichment programme which we encourage all students to participate in. In addition to this, our team of dedicated staff will work tirelessly in partnership with you to ensure your child reaches their potential.

Recognising that all our students have different skills and will grasp concepts and retain knowledge in many different ways is fundamental to helping us meet all our students' needs. Providing lessons that inspire and engage, listening, and responding to students' ideas and opinions is at the heart of what we do. Ensuring every student is known and feels valued through relationships built on mutual respect leads to a happy and safe place to learn.

We believe in 'Excellence for All' and that hard work and doing things to the very best of your ability leads to success. From the moment students enter the academy we expect the very best from them. To us, the little things matter. Getting to school on time, dressing smartly, bringing the correct equipment and showing respect for all are four simple things everyone can do.

Academic success is important, but the skills students learn and the character traits of resilience and resourcefulness that they develop along the way ensure that they are well prepared for whatever adventure they embark on in life.

I look forward to welcoming our new Year 7 intake and to helping them to achieve their very best during the next phase of their education. Due to the Coronavirus and unprecedented times we have been living in for more than a year now, it was inevitable that there would be a disruption to our normal transition process. We await government guidelines as to whether it will be appropriate for children from different feeder schools to visit their secondary schools for taster days this term. If this is not allowed, we will provide alternative ways to welcome you and your child to Six Villages virtually. In the meantime, please check the **Year 6 Transition hub** on our website and 'like' our Facebook page to ensure you have sight of important transition updates.

This booklet contains useful information to assist you in supporting your child's transition to secondary education and I would urge you to read it closely. Please then click on the link in the email to complete the **Online Enrolment Form**. Your responses will inform our preparation for your child's entry to Six Villages. Please complete the form by **21st June 2020**.

I am looking forward to our partnership, where we prepare your child for success in our global community.

Yours faithfully



Paul Slaughter
Principal

Mission Statement

We will build a community based on excellence in all that we do. We will aim to stretch, to stimulate and grow a love of lifelong learning.

We will believe in the limitless potential of every young person we serve. There is no impossible dream or limit on ambition. As we nurture every student to be leaders of tomorrow we will instill in them today the mindset and skills along with the qualifications and experiences to open any door.

Students will be taught to be self-reflective and active citizens who contribute to the life of the academy. Each student will model excellent behaviour at all times and wear the Ormiston Six Villages Academy uniform with pride. There will be no excuses for poor behaviour. Issues will be resolved through dialogue and opportunities to make amends and sanctions will enable students to learn from their mistakes. Students will follow a code of conduct and be taught how to behave out in the community and within the academy's communal spaces and classrooms. Every member of the community will be valued and respected. Diversity will be celebrated.

A Six Villages education develops the following skills and qualities in every student under the umbrella of **Excellence for All**. These values are equally applicable to students, staff and the work of the academy itself.



The academy will work in partnership with parents and would expect a full commitment in ensuring each student maintains excellence in attendance and punctuality, academy uniform, attitude and homework completion. Regular communication and attendance at progress review meetings will be obligatory.

All members of the community would be role models and have a leadership responsibility. Staff will be highly visible at all times of the academy day. Through empowerment, training and coaching, we will develop a legacy of good practice for longevity of success at Ormiston Six Villages Academy.

The Transition Timeline

July

Familiarisation Day - invitation only - subject to government guidelines

We recognise that some children need more time to feel confident about the transition process and provide some extra time in the academy to prepare for transition day

Transition Day - Wednesday 7th July

We await government guidelines but hope to be able to hold a face to face transition day. Updates will be posted on the website.

Welcome Evening for Parents and Carers - Thursday 8th July, 6.30pm

This is likely to be a virtual event. Updates will be posted on the website as and when government guidelines are issued.

August

Summer School

This is subject to government guidelines; we will provide further details in due course if we are able to run this week of educational and enrichment provision.

September

**INSET Days – academy closed to students
Thursday 2nd September and Friday 3rd September**

**First day of term for Year 7 students only:
Monday 6th September, 8.20am-2.40pm**

**Year 7 Welcome Evening Presentation
Thursday 9th September, 6.30pm**

How to get in touch

Useful contact information

(A full list of staff contact information is available on our website)

| Support Staff | | |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Reception | For general enquiries and queries relating to vaccinations, lockers and parents' consultations Hours: 8.00am-3.45pm Monday-Thursday 8.00am-3.30pm Fridays | osva_office@ormistonsixvillages.org.uk 01243 546800 <u>Please leave a message if prompted to enable us to call you back.</u> |
| Attendance | To report student absence | osva_attendance@ormistonsixvillages.org.uk 01243 546854 |
| SEN | For SEN related queries | osva_send@ormistonsixvillages.org.uk 01243 546820 |
| IT | For IT related queries including password resets to student accounts | gad@ormistonsixvillages.org.uk 01243 546823 |
| Administration Manager/Clerk | To contact the Principal or Chair of the LGB | ccs@ormistonsixvillages.org.uk 01243 546802 |
| Finance | For all queries relating to Parent Pay or Free School Meals | ebe@ormistonsixvillages.org.uk 01243 546808 |
| Safeguarding | To raise safeguarding concerns | osva_safeguarding@ormistonsixvillages.org.uk 01243 546800 |
| Medical | For all medical queries | thn@ormistonsixvillages.org.uk 01243 546861 |

The academy uses email to communicate with parents. You will receive regular updates as well as our newsletter. The principal issues a weekly letter on Fridays via email. All letters can also be found on the website <https://www.ormistonsixvillagesacademy.co.uk/letters-forms>.

Parents' consultations will be notified via email with a link to our online appointment booking system. Important dates of parents' consultations and other events will be issued in the autumn term.

Change of details

If any of your contact details change, eg. address, telephone/mobile numbers, please remember to inform the academy via the office email (osva_office@ormistonsixvillages.org.uk) It is vital that you can be contacted at all times.

Who's who at Six Villages?

Senior Leadership Team

Mr Paul Slaughter

Principal



Mrs Aparna Sharma

Vice Principal



Mr Tim Kidd

Assistant Principal &
Designated Safeguarding Lead



Mr Josh Case

Assistant Principal



Miss Corinne Jones

Associate Assistant Principal of STEM



Miss Laura White

Finance & Business Director



The Year 7 Team

Mrs Nicola Gavin



Year 7 Director of Learning

Miss Clements



Year 7 Tutor

Miss Hull



Year 7 Tutor

Mr Gee



Year 7 Tutor

Miss Ottley



Year 7 Tutor

Miss Purcell



Year 7 Tutor

Heads of Department

Miss Corinne Jones



Associate Assistant Principal for STEM
Head of Science

Mr Simon Stubbs



Head of English

Mr Daniel Munt



Head of Arts (Music, Art, Performing
Arts) and Year 8 into 9 Director of
Learning

Mr Michael Newman



Head of Communications
(French, Spanish, ICT and Business)

Mr Anthony Ender



Head of Physical Education

Mr Marsh



Head of Humanities & Careers Lead

Ms Amanda Clayton



Inclusion Co-Ordinator

Term Dates

2021/22

Subject to government guidance, dates are as follows:

| | |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Autumn term 2021 | INSET days: Thursday 2 nd and Friday 3 rd September First day of term: Year 7 only: Monday 6 th September All students: Tuesday 7 th September Half term: Monday 25 th October to Friday 29 th October Last day of term: Friday 17 th December |
| Christmas break 2021-22 | Monday 20 th December to Monday 3 rd January |
| Spring term 2022 | First day of term: Tuesday 4 th January 2022 Half term: Monday 21 st February to Friday 25 th February Last day of term: Friday 8 th April |
| Easter break 2022 | Monday 11 th April to Friday 22 nd April; Bank Holidays 15 th & 18 th April |
| Summer term 2022 | First day of term: Monday 25 th April Bank Holiday: Monday 2 nd May Half term: Monday 30 th May to Friday 3 rd June Bank Holidays 2 nd and 3 rd June Last day of term: Friday 22 nd July |

INSET Days 2021/22

Thursday 2nd September 2021

Friday 3rd September 2021

Monday 6th December 2021

Tuesday 4th January 2022

Monday 27th June 2022

Friday 22nd July 2022

Standard School Year 2021/2022

Recommended school term and holiday dates for the academic year 2021/2022 for West Sussex

The School Year

| | 2021 | | | |
|-----------|--------------|---------------|--------------|---------------|
| | September | October | November | December |
| Monday | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 |
| Tuesday | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 |
| Wednesday | 1 8 15 22 29 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 |
| Thursday | 2 9 16 23 30 | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 |
| Friday | 3 10 17 24 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 |
| Saturday | 4 11 18 25 | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 |
| Sunday | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 |

| | 2022 | | | |
|-----------|---------------|------------|---------------|--------------|
| | January | February | March | April |
| Monday | 3 10 17 24 31 | 7 14 21 28 | 7 14 21 28 | 4 11 18 25 |
| Tuesday | 4 11 18 25 | 1 8 15 22 | 1 8 15 22 29 | 5 12 19 26 |
| Wednesday | 5 12 19 26 | 2 9 16 23 | 2 9 16 23 30 | 6 13 20 27 |
| Thursday | 6 13 20 27 | 3 10 17 24 | 3 10 17 24 31 | 7 14 21 28 |
| Friday | 7 14 21 28 | 4 11 18 25 | 4 11 18 25 | 1 8 15 22 29 |
| Saturday | 1 8 15 22 29 | 5 12 19 26 | 5 12 19 26 | 2 9 16 23 30 |
| Sunday | 2 9 16 23 30 | 6 13 20 27 | 6 13 20 27 | 3 10 17 24 |

| | May | June | July | August |
|-----------|---------------|--------------|---------------|---------------|
| Monday | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 |
| Tuesday | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 |
| Wednesday | 4 11 18 25 | 1 8 15 22 29 | 3 13 20 27 | 3 10 17 24 31 |
| Thursday | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 | 4 11 18 25 |
| Friday | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | 5 12 19 26 |
| Saturday | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 | 6 13 20 27 |
| Sunday | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 |

Bank and Public Holidays 2021/2022

| | | | |
|----------------------|--------------------------------------|---------------------------------|------------------|
| Christmas Holiday | 27th December 2021 (in lieu of 25th) | May Day | 2nd May 2022 |
| Boxing Day | 28th December 2021 (in lieu of 26th) | Spring Bank Holiday | 2nd June 2022 |
| New Year Day Holiday | 3rd January 2022 (in lieu of 1st) | Additional Spring Bank Holiday | 3rd June 2022 |
| Good Friday | 15th April 2022 | (HM The Queen Platinum Jubilee) | |
| Easter Monday | 18th April 2022 | Summer Bank Holiday | 29th August 2022 |

Useful Information

Term Lengths (days)

| | | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|
| School holidays | | September to October half term | 37 days |
| | | October to December | 35 days |
| Bank holidays and national holidays | | January to February half term | 34 days |
| | | February to April | 30 days |
| Start of Term | | April to May half term | 24 days |
| | | June to July | <u>35 days</u> |
| End of Term | | Total | 195 days |

Please note that the first day of the autumn term in September 2022 will not be determined until the 2022/23 timetable has been consulted upon and approved.

The Academy Day

Students need to arrive on site at the latest by 8.17am, when a warning bell will sound. The academy day starts promptly at 8.20am with Roll Call on the courtyard followed by tutor time or assembly. Students will have a weekly year group assembly and whole academy assemblies are also held periodically.

The day will consist of five one-hour lessons and is structured as follows:

| | |
|-------|--------------------------|
| 08.17 | Line up for Roll Call |
| 08.20 | Registration/Assembly |
| 08.40 | Period 1 |
| 09.40 | Period 2 |
| 10.40 | Break |
| 11.00 | Period 3 |
| 12.00 | Period 4 |
| 13.00 | Lunch |
| 13.40 | Period 5 |
| 14.40 | Enrichment (until 15.40) |

At 14.40, a range of Enrichment activities are offered and students are expected to attend at least one per week.

Attendance

It is important that everyone works together to help children obtain the best possible start in life with a good education. We pride ourselves on working in partnership with families in ensuring a child's attendance is the best it can possibly be. We expect all students to maintain excellent attendance to ensure they reach their full potential. In the event of a child's attendance falling below national and academy expectations, we will contact you to discuss and agree the way forward.

Absence Procedure

If your child is not at the Academy for any reason, you must contact the Attendance Office before 8.20am on **each** day of absence. This can be done in the following ways:

- By phone on our absence line: 01243 546854 (24 hour answer machine)
- By email: osva_attendance@ormistonsixvillages.org.uk
- In person at Reception

When reporting absence by phone, please state clearly your child's name, registration group and the nature of their illness. If the academy is not informed of the reason for absence, it will automatically be recorded as unauthorised. The academy attendance target is 97% and resilience is expected.

Lateness

If your child is late (i.e. is not available to answer the register at 8.20am) then they **MUST** sign in at Reception. If your child is late but arrives before 8.40am they will receive a break detention on that day. However, if they arrive after 8.40am it will also be recorded as an unauthorised absence for the morning session. Lateness due to a late bus is not sanctioned.

External appointments within the academy day

All non-urgent medical appointments should be scheduled outside of academy hours. If an appointment during academy hours cannot be avoided, please contact the Attendance Office and advise what time your child will be collected/returned to the academy keeping the duration of absence to a minimum.

Buses/Transport

In the event of a broken-down bus/if the academy bus has not arrived, a bus will be arranged and students should wait at the bus stop for the academy bus to arrive. Students should not return home as they are likely to miss the replacement bus and if they are then unable to attend the academy that day the absence will be recorded as unauthorised.

Authorised Absences

As from 1st September 2013, due to statutory changes in the Education Regulations 2006 Section 7, Head teachers may no longer grant any leave of absence during term time.

Leave of absence will only be considered under 'very exceptional circumstances' and family holidays do not come under this criterion. Any holidays taken will be classed as unauthorised absence and a referral submitted for a Fixed Penalty Notice. The Local Authority may then issue a penalty notice with a fine of £60 per child, per parent/person with parental responsibility, being levied. Failure to pay this fine could result in the Local Authority arranging a court hearing. We ask all families to demonstrate their commitment to their child's education by not taking holidays during term time. Any child absent from school due to a holiday will miss out on important learning and fall behind in their work.

How can parents and carers help?

We ask you to help your child develop excellent attendance habits by:

- ensuring a good routine in the mornings and evenings so your child is prepared for the school day ahead;
- ensuring your child arrives at school on time;
- ensuring dental and medical appointments are scheduled outside of school hours;
- always informing us of the reason for any absence;
- discussing any problems or difficulties with your child's tutor or Director of Learning, Mrs Gavin, in the first instance
- attending parents' consultations and other events.

Attendance at Parents' Consultations

Parents' Consultations are the most important communication opportunities that we have and as such, attendance at them is very important. Parents' consultations at Six Villages are arranged in a way that makes them as accessible as possible, running from 4.00pm to 7.00pm. As such, **attendance at parents' evenings for Year 7 parents, is compulsory**. If you fail to attend a parents' consultation, you will be contacted by a member of the academy's leadership team to arrange an alternative meeting.

Academy Uniform

We are very proud of our uniform and have high expectations of our students in terms of standards of appearance. If students look smart, it creates a positive and professional atmosphere in the academy and leads to fewer distractions. It also conveys a positive image of our academy in the community, fostering a sense of pride and belonging. Therefore, the following dress code applies to all students, without exception. If you are in any doubt about any aspect of our academy uniform, please contact the academy before purchasing.

Buying Academy Uniform

The supplier for our uniform (blazer with embroidered badge, skirt, jumper with embroidered badge, tie with logo, branded PE kit) is: JW Sports (55 High St, Bognor Regis, West Sussex, PO21 1RX. Tel: 01243 860266). All other non-personalised items (shirt, tailored trousers etc.) can be purchased from the store of your choice, provided they meet our specified criteria.

Please see the attached information from JW Sports.

Uniform Summary

Please ensure that your child's uniform is named

Daily **Compulsory** Uniform for all students

Navy blue blazer with Six Villages embroidered badge
 Tailored plain 'button up' white shirt with full or half-length sleeve
 Community colour striped standard tie with logo
 Smart, black, leather looking formal shoes

| Skirt Uniform | Trousers Uniform |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Knee length, plain black, Banner skirt from JW Sports • Black or natural tights or black socks only. | <ul style="list-style-type: none"> • Plain black, tailored and business style trousers. They must be full length. • Black socks only |

V-neck navy blue jumper with embroidered badge and appropriate community colour V-neck
** NB: for hygiene purposes, academy jumpers will NOT be permitted to be worn during PE lessons.*

Physical Education – Uniform

Students **must not** wear any jewellery and have long hair tidied up when in PE lessons.

KS3 Compulsory Kit for **ALL** students

- Navy blue OSVA branded Tech Fit round necked sports top
- Navy blue OSVA branded shorts/OSVA branded sports legging (girls only)
- Navy blue OSVA branded games socks/ white tennis or ankle socks (non-specific)
- Navy blue OSVA branded Tech Fit Midlayer
- Navy blue OSVA branded games jersey (boys only)
- Sports Trainers

KS3 and KS4 optional PE Kit

- Navy blue OSVA branded waterproof jacket
- OSVA branded sports legging (**can be swapped in for the OSVA branded shorts above**)
- **Plain** Navy blue tracksuit trousers (non-specific)
- Navy blue, round neck, Tech Fit, Nike OSVA branded sports top (**KS4 only**)

Pending curriculum focus the items below can be bought at a later date and parents/carers will be advised by the PE department:

- Mouth Guard – for Rugby and Hockey
- Shin Pads – for Rugby and Hockey
- Football boots – for Football and Rugby

Optional Uniform

- Apron for Food Technology
- V-neck navy blue jumper with embroidered badge and appropriate community colour V-neck. The jumper must not be worn instead of the blazer.

Expectations of Academy Uniform

We are very proud of our uniform and have high expectations of our students in terms of standards of appearance. The academy recognises that creativity and individuality are important to a young person, but that they should be expressed by students through the curriculum they follow and extra-curricular pursuits, rather than through personal appearance.

If students look smart, it creates a positive and professional atmosphere in school and leads to fewer distractions. It also conveys a positive image of our school in the community, fostering a sense of pride and belonging. Therefore, the following dress code applies to all students, without exception. If you are in any doubt about any aspect of our academy uniform, please contact the academy before purchasing.

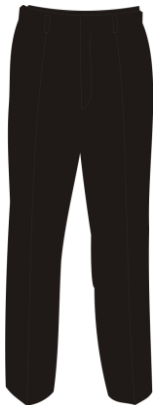
Footwear

We expect all students to wear smart, black, leather looking shoes (no trainers, flip flops or boots and no motifs) which are appropriate for a working environment. For safety reasons, high or raised heels or platform soles are not acceptable. Suitable shoes, with Velcro fastenings are also acceptable.



Trousers

Trousers are to be plain black, tailored and business-style. They must be full length (i.e. socks not visible) and not denim, brushed cotton, stretch material or chinos. Black socks are to be worn. White socks are not permitted to be worn with the school uniform. Students wearing trousers that are considered unduly tight or short will be asked to replace them.



Plain, black trousers

Skirt Lengths or Tailored Trouser

The compulsory uniform skirt must be purchased from our uniform supplier JW Sports (refer to previous page). The skirt must be an appropriate length and must not be rolled up.

Shirt

Shirts must be a tailored, plain, button-up, full or half-sleeve white shirt. The shirt must have a collar and top button. The sleeves of the shirt should be rolled down. Blouses are not permitted. Undergarments i.e. vests, bras should not be visible under the shirt.

Sock and tights

Students must wear plain black socks with their school uniform. White socks, that are also worn for PE lessons, are not acceptable. Tights, if worn, must be plain black or natural. Patterned or fashion tights are not permitted.

Coats/Jackets

Students are permitted to wear an outdoor coat over their blazer to travel to and from school. (No other outerwear except, blazer, jumper and coat will be allowed). Hoodies are strictly prohibited. The coat must not be worn instead of the blazer.

Blazer

Blazers should be worn at all times of the academy day unless otherwise stated by the Principal, permission is granted by a class teacher or during break or lunchtime activity i.e. playing sport. Students must always have their blazers with them at school.

Jumper

The jumper is an optional item of school uniform, which can be worn under, but not instead of, the blazer. It must not be tucked into the school skirt or trousers.

Ties

Ties should be worn at all times at full length with the logo showing at the front, just below the knot and the top button done up.

Belts

If a belt is worn, it must be plain black.

Make-Up

Make-up of any kind is not permitted in Years 7 and 8. False nails or coloured nail varnish must not be worn. Students will be asked to remove inappropriate make-up or nail varnish before they attend lessons. Students wearing false nails or acrylics will not be permitted to attend timetabled lessons until they are removed.

Jewellery

No jewellery is permitted except:

- One wrist watch
- One plain gold or silver stud in each earlobe.

Rings, bracelets, chains, necklaces, charity bands, bangles, beads and anklets are not permitted.

Piercings in the upper ear, tragus are prohibited, as are bars and earrings that stretch the earlobes. Piercings in any other part of the head or face (i.e. nose, lip, tongue, and eyebrow) are also not permitted.

Recent piercings, covered by tape or plasters, will not be permitted and must be removed before attending timetabled lessons. With this in mind, parents are advised, if they are considering additional piercings for their children, to do so over the summer holiday period, allowing time for the piercing to establish so that jewellery can be removed for school.

Hair

It is our policy to expect any student's hair to be of a reasonable, natural length and appearance. No extreme haircuts, unnatural colours or obviously dyed hair. A good guide for parents is to consider whether your child could naturally grow, during childhood, the colour of hair one might plan to dye it.

We do not permit patterns, tramlines or lines shaved into the head. The minimum grade for hair length shaven head is grade 1. The only hair accessories are to be of a natural appearance, simple hair slide only, with no embellishments e.g. flowers.

Bag

Bags should be of a minimum size, such that an A4 folder could be accommodated within the bag (not a handbag).



Non-compliance

Like all other providers of secondary education in this area, we insist on students wearing the full uniform. There may be certain times, when, for very good reasons, a student cannot attend in uniform. In these circumstances, students will be loaned new or freshly laundered items of correct uniform, e.g. an appropriate skirt, pair of tailored trousers, blazer or a jumper with the embroidered badge on it, or tailored shirt. If incorrect footwear is worn, students will be loaned black plimsolls to wear, unless a note from a parent is provided, explaining why the regulation footwear cannot be worn. For extended periods of time, lasting longer than one week, a note from a doctor will be required to excuse a student from following the academy rules relating to footwear.

Students who do not comply with the dress code and do not agree to wear the loaned uniform, will not be permitted to timetabled lessons, until the issue is suitably rectified. In some cases it may become necessary for a parent to collect a student following repeated breaches of the dress code.

Confiscation

In accordance with Department for Education (DfE) guidance [Department for Education \(DFE\) guidance](#) the academy may on occasions confiscate items of contraband uniform or jewellery. Should this situation arise, the following procedure will be followed:

First occasion: The item will be retained by the academy until the end of the school day, after which the student can collect it from the member of staff or Director of Learning Office.

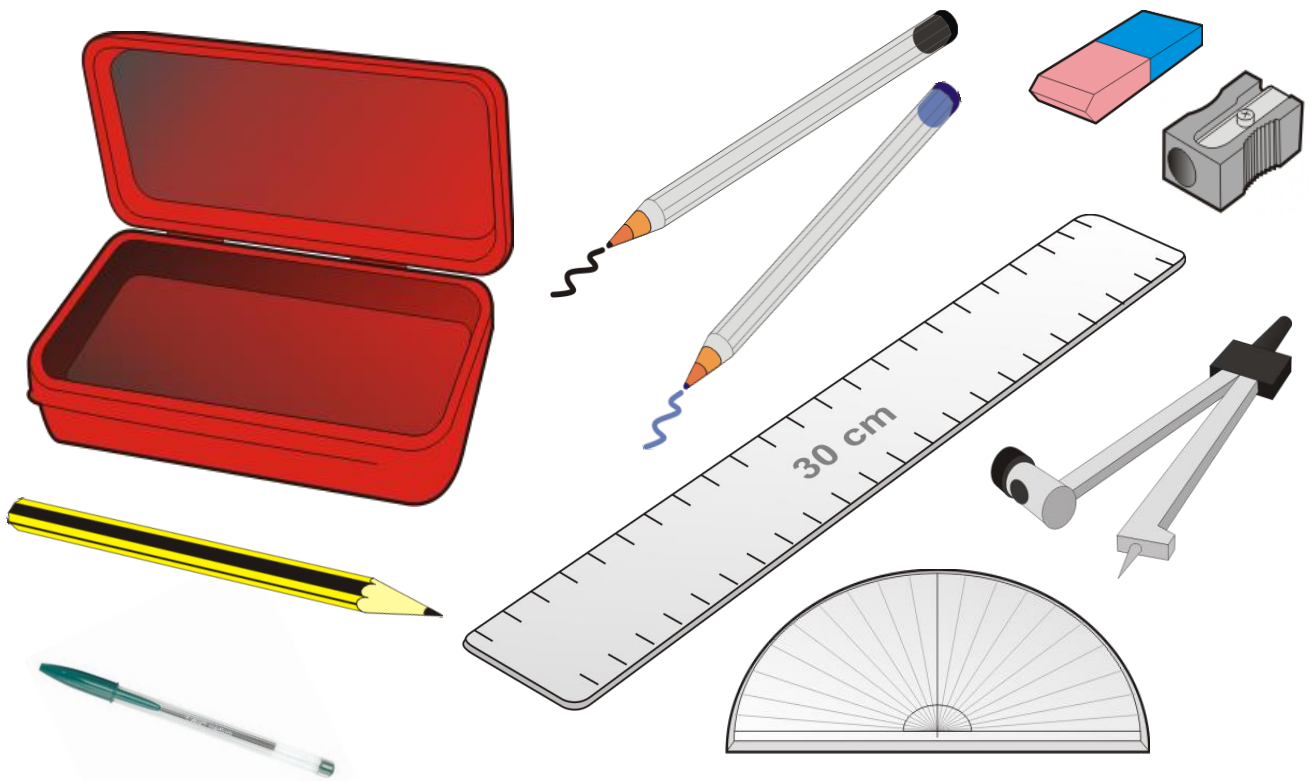
Second and each subsequent occasion: The item will be retained by the academy until it can be collected, by formal appointment, by a parent/carer. Parents are asked not to arrive to the academy without an appointment to collect confiscated items.

Religious Observance

If parents have strong religious or ethnic reasons for believing that their child should not be bound by any aspect of the dress code, they should discuss this with the Principal directly.

PLEASE NOTE: IN ACCORDANCE WITH THE ACADEMY'S ETHOS AND VALUES, ALL STUDENTS WILL BE EXPECTED TO WEAR CORRECT FULL ACADEMY UNIFORM AT ALL TIMES

Basic equipment students must have



Students must have the following equipment (shown above):

A pencil case; 2 black or blue ball-point pens; a green pen; 2 HB pencils; an eraser; a pencil sharpener; a pair of compasses; a protractor and a 30 cm ruler.

Students will also need:

A scientific calculator







A reading book of their choice



Transport to and from Six Villages

Ormiston Six Village Academy has a wide catchment area and there are many different ways to travel to school. It is vital that your child arrives safely and on time.

| | | |
|-------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>On foot</p> | <p>Many of our students live within a mile of the academy and use this to their advantage by taking the healthy option and walking to school. Being aware of the dangers associated with busy roads and practicing good road safety is the key to enjoying this practical transport method.</p> |
|  | <p>Cycle</p> | <p>Some students cycle to school, taking advantage of the secure and well-covered bicycle compound at the rear of our academy.</p> <p>If your child will cycle to Six Villages, please complete the Cycle Permit Application on the online transition form.</p> <p>All students who cycle to the Academy must wear a cycle helmet.</p> |
|  | <p>By car</p> | <p>Parents and carers may drop their children off at school by parking in the road-side layby at the front of the academy. Parents are politely requested not to pull into or park in the staff car park at the front of the academy for the purpose of dropping students at school as this can delay or prevent teachers and other staff from parking. Please be considerate to the residents of Lime Avenue when parking.</p> |
|  | <p>By bus</p> | <p>If your child is eligible for a bus pass, you will need to apply via https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/</p> <p>Once your application has been processed, you will receive confirmation of the bus pass eligibility via a letter. To be allowed to travel on the bus at the start of term, students will need to present this letter to the bus driver on every journey. Bus passes will be sent directly to parents at the address provided when you applied online. If there are any problems or queries, please contact County Transport on 01243 753530.</p> <p>Please note the academy has no involvement in the issuing of bus passes.</p> |

Academy Meals

The Academy Gate Café uses a cashless system which delivers an efficient and fast service and provides wholesome, healthy, and enjoyable meals at the lowest cost. The cashless catering system allows you to make payments to our academy using Parent Pay, our online payment method.

At the start of term, students will have their fingers scanned by the canteen staff and the biometric scan will be linked to your Parent Pay account. Cash will be accepted during the first week of term to allow time for accounts to be linked.

You will receive a letter inviting you to register for Parent Pay along with instructions on how to set up an online account and issuing a Student Link Code. Once registered, you will then be able to add funds for your child's meals account.

The minimum amount that can be paid into your account is £5.00 and should reach your account within 1 hour when paid using the internet online payment method. Money spent on food will be taken out of the account and you can check by using the online payment system or at the point of sale to see how much is left in your account. The online system is able to provide a report detailing each item of food served, each credit made to the system, for any time period, and show a current balance. There is a daily 'spend limit' programmed into the system of £5.00; this can be increased or decreased for an individual student by parents. Limits or bans on certain foods can also be put onto student's accounts in this way.

Consent for use of pupil biometric data

In response to the new legislation introduced May 2018 (General Data Protection Regulation), Ormiston Academies Trust is required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before being able to use a child's biometric information for an automated system.

Biometric information means the collection and use of an individual's unique physical and behavioural characteristics, such as fingerprint. This information can be used to uniquely identify an individual person to ensure appropriate security is granted to electronic systems.

As stated above, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information.

If you consent via the online enrolment form below then you are authorising the academy to use your child's biometric information until he/she either leaves the academy or ceases to use the system. If you wish to withdraw your consent at any time, this must be done in writing and sent to the academy. Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the academy.

Free School Meals

Schools receive funding from the Government to help students from lower income families to do their very best. This funding is called a 'Student Premium'.

No one will know you have registered and it will not affect any other benefits you are claiming. In addition, due to the School's cashless catering system, it is impossible to distinguish between those in receipt of Free School Meals and those who are not.

How does it work?

1. First, check if you qualify (refer to list below).
2. Registering is quick and easy – if you think you qualify, contact Mr Ethan Burge who will help you to register (ebe@ormistonsixvillages.org.uk).
3. Additional benefits will be made available to your child in various aspects of everyday school life.

Do you 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 guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal credit.

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

Lockers

We offer students the opportunity of hiring a school locker. All students are encouraged to hire a locker to store equipment, books and PE kit during the course of the day. They are for your child's personal use. There is a **non-refundable** charge of £15 for the five years' rental. If you would like your child to have a locker, please confirm this in the Online Enrolment form and provide payment via Parent Pay once you have registered. Locker keys will be issued at the start of the autumn term as soon as payment has been received.

Student Health

A number of academy teaching and support staff are trained in emergency first aid. These members of staff are on hand throughout the academy day should your child require medical attention. Please notify the academy of any medical concerns occurring before or after admission so that the information can be added to your child's medical file.

We have provision for all medication including Paracetamol and asthma inhalers to be stored. Any medication should be clearly marked and, where applicable, times and dosages stated. The academy DOES NOT supply any form of pain relief. Students are not permitted to carry non-prescription medication.

In the event of an accident or medical emergency occurring at the academy, first aid will be given by a trained member of staff. If the condition requires further treatment by a GP or hospital, parents will be contacted and an ambulance called if necessary. If your child has a medical condition, please complete the Medical Information section in the online transition form. If you would like to discuss a particular medical condition, please contact Mrs Hardman (thn@ormistonsixvillages.org.uk).

Medication

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of academy hours. If this is not possible, please note the following:

1. Each item of medication must be delivered in person by the parent/carer and handed to a member of staff. Medications provided by other individuals, and passing medication to another student is not permitted on academy premises and if found will be dealt with under the Behaviour Policy and Drug, Alcohol and Tobacco Policy.
2. Medication must be provided in a secure and labelled container as originally dispensed. Medication will only be accepted if the academy has received a completed medication administration form (available from the academy or on the website) and each item of medication must be clearly labelled with the following information:
 - Student's name
 - Name of medication
 - Dosage (how much and for how long)
 - Frequency of administration
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
 - Amount of medication provided – please note that the academy will only accept a maximum of four weeks supply or until the end of the current term, whichever is sooner.

Medicines which do not meet these criteria will not be administered.

It is the responsibility of parents and carers to renew medication when supplies are running low, to ensure that the medication supplied is within its expiry date and to notify the academy in writing if the student's need for medication has ceased.

The academy may request additional information (such as doctor's note or prescription slip) prior to administering medication. This will only be done in rare situations where the academy believes that this is a reasonable request. Renewed authorisation or additional information may also be requested

where medication is taken for a prolonged period without diagnosis. This will ensure that the correct medication and dosage are still being administered by the academy.

The academy will not make changes to dosages on parental instructions alone. For prescription medication, a doctor's note or new prescription slip will be required and for non-prescribed medication any alteration must be within the recommended guide appropriate for the type of medication.

The school medication forms must be completed at the start of each term before medication can be supervised, these forms can be found on the school website at <https://ormistonsixvillagesacademy.co.uk> or from reception.

Year 7 Instrumental Music Programme

We will be continuing with our exciting instrumental programme during 2021/22. As part of their curriculum lessons all students will, during some of their Music classes each fortnight, be learning how to play an instrument. During 2021/22 all students will learn the violin or cornet. Students will be allocated an instrument to use during the academic year, and we would like students to take them home and practice as part of this.

A number of music studies have been undertaken which indicate the benefits of learning a musical instrument go beyond the music classroom, and we hope to see this replicated at Six Villages. Some of the benefits are clear: Maths mastery; development of self-confidence; organisation and team skills.

As well as whole class sessions we would like to encourage students to consider undertaking further enrichment opportunities and hope a number of students would like to progress more quickly. Students may wish to undertake taster sessions in smaller groups, for example to help become more familiar with putting the instrument together, how to correctly hold it, and to play some notes.

For further information on extra-curricular music tuition, please visit the website [here](#); to apply for music tuition for your child please complete [this form](#). If your child is interested in singing lessons from West Sussex Music please click [here](#).

It is expected that all Year 7 students attend the following musical events:

- Our annual Christmas Concert
- Our annual Summer Concert

These dates will be issued at the start of the academic year.

ICT Expectations

ICT Policy

Ormiston Six Villages Academy has a computer network with Internet access and E-mail facilities. The facilities bring many benefits and opportunities to the students but are also open to misuse. The purpose of this policy is to outline the advantages and disadvantages of the system, to request parental permission for students to use the facilities and parental support for any action taken by the academy if the privilege is abused.

Each student is allocated a user name and password for the network. Each student has Internet access and an e-mail address. They are able to log onto any computer on the network and access their work and a range of software. They are able to save their work in their own One Drive and to print their work on colour printers.

Our Responsibilities

We will provide guidance in the use of the network facilities including the Internet and e-mail and will endeavour to ensure that the privacy of students is not infringed. It is our responsibility to take all reasonable and appropriate measures to minimise the possible risks and to act on any report of misuse or abuse of any aspect of the computer systems.

Students using the Internet in the academy will be supervised appropriately. We operate robust filtering systems designed to restrict access to materials appropriate to the age of the students.

Your Responsibilities

We believe that Internet access is an entitlement for members of the academy community who show a responsible and mature approach. Access to the network, including use of the Internet and e-mail, carries with it a requirement for responsible use. Users are responsible for their behaviour, and we ask users to agree not to abuse or attempt to abuse the privilege of access. As a general rule students should not access, keep or send anything that they would not want their parents or teachers to see. There should be no tampering with the equipment. Any problems should be reported to the IT team.

Students should follow the instructions of their teacher and use the facilities in an appropriate way.

- Any attempt to access inappropriate material on the Internet or gain unauthorised access to the academy or external networks is forbidden. Users who have inadvertently accessed inappropriate materials or discovered unsuitable sites are encouraged to report to their teacher or to the IT team, so that appropriate action can be taken. Students are taught to be critical when viewing on-line materials and to discriminate between fact and opinion.
- Infringement of copyright, for both computer software and information accessed on the Internet or through e-mail, is forbidden.
- There should be no inappropriate use of the network files or media used on the academy system. Files may be examined by the network administrators and improper use will be reported.
- Inappropriate or offensive use of e-mail is not allowed. Users are reminded that electronic bullying will not be tolerated and will face the same sanctions as any other form of bullying. Students are encouraged to report the receipt of unsolicited mail from outside the academy community or of material that makes them feel uncomfortable. The use of inappropriate language is monitored and will be reported to the academy.

- Network and e-mail usernames may only be used by the owner who will be held responsible for their use. Passwords should be kept secure. Students are not allowed to use or attempt to use someone else's usernames, or to try to discover their passwords.
- It is every user's responsibility not to divulge personal details, either their own or those of other members of the academy community. The students will be made aware that the writer of an e-mail may not be the person claimed. They will be reminded why it is important to be careful when communicating by e-mail to users outside the academy community. The forwarding of chain letters and the use of chat rooms is forbidden.
- Users are reminded to be sensible about downloading large amounts of data, as there is limited space on the workstations and file servers. Large files, which do not appear to be part of any coursework assignment, may be deleted to recover disk space.
- Parents are asked to support the academy in upholding the principles of this policy.

Sanctions

The right to use any of the computer equipment or facilities may be taken away, if any of the agreements are broken. Incidents of misuse or abuse of the computer systems, including equipment, software, e-mail facilities, and Internet access will be referred to the Network Manager and may be reported to parents. Appropriate sanctions will be applied and may result in loss of access to e-mail or Internet facilities, and may extend to loss of access to any of the computer equipment.

Please note that the use of computer equipment is regulated by three Acts of Parliament: the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988, and the Computer Misuse Act 1990. In addition, the use of public data telephone networks is regulated by the Telecommunications Act 1984. These and several other acts (including the Obscene Publications Act 1978), identify a number of prohibited actions relating to the use of computers and possession of certain types of unsuitable material which, if proven in a court of law, may lead the perpetrator to a fine or imprisonment or both, or a suit for damages in the civil courts. In addition to these acts, the use of computer software may also be subject to the terms of licence agreements in which Ormiston Six Villages Academy has entered and which are enforceable by the licensor in the civil courts.

The Academy website

Work by the students will only be placed on the academy website if both the student and his/her parent or carer has given permission. Only work relating to academy activities and the interests of students will be allowed. No personal information will be posted.

Photographs of students appearing on the academy web-site will not include the students' full names, and will only appear if both the students and his/her parent or carer has given permission.

Material appearing on the website reflects upon the academy and only that which appropriately represents the academy will be chosen for publication.

The point of contact published on the website will be the academy address and telephone number. Home information, personal information or individual e-mail identities will not be published.

Social networking

Six Villages has joined the increasing number of schools who are now using Facebook, Twitter, Instagram and LinkedIn as an additional communication tool for parents, carers, students and the wider community, as we recognise that many of you would value receiving information via these social networking sites.

Whilst encouraging parents/carers and older students to use our Facebook page as an information source, please note that students under the age of 13 should not be using these facilities, in accordance with the social media company's own guidance. Students will not have access to the site whilst on the academy campus.

Please do visit and 'like' us at Facebook: <https://www.facebook.com/ormistonsixvillagesacademy>
Twitter: [@O_SVA](#) Instagram: sixvillages to get news and reminders as well as an idea of the some of the amazing things our students are doing in their daily life at the academy. Important notices, announcements and news will continue to be posted on the academy's website, and/or sent home by email or letter.

It goes without saying that the page's security settings are maximised and the page will be moderated closely to ensure that inappropriate posts are removed. The vast majority of people who use social networking show respect in their communication with others and this is something we must encourage to show the students within our community that we are all positive 'digital role models'.

The page is not set up to receive direct messages. Please continue to direct any queries through the academy switchboard on 01243 546800, by emailing OSVA_Office@ormistonsixvillages.org.uk or by visiting reception during school hours.

We recommend that all parents and carers refrain from using social networking sites to discuss sensitive issues about the academy.

Further Information for Parents:

BBC Webwise – a short online course: Keeping Safe Online

<http://www.bbc.co.uk/webwise/accredited-courses/level-one/keeping-safe-online>

<http://www.safetynetkids.org.uk/>

www.getsafeonline.org

www.thinkuknow.co.uk/parents/

Mobile Phones

We recognise that mobile phones may be necessary before and after school for some of our students, but students must have phones turned off and in their bags during school hours. All contact with and by students during the school day should be made through the switchboard (01243 546800)

Mobile phones seen or in use during lessons, during lesson changeover or during social times will be confiscated and returned to the student at the end of the day. Should a student subsequently use their mobile during the school day it will be confiscated, parents contacted and a parent or carer will be required to collect the mobile from the academy.

Photography and Video

This information explains the reasons why and how Ormiston Six Villages Academy and the Trust that manages us, Ormiston Academies Trust (OAT), may take and use photographs and videos of your child. Please read the information thoroughly and outline your agreement as appropriate in the online transition form.

Why do we need your consent?

We request the consent of parents/carers to take and use photographs and videos of your child for a variety of different purposes. Without your consent, we will not take and use photographs and videos of your child.

Why do we take and use photographs and videos of your child?

We use photographs and videos of students as part of school displays to celebrate school life and students' achievements; to promote on social media, websites; and for other publicity purposes in printed publications, such as newspapers and journals.

Where we use images of individual students, the full name of the student will not be displayed and not used in such a way that the student can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

Who else takes and uses images and videos of your child?

It is common for the academy to be visited by local media/press and other approved organisations, who take photographs or videos of academy events, such as sports days. Students will appear in these images and videos, and these may be published in local or national newspapers, social media or websites. Additional consent will need to be sought by these organisations.

Online Enrolment Form

You will be asked to complete the Photograph and Video consent section of the Online Enrolment form. Please note the following:

1. The consent you provide is valid for the duration your child attends the academy and for a period of two years after a child leaves the academy. If further use is required, consent will be required.
2. The photographs and videos taken are stored securely and when they are no longer required, they are disposed of safely and securely.
3. It is the responsibility of parents/carers to inform the academy, in writing, if consent needs to be withdrawn or amended.
4. We will not use the personal details or full names of any student in any photograph or video, on websites, social media, in prospectuses or any other printed publications, unless additional consent is given.
5. We will not include personal emails or postal addresses on photographs or videos, on our websites, social media or printed publications.
6. We may use pictures/work created by students on display boards inside and/or outside of school e.g. in the local supermarket.
7. We may use group or class photographs or videos with general labels, e.g. 'sports day'.
8. We may use individual or group photographs and videos taken on school trips/visits if consent is given on the consent form. We will not ask again prior to a trip or visit.
9. We will only use photographs and videos of students who are suitably dressed.
10. We will take class images of your child which are available to purchase annually (if applicable).

Refreshing your consent

This online form is valid for the duration of time your child is at the academy and for a period of two years after they leave. It will only be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share student photographs and videos.
- Changes to a student's circumstances, e.g. safeguarding requirements mean a student's photograph cannot be used.
- Changes to parental consent, e.g. amending the provisions for which consent has been provided.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the principal via the academy office. A new form will be supplied to you to amend your consent accordingly and provide a date and signature.

Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, we will make every effort to remove images of the student where possible, e.g. images of the student on the academy's website will be removed. If you would like to withdraw your consent, you must submit your request in writing to the principal via the academy office.

GDPR

The six data protection principles as laid down in the GDPR are followed at all times:

1. Personal data shall be processed fairly, lawfully and in a transparent manner, and processing shall not be lawful unless one of the processing conditions can be met;
2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;
3. Personal data shall be adequate, relevant, and limited to what is necessary for the purpose(s) for which it is being processed;
4. Personal data shall be accurate and, where necessary, kept up to date;
5. Personal data processed for any purpose(s) shall not be kept in a form which permits identification of individuals for longer than is necessary for that purpose / those purposes;
6. Personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures

Partnership Agreement

| Student | Home |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I will:</p> <ul style="list-style-type: none"> • Attend school every day • Be punctual and properly equipped for lessons (pencil case, calculator and reading book) • Work hard • Engage in a range of enrichment activities • Behave in a way that is a credit to myself, my family and my academy at all times • Help to take care of our academy environment • Show respect and consideration towards other people and their belongings • Ensure that my homework is of a high standard and completed on time • Wear the full academy uniform correctly and with pride • Adhere to the ICT policy • Adhere to the mobile phone policy | <p>I/We will:</p> <ul style="list-style-type: none"> • Work in partnership with the Principal and his staff to ensure my child has five fantastic years at the academy • Ensure that my child comes to the academy regularly, striving to reach or exceed the academy attendance target of 97% • Ensure they arrive on time with the following equipment: pencil case, calculator and reading book • Attend parents' consultations, other meetings about my child's progress/behaviour and all key events including Christmas/Summer concert • Support my child to ensure the environment is cared for • Support my child to show respect and consideration towards other people and their belongings • Encourage, support and check homework • Support the academy's high expectations of behaviour, engagement and progress • Make the academy aware of any matters outside of the academy that might affect my child's work or behaviour or emotional welfare. • Ensure that my child wears the correct academy uniform • Encourage my child to adhere to the ICT policy • Encourage my child to adhere to the mobile phone policy |

Parent Checklist

| | Tick |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Online enrolment form completed and submitted. If you have any difficulty, please contact Mrs Canadas on ccs@ormistonsixvillages.org.uk or 01243 546802 | |
| Copy of birth certificate ready for first day on site | |
| Uniform purchased | |
| PE Kit purchased | |
| School shoes ready | |
| School bag ready | |
| Basic equipment obtained: pencil case, 2 black or blue ball-point pens, green pen, 2 HB pencils, eraser, sharpener, pair of compasses, protractor, calculator and 30 cm ruler | |
| Reading book in school bag | |
| Bus letter (if applicable) in school bag <i>Students will need this to be allowed on the bus until the bus passes are issued</i> <i>Bus passes must be carried on every journey</i> | |
| Parent Pay registration complete | |
| Cashless Catering account open and topped up (if your child will be using the canteen) | |
| Free School Meals form completed (if applicable) | |
| Locker: payment made on Parent Pay | |
| Medication (if applicable) labelled with name and dosage NB. This must be brought into reception by parent/carer. Reminder: Students are not permitted to carry medication | |
| ICT Expectations discussed with child | |
| Partnership Agreement discussed with child | |
| Mobile Phone policy discussed with child | |
| Uniform has been named including PE kit | |