



ORMISTON  
SIX VILLAGES  
ACADEMY

**[OAT]**  
Ormiston Academies Trust  
AN OAT ACADEMY

# **Year 6 into Year 7 Transition Booklet 2024/25**

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# Introduction

## The Year 6 transition booklet

This booklet has been carefully put together in order to provide families of children moving into Year 7 with as much information and advice as possible so that the transition from primary to secondary education is as smooth and stress-free as it can be.

### **Chronological layout**

The booklet has been put together in a very specific way so that you can move through the pages in a chronological manner; the information at the front of the booklet is information you will need now, moving through the pages towards information you will need for September.

### **Important documents**

At the back of the booklet is a checklist to ensure you and your child are fully prepared for the start of term.

### **Online Enrolment Form**

Once you have read the booklet, please complete the online enrolment form as soon as possible, by **3<sup>rd</sup> June** at the latest. This form is vital to our preparation for your child's start with us.

# 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, having a school bag, bringing the correct equipment and showing respect for all are five 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. In the meantime, please review the [Transition Hub](#) on our website and follow our social media pages (referred to later in the booklet) 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 links in the email to complete the **Online Enrolment Form** and the **Photography and Video Consent form**. Your responses will inform our preparation for your child's entry to Six Villages. Please complete the forms by **3<sup>rd</sup> June**. Please also click on the **Six Villages Summer Experience** link in the email if you would like your child to take part in this, in August.

May I finish by saying how much I am looking forward to meeting you and your child and working with you and them in the future.

Yours faithfully



Paul Slaughter  
**Principal**

# Core Values

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**. We refer to these as Core Values and they are equally applicable to students, staff and the work of the academy itself.



The academy will work in partnership with parents and carers and expects a full commitment in ensuring each student maintains excellence in attendance and punctuality, academy uniform, attitude to learning 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

The timeline below lists all of the events that will take place between now and when your child joins us in September. The events are displayed chronologically and the following pages give more information about each event.

To events highlighted in blue, attendance is required by students

The events highlighted in yellow require attendance or action by parents and carers

April	May	June	July	August	September
Link to enrolment form issued for completion by parents and carers by <b>3<sup>rd</sup> June</b>	Transition visits to primary schools begin	Six Villages transition visits to primary schools continue	Transition Day <b>Wednesday 3<sup>rd</sup> July</b> <b>8.20am-2.50pm</b>	Six Villages Summer Experience 20 <sup>th</sup> -22 <sup>nd</sup> August	First day of term for Year 7 <b>Tuesday 4<sup>th</sup> September</b>
Link to photography and video consent form issued for completion by parents and carers by <b>3<sup>rd</sup> June</b>	Deadline for completion of enrolment and photography/video consent forms <b>3<sup>rd</sup> June</b>	Tutor welcome postcards will be sent to students towards the end of June	Parent Information Evening <b>Wednesday 3<sup>rd</sup> July</b> <b>6.30pm-7.30pm</b>		Year 7 Family Project Exhibition and Afternoon Tea <b>Thursday 12<sup>th</sup> September</b> <b>4.00-5.00pm</b>
Link to Six Villages Summer Experience issued; enrolment and payment due by <b>3<sup>rd</sup> July</b>					

# Summer Term 2024

# May 2024

## 1. Online Enrolment Form

Please read this Transition booklet carefully and then complete the online enrolment form as soon as possible, and by 3<sup>rd</sup> June at the latest.

The form will take approximately 20 minutes to complete and you will require your child's NHS number.

If you require help with completing the form, please contact Mrs Danilovic on [hdc@ormistonsixvillages.org.uk](mailto:hdc@ormistonsixvillages.org.uk).

The link to the form is <https://forms.office.com/e/yabREpE8wH>

## 2. Photography and Video Consent Form

Please read the information provided later in this booklet and complete the form to confirm your understanding and consent.

If you have any queries, please contact Mr Aldred, IT Manager, on [gad@ormistonsixvillages.org.uk](mailto:gad@ormistonsixvillages.org.uk)

The link to the form is <https://forms.office.com/e/DQzFBMCNns>

## 3. Six Villages Summer Experience

Please read the information provided on this later in the booklet, including timings and cost.

If you would like your child to participate, please enrol them and pay for their place as soon as possible, to allow final plans to be made. The deadline for enrolment and payment is 3<sup>rd</sup> July

The link to the form is <https://forms.office.com/e/zv7AB4Cefy>

## 4. Transition visits

Staff visits to primary schools will begin in May and continue into June. Staff will meet with your child and talk to their Year 6 teacher. The academy will also liaise with headteachers/SENCo where applicable.

# June 2024

## 1. Tutor postcards

When all primary school visits have been conducted, we will review all information received and will allocate your child to a tutor group. Your child will receive a postcard which will detail the name of their tutor group (7O, 7R, 7M, 7S or 7T) and their tutor's name. They will need to remember this when they come to transition day!



# July 2024

Wednesday 3rd July

## Year 6 Transition day

This is an action packed and informative day where students meet their teachers and classmates to experience a typical day at our academy, leaving them enthused, inspired and ready to begin their learning journey in September. Parents and Carers return in the evening for further information about academy expectations and how the academy works with families to support learning.

**Timings:** 8.20am-2.50pm

Staff and students will be ready to welcome your child upon arrival and will register them outside the Gate Theatre before leading them into the Gate Theatre where their tutors will be waiting to greet them.

The academy day ends at 2.50pm

**Uniform:** Students should wear their primary school uniform.

**Equipment:** Students need to bring their pencil cases and wear trainers for a PE lesson.

**Lunch:** Please provide your child with a packed lunch. If your child is entitled to Free School Meals, a packed lunch will be available to them.

# Wednesday 3rd July

## A guide to Year 6 Parent Information Evening

**Please note: It is expected that all parents and carers of students joining Six Villages in September attend this important evening.**

The purpose of this evening is to give you an opportunity to meet with key members of staff at Six Villages, ask any questions you may have and to discuss the academy's key expectations.

Marshalls will be in place to support with safe parking on the academy field. Please follow their directions and allow time to park and sign in. The evening begins promptly at **6.30pm**. During the evening, there will be an opportunity to hear about the life of the academy. There will also be a display of our academy uniform by JW Sports.

During the evening, you will meet the Senior Leadership Team:

Mr Paul Slaughter	-	Principal
Mr Josh Case	-	Vice Principal – Quality of Education
Mr Mark Palmer	-	Vice Principal - Pastoral
Mrs Emma Barber	-	Assistant Principal – SENCo
Miss Corinne Jones	-	Assistant Principal
Mrs Vanessa Rhymes	-	Year 7 Director of Learning

As part of the 'getting to know you' process, there will also be a short meeting between parents, students and form tutors during the evening.

The Year 7 tutor team consists of:

Mr Rondel	-	Year 7 tutor, Head of PSHE and Humanities teacher
Mr Munro	-	Year 7 tutor and Geography teacher
Mr Melhuish	-	Year 7 tutor and Science teacher
Miss Carter	-	Year 7 tutor and PE teacher
Miss La	-	Year 7 tutor and Acting Second in Department - Maths

# August 2024

20<sup>th</sup>-22<sup>nd</sup> August

## Six Villages Summer Experience

We are delighted to be able to offer all Year 6 students the opportunity to participate in our annual Summer Experience which will be running from Tuesday 20<sup>th</sup> -Thursday 22<sup>nd</sup> August.

Students will take part in a variety of subject related activities, furthering their subject tasters on transition day in July. For example, they may be discovering dissection, flames and explosions in science, go around the world in geography, find out if history really was horrible, unleash their inner authors, learn code and image editing in IT, experience an Italian kitchen or enter the Olympics challenge. Students will also be treated to a cinema experience in our Gate Theatre with popcorn.

It will also be an opportunity to get to know staff and encourage new friendships. Every year, students taking part in this leave at the end of the third day excited and ready for September.

There will be trained first aid staff on duty every day.

The cost of the experience is £55 for the full 3 days which covers the costs of activities, staffing, break time snacks and lunch each day. If your child is a Pupil Premium child, please contact Mrs Turner on [lwe@ormistonsixvillages.org.uk](mailto:lwe@ormistonsixvillages.org.uk) or 01243 546803.

### Payment details

To secure your child's place, please transfer £55 to:

Sort code: 30-64-10

Account number: 37891060

Account name: ORMISTON SIX VILLAGES ACADEMY

Please make sure you put your child's name as the reference so we can identify who the payment is for. Bank transfer is preferred but if you can't do that, cash can be paid at the transition parent meeting on 3<sup>rd</sup> July.

We would like to encourage all Year 6 students to join in this Summer Experience. If you would like your child to take part, please complete the [Summer Experience Registration form](#) and pay for your child's place using the bank transfer details above or cash by 3<sup>rd</sup> July 2024.

# Getting ready for September

# How to get in touch

## Useful contact information

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

Transition Lead		
Mrs Barber	Transition Lead	<a href="mailto:osva_transition@ormistonsixvillages.org.uk">osva_transition@ormistonsixvillages.org.uk</a>
Year 7 Team		
Mrs Rhymes	Year 7 Director of Learning	<a href="mailto:vrs@ormistonsixvillages.org.uk">vrs@ormistonsixvillages.org.uk</a> (from 1 <sup>st</sup> Sept)
Mr Rondel	Year 7 tutor and Head of PSHE	<a href="mailto:rrl@ormistonsixvillages.org.uk">rrl@ormistonsixvillages.org.uk</a>
Mr Munro	Year 7 tutor and Geography teacher	<a href="mailto:wmo@ormistonsixvillages.org.uk">wmo@ormistonsixvillages.org.uk</a>
Mr Melhuish	Year 7 tutor and Science teacher	<a href="mailto:smh@ormistonsixvillages.org.uk">smh@ormistonsixvillages.org.uk</a>
Miss Carter	Year 7 tutor and PE teacher	<a href="mailto:mcr@ormistonsixvillages.org.uk">mcr@ormistonsixvillages.org.uk</a>
Miss La	Year 7 tutor and Acting Second in Maths	<a href="mailto:lla@ormistonsixvillages.org.uk">lla@ormistonsixvillages.org.uk</a> (from 1 <sup>st</sup> Sept)
Core Services Staff		
Reception	For general enquiries and queries relating to vaccinations, lockers and parents' consultations  Hours: 8.00am-4.00pm Monday-Thursday 8.00am-3.30pm Fridays	<a href="mailto:osva_office@ormistonsixvillages.org.uk">osva_office@ormistonsixvillages.org.uk</a> 01243 546800  <u>Please leave a message if prompted to enable us to call you back.</u>
Attendance	To report student absence	<a href="mailto:osva_attendance@ormistonsixvillages.org.uk">osva_attendance@ormistonsixvillages.org.uk</a> 01243 546854
SIMS Administration	For all queries relating to student data, change of contact details etc.	<a href="mailto:hdc@ormistonsixvillages.org.uk">hdc@ormistonsixvillages.org.uk</a> 01243 546806
SEND	For SEND related queries	<a href="mailto:osva_send@ormistonsixvillages.org.uk">osva_send@ormistonsixvillages.org.uk</a> 01243 546814
IT	For IT related queries including password resets to student accounts	<a href="mailto:gad@ormistonsixvillages.org.uk">gad@ormistonsixvillages.org.uk</a> 01243 546823
Administration Manager/Clerk	To contact the Principal or Chair of the LGB	<a href="mailto:ccs@ormistonsixvillages.org.uk">ccs@ormistonsixvillages.org.uk</a> 01243 546802
Finance	For all queries relating to Parent Pay or Free School Meals	<a href="mailto:ebe@ormistonsixvillages.org.uk">ebe@ormistonsixvillages.org.uk</a> 01243 546808
Safeguarding	To raise safeguarding concerns	<a href="mailto:osva_safeguarding@ormistonsixvillages.org.uk">osva_safeguarding@ormistonsixvillages.org.uk</a> 01243 546807 or 01243 546821
Medical	For all medical queries	<a href="mailto:thn@ormistonsixvillages.org.uk">thn@ormistonsixvillages.org.uk</a> 01243 546841 <a href="mailto:hdc@ormistonsixvillages.org.uk">hdc@ormistonsixvillages.org.uk</a> 01243 546824

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

# Senior Leadership Team

## Senior Leadership Team

Mr Paul Slaughter

Principal



Mr Mark Palmer

Vice Principal - Pastoral



Mr Josh Case

Vice Principal – Quality of Education



Mr Tim Kidd

Assistant Principal & Designated Safeguarding Lead



Ms Emma Barber

Assistant Principal and SENCo



Miss Corinne Jones

Assistant Principal



Mrs Laura Turner

Assistant Principal (Finance & Business)



# Term Dates

## 2024/25

<b>Autumn term 2024</b>	<b>INSET days:</b> Monday 2 <sup>nd</sup> September – INSET day Tuesday 3 <sup>rd</sup> September – INSET day  <b>First day of term for Year 7:</b> Wednesday 4 <sup>th</sup> September <b>All Students:</b> Thursday 5 <sup>th</sup> September <b>Half term:</b> Monday 28 <sup>th</sup> October to Friday 1 <sup>st</sup> November <b>Last day of term:</b> Friday 20 <sup>th</sup> December
<b>Winter break 2024-25</b>	Monday 23 <sup>rd</sup> December to Friday 3 <sup>rd</sup> January
<b>Spring term 2025</b>	<b>First day of term:</b> Monday 6 <sup>th</sup> January <b>Half term:</b> Monday 17 <sup>th</sup> February to Friday 21 <sup>st</sup> February <b>Last day of term:</b> Friday 4 <sup>th</sup> April
<b>Easter break 2025</b>	Monday 7 <sup>th</sup> April to Monday 21 <sup>st</sup> April Bank Holidays: 18 <sup>th</sup> and 21 <sup>st</sup> April
<b>Summer term 2025</b>	<b>First day of term:</b> Tuesday 22 <sup>nd</sup> April Bank Holiday: Monday 5 <sup>th</sup> May <b>Half term:</b> Monday 26 <sup>th</sup> May (Bank holiday) to Friday 30 <sup>th</sup> May <b>Last day of term:</b> Friday 22 <sup>nd</sup> July

## INSET Days

2<sup>nd</sup> September  
3<sup>rd</sup> September  
24<sup>th</sup> February  
29<sup>th</sup> November  
21<sup>st</sup> July  
22<sup>nd</sup> July

## Standard School Year 2024/2025

Recommended school term and holiday dates for the academic year 2024/2025 for West Sussex

### The School Year

2024																				
September						October					November					December				
Monday	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30		
Tuesday	3	10	17	24		1	8	15	22	29	5	12	19	26	3	10	17	24	31	
Wednesday	4	11	18	25		2	9	16	23	30	6	13	20	27	4	11	18	25		
Thursday	5	12	19	26		3	10	17	24	31	7	14	21	28	5	12	19	26		
Friday	6	13	20	27		4	11	18	25		1	8	15	22	29	6	13	20	27	
Saturday	7	14	21	28		5	12	19	26		2	9	16	23	30	7	14	21	28	
Sunday	1	8	15	22	29	6	13	20	27		3	10	17	24		1	8	15	22	29
2025																				
January						February					March					April				
Monday	6	13	20	27		3	10	17	24		3	10	17	24	31	7	14	21	28	
Tuesday	7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29
Wednesday	1	8	15	22	29	5	12	19	26		5	12	19	26		2	9	16	23	30
Thursday	2	9	16	23	30	6	13	20	27		6	13	20	27		3	10	17	24	
Friday	3	10	17	24	31	7	14	21	28		7	14	21	28		4	11	18	25	
Saturday	4	11	18	25		1	8	15	22		1	8	15	22	29	5	12	19	26	
Sunday	5	12	19	26		2	9	16	23		2	9	16	23	30	6	13	20	27	
May						June					July					August				
Monday	5	12	19	26		2	9	16	23	30	7	14	21	28	4	11	18	25		
Tuesday	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26	
Wednesday	7	14	21	28		4	11	18	25		2	9	16	23	30	6	13	20	27	
Thursday	1	8	15	22	29	5	12	19	26		3	10	17	24	31	7	14	21	28	
Friday	2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29
Saturday	3	10	17	24	31	7	14	21	28		5	12	19	26		2	9	16	23	30
Sunday	4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	31

### Bank and Public Holidays 2024/2025

Christmas Holiday	25th December 2024	May Day	5th May 2025
Boxing Day	26th December 2024	Spring Bank Holiday	26th May 2025
New Year Day Holiday	1st January 2025	Summer Bank Holiday	25th August 2025
Good Friday	18th April 2025		
Easter Monday	21st April 2025		

### Useful Information

#### Term Lengths (days)

School holidays		September to October half term	40
		October to December	35
Bank holidays and national holidays		January to February half term	30
		February to April	30
Start of Term		April to May half term	23
		June to July	37
End of Term		<b>Total</b>	<b>195 days</b>

Please note that the first day of the autumn term in September 2025 will not be determined until the 2025/26 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/Tutor activities
08.50	Period 1
09.50	Period 2
10.50	Break
11.10	Period 3
12.10	Period 4
13.10	Lunch
13.50	Period 5
14.50	End of school day – all years
14.50	Enrichment (until 15.50)

The school day will end at 2.50pm. However, we have a range of Enrichment activities on offer and students are encouraged 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](mailto: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 8.50am they will receive a break detention on that day. However, if they arrive after 8.50am it will also be recorded as an unauthorised absence (U code) 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 replacement 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.

## Holidays during Term Time

As from 1<sup>st</sup> September 2013, due to statutory changes in the Education Regulations 2006 Section 7, Head teachers have been directed by the Government not to authorise any absence from school unless it is an 'exceptional circumstance'.

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 per child, per parent/person with parental responsibility, being levied. **From August 2024, the fine for school absences across the country will increase to £80 if paid within 21 days, or £160 if paid within 28 days per child, per parent/person with parental responsibility. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.**

Failure to pay this a 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 their child's attendance?

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 on every day of absence
- discussing any problems or difficulties with your child's tutor 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, usually running from 3.15pm to 6.15pm. As such, **attendance at parents' evenings 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. Dates will be issued at the start of the academic year.

# 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.

JW Sports operates a uniform fitting appointment service. Click <https://calendly.com/jwsports/school-uniform-fitting-appointments> to book a 30 minute slot.

To make the uniform process more convenient, JW Sports are now offering PayPal's 'Pay in Three' interest-free payment instalments for online purchases which are above £30. This is to allow parents and carers to spread the cost of their purchase over three manageable payments.

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

### Optional Uniform

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

*\* 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 tied 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 Tech Fit Midlayer or hoodie
- Sports Trainers
- White tennis/trainer socks

#### KS3 and KS4 optional PE Kit

- Navy blue OSVA branded rugby/games jersey
- Navy blue OSVA branded waterproof jacket
- OSVA branded sports legging (can be swapped in for the OSVA branded shorts above)
- Navy blue OSVA branded games socks
- Plain** navy blue tracksuit trousers (non-specific)
- Navy blue, round neck, Tech Fit, Nike OSVA branded sports top (GCSE students only)
- OSVA branded navy blue hoodie
- Mouth Guard – for Rugby (recommended)
- Football boots – for Football and Rugby
- Apron for Food Technology

# 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 or ankle boots which are appropriate for a working environment (no canvas or suede). **Only plain black trainers without coloured logos and without air bubbles are acceptable.**

For safety reasons, flip flops, sliders, steel toe capped, high or raised heels or platform soles are not acceptable. Suitable shoes, with Velcro fastenings are also acceptable.

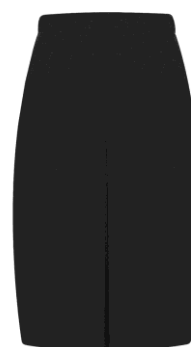


## Trousers

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



Banner compulsory skirt

## Skirt Lengths or Tailored Trouser

The compulsory uniform skirt must be purchased from our uniform supplier JW Sports (refer to previous page). The brand required is Banner. The skirt must be an appropriate length; good guidance for skirt length is that if your child kneels, the skirt should touch the floor. The skirt 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. The shirt must be tucked in.

### **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 eye lashes, 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

Every student must have a school 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 [DfE Guidance Searching, Screening and Confiscation](#) 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 Tier One.

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

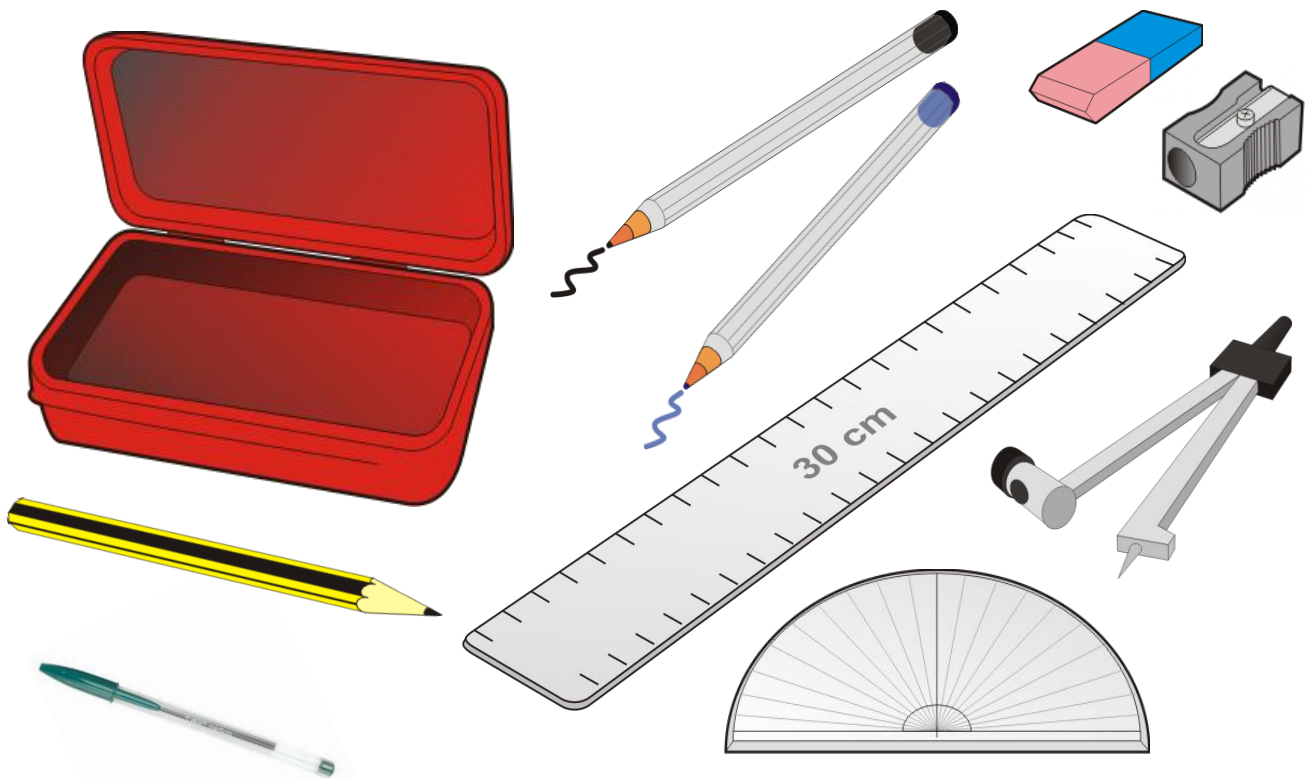
## Religious Observance

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><b>On foot</b></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><b>Cycle</b></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 enrolment form.</p> <p><b>All students who cycle to the academy must wear a cycle helmet.</b> E-scooters are not permitted.</p>
	<p><b>By car</b></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. There is likely to be congestion at the start and end of the academy day and parents are therefore encouraged to drop off/pick up further afield where feasible.</p>
	<p><b>By bus</b></p>	<p>If your child is eligible for a bus pass, you will need to apply via <a href="https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/">https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/</a></p> <ul style="list-style-type: none"> <li>• Once your application has been processed, you will receive confirmation of the bus pass eligibility via a letter.</li> <li>• To be allowed to travel on the bus at the start of term, students will need to present this letter to the bus driver <b>on every journey</b>.</li> <li>• 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.</li> <li>• <b>Students must travel on their allocated bus. Students without passes will not be permitted on the school buses.</b></li> <li>• Please note the academy is not involved in the issuing of bus passes.</li> <li>• Students travelling on the buses represent the academy and good behaviour is expected.</li> </ul>

# Academy Meals

The academy's 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 student biometric data

The academy wishes to use information about your child as part of an automated (ie. electronically-operated) recognition system. The purpose of this system is to facilitate catering transactions to be made using students' fingerprint identification pattern instead of by using cash.

The information from your child that we wish to use is referred to as 'biometric information'.

### Biometric information and how it will be used

Biometric information is information about a person that can be used to identify them, for example, information from their fingerprint. The academy would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with access to library facilities and our cashless cafeteria. The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. **AN IMAGE OF YOUR CHILD'S FINGERPRINT IS NOT STORED.** The template (ie. measurements taking from your child's fingerprint) is what will be used to permit your child to access services.

The law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system. For example:

- The academy cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents.
- The academy must ensure that the information is stored securely.
- The academy must tell you what it intends to do with the information.
- Unless the law allows it, the academy cannot disclose personal information to another person/body.

## Providing your consent / objecting to the use of biometric data

Under the Protection of Freedoms Act 2012, we are required to notify each parent/carer of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

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 the use of their biometric information, the academy cannot collect or use the information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at any time or withdraw any consent you have previously given.

Please note that you must make any consent, withdrawal of consent or objection in writing.

Even if you have given your consent, your child can object or refuse at any time to their biometric information being collected and used

If your child objects they do not need to do this in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.

The academy is happy to answer any questions you or your child may have by contacting Grant Aldred on [gad@ormistonsixvillages.org.uk](mailto:gad@ormistonsixvillages.org.uk) with any questions you may have.

If you do not wish for your child's biometric information to be used by the academy, or your child objects to such processing, the academy will provide reasonable alternative arrangements for students who are not going to use the automated system to pay for academy meals.

Please note that, when your child leaves the academy or ceases to use the biometric system, their biometric information will be securely erased in line with the academy's Record Retention policy.

## Free School Meals

Free school meals in all West Sussex maintained and free schools and academies are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- [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 state Pension Credit
- [Child Tax Credit](#) (provided you're not also entitled to [Working Tax Credit](#) and have an annual gross income of no more £16,190)
- [Working Tax Credit run-on](#) paid for four weeks after you stop qualifying for Working Tax Credit.

**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 above).
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](mailto:ebe@ormistonsixvillages.org.uk)).
3. Additional benefits will be made available to your child in various aspects of everyday school life.

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 once 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 to be stored, including Paracetamol and asthma inhalers. Any medication should be clearly marked and, where applicable, times and dosages stated and the relevant [Medical Administration Form](#) completed. Further information is provided below. The academy DOES NOT supply any form of pain relief. **Students are not permitted to carry prescription or 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, Lead First Aider ([thn@ormistonsixvillages.org.uk](mailto:thn@ormistonsixvillages.org.uk)) or Deputy Lead First Aider, Mrs Danilovic ([hdc@ormistonsixvillages.org.uk](mailto:hdc@ormistonsixvillages.org.uk)).

## Medication

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student 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 ([Medical Administration Form](#)) 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, mentioned above, can also be found on the school website at <https://ormistonsixvillagesacademy.co.uk/key-info/medical-consent-forms> or hard copies obtained from reception.

# Year 7 Instrumental Music Programme

We will be continuing with our exciting instrumental programme during 2024/25. As part of their curriculum lessons all students will be learning how to play an instrument. All students will learn the violin or cornet. Students will be allocated an instrument to use during the academic year, and we expect students to take them home and practice as part of the program.

**It is expected that all Year 7 students attend our annual winter concert which will be held on Wednesday 11<sup>th</sup> December from 6pm.**

Several music studies have been undertaken which indicate the benefits of learning a musical instrument go beyond the music classroom, and we hope to continue to see this replicated at Six Villages. Some of the benefits are clear: Maths proficiency; 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 several students would like to progress more quickly. Students may wish to undertake taster sessions in smaller groups.

For further information on extra-curricular music tuition, please visit the website [here](#); If you wish to apply for music tuition on other instruments for your child please register your interest by completing that section of the enrolment form. If your child is interested in woodwind or singing lessons from West Sussex Music please click [here](#).

If you have any questions, please contact Mr Munt, Associate Assistant Principal and Head of Arts and Business on [dmt@ormistonsixvillages.org.uk](mailto:dmt@ormistonsixvillages.org.uk).



# 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.

### **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](mailto: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.

## 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 enrolment 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. If your child is over the age of 12 and considered to have the capacity to understand the decision they are making, we will obtain consent directly from them.

## **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 conditions of use:

- This consent form is valid for 2024-25 academic year.
- The photographs and videos taken are stored securely and when they are no longer required, they are
- disposed of safely and securely.
- Consent can be withdrawn at any point, in writing.
- We will not use the personal details or full names of any pupil in any photograph or video, on websites, social media, in prospectuses or any other printed publications, unless additional consent is given.
- We will not include personal emails or postal addresses on photographs or videos, on our websites, social media or printed publications.
- We may use pictures/work created by pupils on display boards inside and/or outside of school e.g. in the local supermarket.
- We may use group or class photographs or videos with general labels, e.g. 'sports day'.
- 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.
- We will only use photographs and videos of pupils who are suitably dressed.
- 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 2024-25 academic year. It will 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**. A new form will be supplied to you to amend your consent accordingly and provide a date and signature.

**There may be other situations where we need to obtain consent from you/your child, such as where we use communication aids or secure online assessment and home-school communication tool where you/your child may appear in a photo or video that is shared on another child's timeline.**

### **Declaration**

In the online enrolment form, you will be asked to confirm that you understand the following:

- Why your consent is required.
- The reasons why we take and use photographs and videos.
- Which other organisations may take and use photographs and videos of your child.
- The conditions under which the school/sponsor uses photographs and videos of your child.
- That you have provided consent as appropriate, and the academy will take and use photographs and videos of your child in line with your requirements.
- Photographs and videos of your child will be kept only for the duration of their time at the school. Additional permission will be sought if required for a longer period e.g. alumni.
- You will be required to refresh consent annually and where any circumstances change.
- You can withdraw my consent at any time and must do so in writing to the principal.

### **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 school 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

In addition to this, Ormiston Academies Trust is always committed to ensuring that, anyone dealing with personal data shall be mindful of the individual's rights under the law. Ormiston Academies Trust and its academies are always committed to complying with the six data protection principles. This means that the Ormiston Academies Trust will:

- inform individuals about how and why we process their personal data through the privacy notices which we issue;
- be responsible for checking the quality and accuracy of the information;
- regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy;
- ensure that when information is authorised for disposal it is done appropriately;
- ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system, and always follow the relevant security policy requirements;
- share personal information with others only when it is necessary and legally appropriate to do so;
- set out clear procedures for responding to requests for access to personal information known as subject access requests
- report any breaches of the UK GDPR in accordance with the procedure in OAT Data Protection and Freedom of Information Policy.

# Partnership Agreement

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

# Parent Checklist

	Tick
<b>By 3<sup>rd</sup> June</b>	
Online enrolment form completed and submitted.	
Online photography and video consent form completed and submitted.	
<b>By 3<sup>rd</sup> July</b>	
Register your child for the Six Villages Summer Experience and pay by BACs or cash (if you wish your child to take part)	
<b>Before 4<sup>th</sup> September</b>	
Uniform purchased and <u>named</u>	
PE Kit purchased and <u>named</u>	
School shoes ready	
School bag ready – every child must have a school bag	
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 <b><i>Students will need this to be allowed on the bus until the bus passes are issued Bus passes must be carried on every journey</i></b>	
Medication (if applicable) labelled with name and dosage NB. This must be handed in by parent/carer to reception. Reminder: Students are not permitted to carry medication	
ICT Expectations discussed with child	
Partnership Agreement discussed with child	
Mobile Phone policy discussed with child	
Free School Meals form completed (if applicable)	
<b>In September:</b>	
Parent Pay registration complete (once letter is issued at the start of term)	
Cashless Catering account open and topped up (if your child will be using the canteen)	
Locker: payment made on Parent Pay (if wished)	