



ORMISTON
SIX VILLAGES
ACADEMY



Year 6 into Year 7 Transition Booklet 2026/27



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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, we would be grateful if you would complete the online enrolment form at your earliest convenience, by **22nd May** 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.

We are a mobile phone-free school and I will explain how that works at the parent transition meeting on 30th June at 6pm. Please add this date to your diary.

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 **22nd May**. 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. I can't emphasise enough the importance of us working in partnership; please now move to the next page and review the partnership agreement.

Yours faithfully



Paul Slaughter
Principal

Partnership Agreement

Student	Home
<p>I will:</p> <ul style="list-style-type: none"> • attend school every day • be punctual, have a school bag and be properly equipped for lessons (pencil case, calculator and reading book) • secure my phone in the mobile phone pouch • work hard every lesson • 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 including while travelling to and from the academy in school uniform • 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 • adhere to the behaviour policy • uphold the academy's core values 	<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 attendance target of above 95% • I will avoid taking my child on holiday during term time. I understand this would be unauthorised and I would be referred for a Fixed Penalty Notice. • ensure my child arrives on time with the following equipment: school bag, pencil case, calculator and reading book, whiteboard pen, mobile phone pouch, PE kit when needed • attend parents' consultations, other meetings about my child's progress/behaviour and all key events including Christmas concert • support my child to ensure the academy 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: <ul style="list-style-type: none"> - ICT policy - mobile phone policy - behaviour policy

In the enrolment form, you will be asked to confirm you have read and agree to follow the above agreement

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
<p>Link to enrolment form issued for completion by parents and carers by 22nd May</p>	<p>Transition visits to primary schools begin</p>	<p>Six Villages transition visits to primary schools continue</p>	<p>Countywide Transition Day Wednesday 1st July 8.20am-2.50pm</p>	<p>Six Villages Summer Experience 18th-20th August</p>	<p>First day of term Thursday 3rd September</p>
<p>Link to photography and video consent form issued for completion by parents and carers by 22nd May</p>	<p>Deadline for completion of enrolment and photography/video consent forms 22nd May</p>	<p>Tutor welcome postcards will be sent to students towards the end of June</p>	<p>Payment of Six Villages Summer Experience due by 1st July</p>		<p>Year 7 summer learning project exhibition and afternoon tea Thursday 10th September 4.00-5.00pm</p>
<p>Link to Six Villages Summer Experience issued; enrolment and payment due by 1st July</p>		<p>Parent Transition meeting Tuesday 30th June 6pm</p>			

Summer Term 2026

April - May 2026

1. Online Enrolment Form

Please read this Transition booklet carefully and then complete the online enrolment form as soon as possible, and by 22nd May 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 Barrett on sbt@ormistonsixvillages.org.uk.

The link to the form is [September 2026 Enrolment Form - Ormiston Six Villages Academy – Fill out form](#)

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

The link to the form is [Biometric, Photography and video consent form Transition Sept 2026 – Fill out form](#)

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 1st July to enable staffing and resources to be arranged.

The link to the form is [Six Villages Summer Experience 2026: registration form – Fill out form](#)

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 2026

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!

Parent transition meeting – 30th June

A guide to the Parent Transition Meeting

Please note: It is expected that all parents and carers of students joining Six Villages in September attend this important evening. Your involvement makes a huge difference, and together we can ensure your child begins their new chapter feeling prepared, supported and ready to thrive.

This event provides essential information regarding the next stage of your child's educational journey and will outline the academic and pastoral support in place to ensure a smooth and successful transition.

We will give you valuable insight into academy life helping you feel confident and well-informed about the change ahead. You will meet key members of staff at Six Villages, have an opportunity to ask any questions you may have and we will provide essential information around key expectations, uniform, mobile phones and attendance, for example. We will be sharing information that you and your child need to know so please save the date.

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 **6pm**. During the evening, there will be an opportunity to see 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
Mrs Emma Barber	-	Assistant Principal – SENCo
Miss Corinne Jones	-	Assistant Principal
Mrs Laura Turner	-	Assistant Principal

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

July 2026

Year 6 Transition Day

Wednesday 1st July

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.

Timings: 8.00am-2.50pm

Please arrive from 8am, ready for the first bell at 8.17am.

When you arrive you will see tables at the front of the academy. This is where students will register before saying good-bye to parents and carers and moving 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 school bag with their pencil case and a drink of water. They should 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.

Students will be welcomed by Mr Slaughter and his team to their first assembly at Six Villages. Then, they will spend some time with their tutor group before having different lessons. Usually students will have an English, Maths and Science lesson along with one or two other subjects during the day. This allows them to meet some of their teachers and experience some of our wonderful lessons.

Please reassure your child that they don't need to worry about finding their way around the academy as they will be helped with this.

Break time is at 10.50 – 11.10am and students can have a snack then if they wish. Lunch time is at 1.10pm – 1.50pm.

At 2.50pm students will be taken back to the Gate Theatre where they will be collected by parents and carers who will be waiting outside the front of the academy.

August 2026

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 18th -Thursday 20st 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, 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 and Deputy Designated Safeguarding Lead on duty every day.

The cost of the experience is £70 for the full 3 days which covers the costs of activities, staffing, break time snacks and a hot lunch each day. If your child is a Pupil Premium child, please contact Mrs Turner on ltr@ormistonsixvillages.org.uk or 01243 546803.

Payment details

To secure your child's place, payment can be made in cash or by bank card using our hand-held terminal. We will be available to take payment before and after school on Transition Day (1st July), or payment can be brought to Reception during the following hours: Mon-Thurs 8am-3.45pm; Fri 8am-3.15pm.

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 [Six Villages Summer Experience 2026: registration form – Fill out form](#) and pay for your child's place by 1st July 2026.

Getting ready for September

How to get in touch

Useful contact information

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

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	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 (by 8.20am on every day of absence)	osva_attendance@ormistonsixvillages.org.uk 01243 546854
MIS Administration	For all queries relating to student data, change of contact details etc.	osva_office@ormistonsixvillages.org.uk 01243 546806
SEND	For SEND related queries	osva_send@ormistonsixvillages.org.uk 01243 546851
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 546807 or 01243 546841
Medical	For all medical queries	thn@ormistonsixvillages.org.uk 01243 546824 kbw@ormistonsixvillages.org.uk 01243 546806

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 [Ormiston Six Villages Academy - Letters from the Principal](#).

Senior Leadership Team

Senior Leadership Team

Mr Paul Slaughter

Principal



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

2026/27

Autumn term 2026	INSET days: First day of term for all years: Thursday 3 rd September Half term: Monday 26 th October to Friday 30 th October Last day of term: Friday 18 th December
Winter break 2026-27	Monday 21 st December to Friday 1 st January
Spring term 2027	First day of term: Monday 4 th January 2027 Half term: Monday 15 th February to Friday 19 th February Last day of term: Thursday 25 th March
Easter break 2027	Friday 26 th March to Friday 9 th April Bank Holidays: 26 th and 29 th March
Summer term 2027	First day of term: Monday 12 th April Bank Holiday: Monday 3 rd May Half term: Monday 31 st May (Bank holiday) to Friday 4 th June Last day of term: Wednesday 21 st July

INSET Days

1st September

2nd September

The remaining INSET days will be confirmed later in the summer term

Standard School Year 2026/2027

Recommended school term and holiday dates for the academic year **2026/2027** for West Sussex

The School Year

2026

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

December

7 14 21 28
1 8 15 22 29
2 9 16 23 30
3 10 17 24 31
4 11 18 25
5 12 19 26
6 13 20 27

2027

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

April

5 12 19 26
6 13 20 27
7 14 21 28
1 8 15 22 29
2 9 16 23 30
3 10 17 24
4 11 18 25

May

3 10 17 24 31
4 11 18 25
5 12 19 26
6 13 20 27
7 14 21 28
1 8 15 22 29
2 9 16 23 30

June

7 14 21 28
1 8 15 22 29
2 9 16 23 30
3 10 17 24
4 11 18 25
5 12 19 26
6 13 20 27

July

5 12 19 26
6 13 20 27
7 14 21 28
1 8 15 22 29
2 9 16 23 30
3 10 17 24 31
4 11 18 25

August

2 9 16 23 30
3 10 17 24 31
4 11 18 25
5 12 19 26
6 13 20 27
7 14 21 28
1 8 15 22 29

Bank and Public Holidays 2026/2027

Christmas Holiday	25th December 2026	Easter Monday	29th March 2027
Boxing Day	26th December 2026	May Day	3rd May 2027
B/H in lieu of Boxing Day	28th December 2026	Spring Bank Holiday	31st May 2027
New Year Day Holiday	1st January 2027	Summer Bank Holiday	30th August 2027
Good Friday	26th March 2027		

Useful Information

Term Lengths (days)

School holidays		September to October half term	39 days
		October to December	35 days
Bank holidays and national holidays		January to February half term	30 days
		February to April	24 days
Start of Term		April to May half term	34 days
		June to July	<u>33 days</u>
End of Term		Total	195 days

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

We monitor and support student attendance in line with the Department for Education (DfE) guidance. To ensure clarity and early support, we use the DfE's attendance bands which help us and you understand how regularly your child is attending school and where additional help may be needed.



Every child should aim to achieve 100% attendance every half-term.

Good attendance is essential for learning, wellbeing and long-term progress. The banding system allows us to communicate clearly with you and work together to ensure every child has the best chance to succeed. 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.

Below is an explanation of the attendance bands used in school. Every child should aim to be in Band 1.

Band	Percentage	What does this mean?
1	95%-100%	Excellent attendance which supports strong progress and full participation in school life. Your child should aim for 100% attendance every week to maintain this.
2	90% to less than 95%	Attendance is generally good, high attendance to be aimed for to move into Band 1 and to prevent slipping into concern levels.
3	85% to less than 90%	Attendance is causing concern, your child is missing more school than expected and is in persistent absence. They need to aim for 100% attendance each week to move into Band 2. We will offer support to prevent further decline.
4	80% to less than 85%	This is significant absence and likely to be impacting progress. We will work with you and involve pastoral or external services to support improvement. Your child needs to aim to move up to Band 3 and higher. Attendance is of serious concern and your child is missing large numbers of lessons. Formal support plans and referrals are likely to be considered to address with external agency involvement.
5	75% to less than 80%	
6	70% to less than 75%	
7	65% to less than 70%	
8	60% to less than 65%	
9	55% to less than 60%	Attendance is extremely low and your child is missing the equivalent to half their education. Immediate improvement is required.
10	50% to less than 55%	
Severe absence	Below 50%	The DfE defines attendance at this level as severe absence ; the child is missing more than half their education and this is a critical concern.

We recognise that absences can happen for genuine reasons, including illness or exceptional circumstances. Our aim is always to work in partnership with families and provide support at the earliest opportunity.

If you have any concerns about your child's attendance, or if you need support, please contact us. We are here to help ensure every child feels safe, supported and able to attend school regularly.

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 above 95% and resilience is expected.

Lateness

To help every child get the best possible start to their day, it's important that they arrive at school on time. Regular lateness can disrupt their learning and affect the whole class. We kindly ask parents and carers to plan journeys carefully and allow enough time to account for traffic or other delays. Arriving promptly helps your child settle, feel confident and be ready for a successful day of learning.

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. 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, but must be coded in line with DfE guidance.

External appointments within the academy day

Wherever possible, all appointments should be made outside of the academy day. If this is not possible, parents should ensure that children are out of school for the minimum amount of time necessary e.g. if an appointment can only be arranged for 11am, a child should be in the academy both before and after the appointment.

Planned absences for appointments should be reported to the academy as far in advance as possible by email to osva_attendance@ormistonsixvillages.org.uk or phone 01243 546854. We require a copy of the appointment confirmation text or email.

Buses/Transport

Our school buses usually arrive on time each morning, and delays are very rare. However, in the unlikely event of a breakdown or other issue en-route, students are required to remain on the bus with the driver until assistance arrives. This ensures their safety and allows the situation to be managed calmly and efficiently.

If a bus is late arriving at your child's designated stop, students should stay at the stop and wait for the bus or replacement bus to arrive rather than leaving the area. This helps us ensure that all students are accounted for and safely collected. 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

We know how valuable family time is, and many parents naturally look to book holidays when it suits work and home life. However, it's important to be aware that holidays taken during term time are **unlawful**. The Department for Education (DfE) is clear that a holiday or other leisure-related absence is not considered an exceptional circumstance.

National guidance requires schools to **consider a fine when a child has 10 or more unauthorised sessions (5 school days)** of absence.

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 increased 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 is 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 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.

What are parents and carers responsible for?

- Developing their child's excellent attendance habits by:
 - Making sure your child attends the academy every day on time
 - ensuring a good routine in the mornings and evenings so your child is prepared for the school day ahead
 - 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 and ensuring your child continues to attend school
 - only requesting a leave of absence in advance and only for exceptional circumstances
 - 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. We ask you to save the date when issued to you 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.

The Department for Education updated its statutory guidance on the cost of school uniforms in October 2025, with a clear expectation that schools limit compulsory branded items and avoid restrictive supplier arrangements. Draft guidance indicates these requirements will become mandatory from September 2026.

The guidance strongly advises schools to plan and align uniform policies in advance to ensure compliance, affordability for families, and continuity of supply. A review of the school's uniform policy has therefore been undertaken to ensure it:

- meets forthcoming statutory requirements
- reduces financial burden on families
- maintains a clear and professional school identity
- is operationally deliverable through existing and revised supplier arrangements

Buying Academy Uniform

The supplier for our branded uniform is: JW Sports (55 High St, Bognor Regis, West Sussex, PO21 1RX. Tel: 01243 860266). JW Sports operates a uniform fitting appointment service. Click [Secondary School Uniform Fitting | My Website](#) to book a 30 minute slot.

All other non-personalised items (shirt, skirt, tailored trousers etc.) can be purchased from the store of your choice, provided they meet our specified criteria.

Compulsory Branded Items:

- School blazer
- Blue branded tie (community colours have been removed for September 2026)
- School jumper with embroidered badge (without trim)
- Sports Tech round-neck PE top
- Navy blue OSVA branded Tech Fit round necked sports top

This aligns with statutory limits for secondary schools.

Non-Branded Uniform:

- Skirts and trousers to be available from a range of reputable suppliers, dropped-waist design with pleats – JW Sports/Sainsburys/Next/M&S/Tesco/Asda
- PE uniform is non-branded (except the PE top listed above), while remaining navy blue for consistency
- Other uniform items to remain non-branded and widely available

Please ensure your child's uniform is named

Uniform Summary



Full school uniform:
Blazer with embroidered badge
Plain black, tailored/business style trousers or skirt (drop-waisted with box pleats) pleats
Skirts may not be rolled up
Black socks and shoes



Navy blue tie with logo
White shirt, tucked in



School jumper with embroidered badge is optional. This is worn under the blazer only, not instead of the blazer.

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
- Navy blue tie with logo
- Black shoes (see below)

Skirt Uniform	Trouser Uniform
<ul style="list-style-type: none"> • Knee length, plain black, drop-waisted with box pleats • 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

Optional Uniform

V-neck navy blue jumper. The jumper may 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; long hair needs to be tied up when in PE lessons.

KS3 Compulsory Kit for **ALL** students

- Navy blue OSVA branded Tech Fit round necked sports top (only branded item)
- Navy blue shorts/sports leggings/sports tracksuit bottoms (no Nike Pro black shorts)
- Navy blue midlayer or hoodie (unbranded)
- Sports Trainers
- Sports white socks

Optional

Studded boots

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.



Boots are not permitted

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. Lycra, skinny and flared trousers are not permitted.



Plain, black trousers



Dropped-waist, pleated skirt

Skirt

School skirts must be black, drop-waisted with pleats and 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. Lycra is not permitted.

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 with no logo buckle.

Make-Up

Make-up of any kind is **not** permitted in Key Stage 3 (Years 7, 8 and 9). False eye lashes, 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 acrylic nails will be asked to make arrangements to remove them.

Jewellery

No jewellery is permitted except:

- One wristwatch
- 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. 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.

In the event of non-compliance with the dress code, parents will be contacted. Students who are defiant or persistently breach uniform expectations may be sanctioned with a detention or internal suspension.

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.

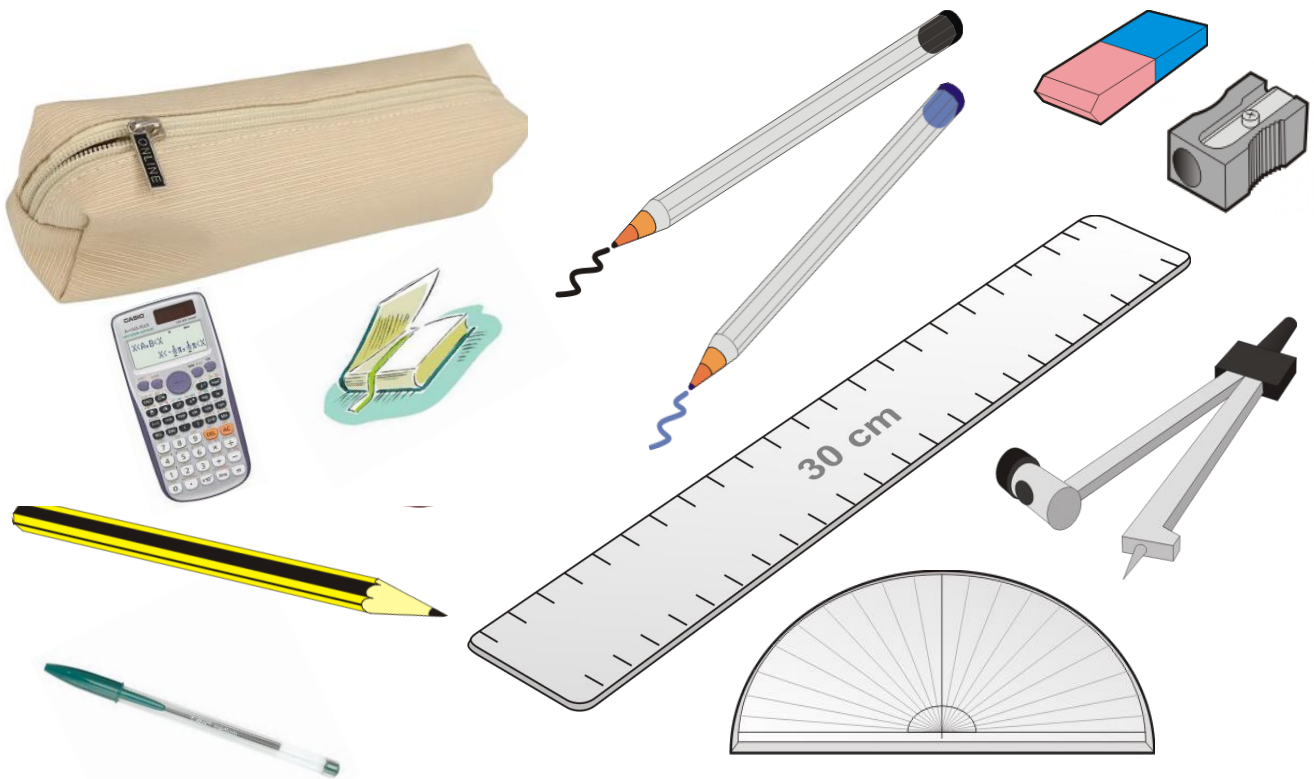
Second and each subsequent occasion: The item will be retained by the academy until it can be collected, by formal appointment, by a parent/carer. Parents are asked not to arrive to the academy without an appointment to collect confiscated items.

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
- a whiteboard pen
- 2 HB pencils
- an eraser
- a pencil sharpener
- a pair of compasses
- a protractor
- a 30 cm ruler.
- a scientific calculator
- a reading book of their choice





Students also need to bring their mobile phone pouch to school every day.

Every student will be provided with a mobile phone pouch free of charge. If your child loses the pouch, you will need to replace it at your own cost (£15).



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 enrolment form.</p> <p>All students who cycle to the academy must wear a cycle helmet. E-scooters are not permitted.</p>
	<p>By car</p>	<p>Parents and carers may drop their children off at school in the road-side layby at the front of the academy. Please vacate the lay-by immediately so that school buses are not obstructed. 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>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> <ul style="list-style-type: none"> • 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. • Students must travel on their allocated bus. Students without passes will not be permitted on the school buses. • Please note the academy is not involved in the issuing of bus passes. • Students travelling on the buses represent the academy and good behaviour is expected.

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.

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 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 Data Protection Act 2018, 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.

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

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 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, register on the West Sussex website (<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/>)
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 provide payment via Parent Pay once you have registered. Locker keys will be issued as soon as possible 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) or Deputy Lead First Aider, Miss Kayleigh Barrow (kbw@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.
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

We will be continuing with our exciting instrumental programme during 2026/27. 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.

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.

Arbor

We use a cloud-based Management Information System (MIS) called Arbor to manage information including attendance, behaviour, assessments and communications.

Once your child is on roll, you will receive instructions on how to set up your guardian (their terminology) account on the portal and how to install the app. Your child will be given instructions on how to set up their student app where they will be able to see their assignments (homework) and timetable, for example.

Once logged in you will see a dashboard screen with your child's daily timetable, behaviour points, current notices, attendance and progress. If your contact details change, you will be able to update them on the app which will notify us. If your child is absent, you will be able to notify us of the reason on the app too.

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 follow me 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 saving large amounts of data, as there is limited space on their One Drive. Large files, which do not appear to be part of any coursework assignment, may be deleted to recover 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 2018, 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 website will not include the students' full names and will only appear if permission has been given.

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.

Mobile Phones

This academy has already been a mobile-phone-free environment between the hours of 8.20am-2.50pm for over 10 years with students trusted to stay off their phones during school hours.

Beginning after the May half-term break, we will be joining the 44 other academies in the trust and many other schools nationwide in introducing **secure mobile phone pouches** for students, which many of you will have seen in the news. This initiative aims to further support focus, wellbeing, and positive behaviour throughout the school day, in line with emerging best practice across UK schools.

The academy move to a fully mobile phone free environment throughout the entire school day using lockable pouches will ensure mobiles stay out of the school day, supporting focus, wellbeing, friendships and childhood itself.

If you ever need to contact your child urgently, our Reception will be able to assist.

Further information on this will be provided at the Parent Transition Meeting on 30th June.

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 2026-27 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 2026-27 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.

Parent Checklist

	Tick
By 22nd May	
Online enrolment form completed and submitted.	
Online photography and video consent form completed and submitted.	
By 1st July	
Register your child for the Six Villages Summer Experience and pay in cash or by card using our hand-held terminal	
Before 3rd September	
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, whiteboard 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>	
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 at any time	
ICT Expectations discussed with child	
Partnership Agreement discussed with child	
Mobile phone pouch policy discussed with child	
Free School Meals form completed (if applicable)	
In September:	
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)	
Set up parent account on Arbor portal and app	