

# FAMILIES' HANDBOOK

2021/22



Ormiston  
**RIVERS**  
Academy

# Message from the Principal

## Welcome to Ormiston Rivers Academy

Dear Parents/Carers,

I am delighted to welcome you and your child to Ormiston Rivers Academy.

Our school vision is '**Deepening Learning, Raising Aspiration**' for all. This means that every student in the school will be supported by staff to develop their thinking, their knowledge and their ambition to achieve. Providing lessons that inspire and engage, listening, and responding to students' ideas and opinions is at the heart of what we do.

Our values stand at the heart of our Academy and enable us to achieve our vision:

**Aspiration** - We want every student to aspire to greatness and feel confident in their ability to do so. ORA is committed to providing the opportunities, support and guidance to enable our students to reach for the stars.

**Independence** - At ORA we strive to develop independent learners and thinkers; young people who have the skills to navigate themselves through life and achieve success.

**Resilience** - At ORA, we know that the ability to cope in spite of setbacks is one of the most valuable life skills that will serve our students well at all stages of their education and future lives. Resilience is a measure of how much you want something and how much you are willing and able to overcome obstacles to achieve it.

**Respect** - Respect stands at the heart of the ORA ethos. Respect for yourself, respect for others, respect for the environment. This value pervades everything that we do and makes us stronger as a community. I believe hard work and doing things to the very best of your ability lead to success. From the moment students enter our academy we expect the very best from them. In my experience, it is amazing how students raise their game and achieve great things when great things are expected of them.

It is however, also the little things that matter. Getting to school on time, dressing smartly, bringing the correct equipment and showing respect for all are four simple things everyone can do. When the little things add up it makes a big difference!

Our students, of course, are the reason why we are all here, we will always try to ensure that every child is happy. We know that students' happiness, safety and wellbeing must always be the priority.

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. Ensuring every student is known and feels valued through relationships built on mutual respect leads to a happy and safe place to learn.

I am really looking forward to welcoming our new Year 7 intake, and to helping them to achieve their very best during the next phase in their education.

I hope that you will find this guide helpful and informative. Please do not hesitate to contact us at any time should you have any queries or concerns.

Yours faithfully,

Ms. Joanne Williams  
Principal

# Ormiston Rivers Academy - Vision

**Our strong code of values guides our work and creates a secure learning environment where all students can thrive and succeed.**

At Ormiston Rivers Academy we will give you the best possible education to help you achieve your personal goals and to develop a lifelong enthusiasm for learning.

We concentrate on developing you as an individual and encourage an outlook on life which reflects the best in the community. As a student of Ormiston Rivers Academy, we will ensure that you grow into a confident, active, aspirational and socially responsible young person.

Our students are equipped with the ability to meet the demands of the 21st Century through a diverse curriculum, personalised to an individual student's needs. As a Rivers student you will learn to be resourceful, resilient, imaginative and responsible and how to transfer this into real life situations.

As a student of Ormiston Rivers Academy you are expected to arrive at the Academy with a positive attitude to learning. We believe in good behaviour and discipline and encourage friendly but respectful teacher-student relationships.



# When to get in touch and how to do it

Our Main Reception's telephone number is 01621 782377

Our Student Reception's telephone number is 01621 787880

Email: [info@ormistonriversacademy.co.uk](mailto:info@ormistonriversacademy.co.uk) Website: [www.ormistonriversacademy.co.uk](http://www.ormistonriversacademy.co.uk)

Parent/Carers are advised to download the **My Ed** app. This is an easy and quick way to contact the school by text or email, we will also contact **you** with informative texts and emails.

Any student missing their morning registration mark will have a text sent home to Parents/Carers as a matter of safeguarding.



Please contact us if your child is unwell:

## Illness

- **If your child is going to be absent through illness please send a text in via the **My Ed App**, call the attendance line on 0845 355 8104 or call Student Reception on 01621 787880 on each day of absence.**
- **A message must be received for every day of absence by 8.30 a.m.**

Your message should include the following:

- Student's full name
- Mentor Group
- Reason for absence
- Name and contact telephone number of the person leaving the message

If no contact is made you will be sent an absence message via text.

Any unexplained absences are unauthorised and will be recorded as such on the student's record.

**All Academy Policies can be located on our website:** <https://ormistonriversacademy.co.uk/key-info/policies>



# Term dates

## 2021-2022

### Autumn Term 2021

Thursday 2nd September to Friday 17th December 2021 (Academy closes at 1.45pm on last day of term)

- Thursday 2nd September: Year 7, 8 & 12 only
- Friday 3rd September: All year groups return

Half term: Monday 18th October to Friday 29th October 2021 (2 weeks)

### Spring Term 2022

Tuesday 4th January to Friday 1st April 2022

Half Term: Monday 14th to Friday 18th February 2022

### Summer Term 2022

Tuesday 19th April to Friday 22nd July 2022 (Academy closes at 1.45pm on last day of term)

May Day Bank Holiday: Monday 2nd May 2022

Half term: Monday 30th May to Friday 3rd June 2022



# The Academy Day

Students should **not** be on site before 8.15 a.m.

**Students must arrive on site by 8.45 a.m.**, the first bell, and make their way to their mentor room ready for mentor time at 8.50 a.m.

## School day – September 2021

	Years 7/8/9	Years 10/11/Sixth Form
Start time	Lower School	Upper School
8.45 a.m.	Mentor Time	Mentor Time
9.20 am.	P1	P1
9.50 a.m.		
10.20 a.m.	Break	P2
10.50 a.m.	P2	
11.20 a.m.	P3	Break
11.50 a.m.		P3
12.20 p.m.	Lunch	P4
12.50 p.m.		
1.20 p.m.		P4
1.50 p.m.	P5	Lunch
2.20 p.m.		P5
2.50 p.m.	End of school	End of school
3.20 p.m.		
3.20 p.m.		
4.20 p.m.	End of clubs/P6	End of clubs/P6

Buses depart from the Academy at 3.25 p.m.

A late bus runs at 4.30 p.m. Monday to Thursday; enabling students to participate in the vast array of after school activities.



# Lunchtime Arrangements

## Meals are available at the following times at the Canteen & Rivers Café

Break:	10.20 a.m. for Years 7, 8 and 9
	11.20 a.m. for Years 10, 11 and Sixth Form
Lunch:	12.50 p.m. for Years 7, 8 and 9
	1.50 p.m. for Years 10, 11 and Sixth Form

## General Points

- Students are not permitted to leave the Academy premises during lunchtime.
- The Academy uses a cashless catering system; wherever possible students should be registered with a biometric algorithm of their thumbprint. Should the Academy not receive consent to do this a pin will be issued which students must remember and use whenever they wish to purchase food. Parents must set up a “Parentpay” account and ensure that there are sufficient funds available to cover the cost of student’s lunches/snacks. This can be done online or by using a “Paypoint” card at local stores. Paypoint cards cost £1.50 and must be requested from the Academy. If you have not received an activation letter or require a Paypoint card please contact Mrs Mahoney at the Academy via e-mail [amahoney@ormistonriversacademy.co.uk](mailto:amahoney@ormistonriversacademy.co.uk) or on 01621 787839.
- When students leave the Academy the balance on their Parentpay account can either be refunded or transferred to a younger sibling at the Academy. The minimum refund amount is £5.00, smaller amounts will be transferred to the school fund.
- ***Your child may be able to get free school meals if you receive any of the following:***
  - Income Support or income-based Jobseekers 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 that £16,190)
  - Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
  - Universal credit.

***For further information [www.gov.uk/apply-free-school-meals/essex](http://www.gov.uk/apply-free-school-meals/essex)***

## Students using any of the ORA food outlets should:

- Queue in an orderly fashion.
- Return trays to the collection point before eating.
- Clear tables of dirty plates, cutlery, waste food and wrappings.
- The student responsible should deal with any spillage of food or drink.
- Students should behave in a socially acceptable manner, no shouting, running etc.
- Main meals and hot drinks are not permitted to be taken out of the canteen.
- **Students should ensure that all litter is placed in the bins provided, whether that is indoors or outdoors.**



# Who is who?

2021/22

Senior Leadership Team	
Ms J Williams	Principal
Ms S Carroll	Assistant Principal
Miss G Flack	Assistant Principal
Miss K Goodfellow	Assistant Principal
Mr D Marklew	Assistant Principal
Mr J Priddle	Assistant Principal
Miss H Victory	Assistant Principal
Mr K Rumary	Associate Assistant Principal
Mr W Frost	Associate Assistant Principal
Mrs J Damps	Principal's P.A./H.R. Manager
Mrs A Mahoney	Finance & Business Director

Achievement Directors	
Mr R Swinnerton	Executive Achievement Director
Mrs L Turnnidge	Achievement Director Year 7
Miss S Hayward	Achievement Director Year 8
Miss H Marks	Achievement Director Year 9
Miss S Towns	Achievement Director Year 10
Mrs L Chapman	Achievement Director Year 11
Mrs M Wilkins & Ms D Sametz	Heads of Rivers Sixth Form

Student Support	
Miss K Goodfellow	Assistant Principal i/c Safeguarding
Mrs T Sexton	Student Support (Safeguarding)
Mrs D Byford	Student Support (Behaviour)
Mrs L Corbett	Student Support (Well-being)
Ms J Williams	SENDCo
Mrs C Scott	Assistant SENDCo
Mrs T Penberthy	Attendance Officer
Mrs C Reed & Mrs M Hall	Student Receptionists
Mrs C Surman	Academy Receptionist
Mr M Crawford	Network Manager
Mrs S Brewster	Data Manager
Mrs J Edwards	P.A. supporting Mr Marklew/Achievement Directors & Academy Admissions





# Attendance

As a school we will expect and require full attendance and punctuality to registration (am/pm) and to all lessons.

**School commences at 8.45 a.m. each day** when morning registration will be taken. Lesson by lesson registration is taken throughout the day.

## Lateness

**Students arriving after 8.50am are late** and are required to sign in with staff on the Late Gate or at Student Reception.

If you know your child is going to be late, where possible please phone the office on 01621 787880

***Students who are persistently arriving late without a valid reason will have a sanction imposed in the form of a school detention.***

## Illness

**If your child is going to be absent through illness please send a text in via the “MyEd” App, call the attendance line on 0845 355 8104 or call the office on 01621 787880 by 8.30am on each day of absence.**

**A message must be received for every day of absence.**

Your message should include the following:

- Student's full name
- Mentor Group
- Reason for absence
- Name and contact telephone number of the person leaving the message

If no contact is made you will be sent an absence message via text.

Any unexplained absences are unauthorised and will be recorded as such on the student's record.

## Medical Appointments

If you know in advance that your child will be late for school or absent due to a medical appointment please send a letter to Student Reception and we will require proof of any appointments if it is within the school day. Early notification of absence/lateness will help avoid receiving unnecessary absence notifications from school.

## Authorised Absences

As from 1<sup>st</sup> September 2013, due to statutory changes in the Education Regulations 2006 Section 7, Headteachers may no longer grant any leave of absence during term time. This instruction replaces the prior arrangement where an allowance of 10 days holiday per academic year could be applied for in advance.

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. The Local Authority may then issue a penalty notice with a fine of £60 per child, per parent/person with parental responsibility, being levied. Failure to pay this fine could result in the Local Authority arranging a court hearing.

## Attendance Interventions

Currently the level of attendance required by the academy is **97%** and above. Anyone that falls below the threshold of 90% will be considered a persistent absentee and risks being referred to the **Missing Education and Child Employment Service**. Mrs Penberthy our Attendance Officer will contact home with any concerns around your child's attendance.

Our students are regularly rewarded for maintaining excellent attendance.

Ofsted ranked our attendance as 'Good' at the last inspection so as a school we expect **97%** or above attendance for all our students and will invite parents of students falling below this to school based meetings to discuss how improvements can be made.

# Academy Uniform and Clothing Policy

Every student is expected to wear the academy uniform with pride and respect. Our students will be the leaders of tomorrow and it is important that they understand what it means to present oneself professionally.

All uniform can be ordered on line, directly from the Academy supplier [www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk) or via the Academy [cсурman@ormistonriversacademy.co.uk](mailto:cсурman@ormistonriversacademy.co.uk)

COMPULSORY ITEMS (Available from Official Academy supplier & Academy Shop)	
BOYS	GIRLS
<ul style="list-style-type: none"> <li>• Academy Blazer with blue trim and Ormiston Rivers Academy Badge</li> <li>• Plain black school trousers</li> <li>• School clip on tie</li> <li>• Academy jumper with blue trim</li> </ul>	<ul style="list-style-type: none"> <li>• Academy Blazer with blue trim and Ormiston Rivers Academy Badge</li> <li>• Plain black school trousers or Academy tartan mock kilt. <b>Kilts should be no more than 5cm above the knee.</b></li> <li>• Academy jumper with blue trim</li> </ul>
<p><b>Trousers are to be plain black school trousers. Leggings are not permitted at all, whether worn as trousers or under the academy kilt, neither are jeans. Decorative belts, combat style trousers and cropped trousers are not permitted.</b></p> <p><b>Only the official Academy jumper is permitted, sweatshirts and hoodies are not to be worn.</b></p> <p><b>The items below can be purchased from any supplier.</b></p>	
COMPULSORY SCHOOL ITEMS (Available from any supplier)	
<ul style="list-style-type: none"> <li>• White school shirt that can be done up to the top button (long or short sleeves)</li> <li>• Black socks</li> <li>• Black school shoes (see information)</li> </ul>	<ul style="list-style-type: none"> <li>• White school shirt/blouse (long or short sleeves)</li> <li>• Knee length black socks or black or neutral tights <b>Patterned tights, leggings, over the knee, trainer and ankle socks are not permitted.</b></li> <li>• Black school shoes (see information)</li> </ul>
<p><b>Footwear must be plain black school shoes. Trainers, of any kind, are not permitted neither are canvas shoes e.g. Vans, Converse, plimsolls. Boots, platforms, sandals, sling backs and fashion shoes are not allowed. Kickers are permitted but must be black with black stitching and black laces. Shoes should not have heels over 2cm.</b></p>	

Coats, scarves, hats and gloves are not to be worn in school. Sweatshirts or 'Hoodies' of any description **do not** qualify as 'coats' and may not be worn.

## **Bags**

Bags should be large enough to carry the required equipment for learning, including an A4 folder.

## Hair

A student's haircut is a very important part of their presentation. The Academy will not accept students having extreme haircuts; hair should be no less than grade 1 all over. Students are not permitted to have extreme hair colours. Any colour change must be natural in appearance. Shoulder length hair should be tied back for all practical lessons. The school reserves the right to enforce sanctions on students with extreme hairstyles in accordance with the behaviour policy.

COMPULSORY PHYSICAL EDUCATION UNIFORM (Available from Official Academy supplier & Academy Shop)	
BOYS	GIRLS
Rugby top with Academy logo Polo shirt with Academy logo Plain Black Shorts with Academy logo ORA PE socks	Rugby top with Academy logo (optional, Year 8 onwards) Quarter zip sports top (optional) Polo shirts with Academy logo Plain Black Shorts/leggings*/skort with Academy logo ORA PE socks
(Available from ORA/any supplier)	
Football boots (studded) Training shoes with non-marking soles (not plimsolls, Vans, Converse etc.) Shin pads Gum shield (optional for rugby) ORA joggers (our supplier) Under layers, plain black (our supplier/other)	Football boots Training shoes with non-marking soles (not plimsolls, Vans, Convers etc.) Shin pads Gum shield (optional for rugby, Year 8 onwards) Under layers, plain black (our supplier/other)

## Leggings

Please note that black leggings of other brands can be worn for PE; however, they must be worn under/in addition to ORA PE shorts or an ORA skort. If your child opts to wear ORA leggings, they may be worn without shorts or a skort.

## Make up

Students can wear minimal, natural make up. False eyelashes are not permitted.

## Nail Varnish & False Nails

Students can wear natural nail polish and nails. Nails must be short and suitable for PE and technical subjects.

## Jewellery

Students may wear a wristwatch and one pair of stud earrings (one in each ear).

**No other form of facial or body piercing is permitted.**

**Any student intending to have piercing done must do so at the start of the summer holidays.**

Any inappropriate jewellery will be confiscated and placed in the school safe. However, the Academy cannot accept responsibility for the safekeeping of jewellery or any item which is not permitted as part of the uniform policy and therefore any items which are brought into the Academy are at your own risk.

### **Lost Property**

With a large number of students in the school, a vast amount of lost property is generated. All items should be clearly marked with a permanent marker or name label. Please do not bring in valuable items or large sums of money. If you do need to, for any reason, please take it to student reception to be held in safekeeping until the end of the Academy day. The Academy does not accept responsibility for loss of valuables.

### **Overall identity**

The Academy uniform has been designed to reflect the high aspiration we have for our students. It is clearly identifiable within the local community and beyond; students should wear it in an exemplary manner at all times including whilst travelling to and from the Academy to represent us with pride.

Our uniform policy requires the support of parents. The 'contract' between the Academy and parents makes it clear that parents are obliged to provide the required uniform as set out above. Parents are also responsible for supporting the Academy in enforcing the correct uniform and standards. **All students are required to wear specified Academy PE uniform for all PE and Sports. This must be purchased from the official Academy suppliers or via the Academy shop.**

**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**

