TRANSITION GUIDE

WWW.OSSETTACADEMY.CO.UK
Thank you for taking time to read our parent and pupil guide to transitioning to Ossett Academy. I would like to take this opportunity to welcome you to Ossett Academy. I hope you find this guide useful in supporting what can often feel like a very daunting time when pupils move from primary school to secondary school.

As a parent myself, I understand only too well the mix of emotions felt by pupils and their parents when leaving primary school to transition to secondary school. There is no question that primary and secondary schools are very different places but despite their differences certain things remain a constant in every setting and that is a child’s happiness, safety and the need to provide them the very best education to allow them to be successful.

At Ossett Academy it is our vision to secure success for our students, our community and our academy and with this in mind the process of transitioning from year 6 to year 7 is the very first step on your child’s journey to success. This is a step that you will be fully supported with and one that although seems significant now, will soon seem like a long and distant memory once your child has joined us in the academy and has become part of our community. Please do not hesitate to make contact with colleagues within the academy if you have any questions or queries and we will be happy to help rest your mind at ease and work in partnership with you to secure the very best transition for your child.

All that remains for me to say is that I hope your children make some fantastic memories in their remaining weeks at Primary school and I look forward to welcoming them to Ossett Academy in the near future where they will be able to make even more great memories in their new setting.

Mrs Broome
Principal,
Ossett Academy and Sixth Form
Ossett Academy strongly believes that students should be smartly dressed. We expect all of our students to attend wearing the Academy’s uniform correctly.

Uniform checks take place on a daily basis, as students arrive at the academy, and throughout the day. Any student wearing items that do not conform to our policy will be asked to change into Academy uniform or asked to go home and change (subject to parental permission).

**SHIRT**
Plain white shirt with stiff collar for wearing with a tie, always tucked in, and all buttons fastened. Other types of shirts NOT allowed are: non-uniform polo shirts or fashion blouses.

**SWEATER (optional)**
Academy Black “V” necked jumper or sleeveless jumper with purple trim. Either style jumper must not be worn instead of a Blazer. Hoodies must NOT be worn as they are not part of the uniform.

**TROUSERS**
Traditional school trousers. Plain Black belt with standard buckle only. Trousers NOT allowed are: skinny, chino style, cords, trousers made from stretch materials, black denim or boot cut trousers.

**TIE**
Academy Dark Purple (Yr 7-10), Dark Grey (Yr 11) coloured tie. Ties can be traditional or clip-on and should be worn properly fastened, with top buttons on shirts fastened at all times.

**HAIRSTYLES**
Hairstyles should be a sensible style with colour of natural tones and shades similar to the students’ normal hair colour. Extreme hairstyles such as Mohicans, shaved and brightly coloured hair or sharply contrasting colours are strictly prohibited.

**MAKE-UP**
No make-up is allowed for years 7-10. Year 11 students are permitted to wear subtle make-up. Coloured nail varnish or false nails are not allowed.

**JEWELLERY**
Other than one watch no other jewellery is permitted this includes: bracelets, necklaces, nose studs, tongue studs, eye brow piercings and any other body piercing are NOT allowed.

**SHOES**
Traditional low heeled black sensible shoes. Footwear NOT allowed are: Trainers, pumps (leather or fabric e.g. Vans), platform soles, fashion boots, backless shoes or sandals.

**SOCKS/TIGHTS**
Plain black socks with trousers. Plain black or neutral tights with skirts. Coloured, striped or patterned socks are NOT permitted.

Through consultation with staff, parents and students, we have established an Ossett Academy Mobile Phone etiquette. Unlike many other academies, we have chosen not to place a complete ban on mobile phones. Instead we will allow students to have mobile phones **switched off and in their bag** during the academy day. We believe this will better allow us to safeguard students and limit their access to screen time.

“**No matter what your ability is, effort is what ignites that ability and turns it into accomplishment.**”

- Carol Dweck
Behaviour and Discipline

Many parents state their reason for choosing Ossett Academy for their children is the high standards of behaviour that are expected of all of our students. We have firm but fair policies and procedures to ensure that all of our students behave in a respectful and tolerant way, to staff, other students and members of the local community.

Visitors constantly comment on the fantastic way that students conduct themselves around the building and we always receive excellent feedback from trip facilitators when our students are out on educational visits.

Ossett Academy reward students for going above and beyond in their studies and students are rewarded for their hard work and dedication with a series of events taking place each term. Each ‘Rewarding Success’ event is different and focuses on different aspects of academy life.

Your child’s behaviour and progress will be closely reviewed and monitored during each lesson and if they have gone above and beyond in their studies they will receive a gold star in their planner which count towards end of term activities, but if the standards are not met the sanction system will come into use.

This is as follows:
- **First verbal warning** - one tick on the board (C1).
- **Second verbal warning** - second tick on the board (C2).
- **Third and final warning** - third tick on the board (C3).
- **C4** - student removed from their class and taken to an ‘on-call’ room in the same department to continue with their studies. Student will receive an hours detention the following day.
- **C5** - student removed for a serious breach of rules or fails the on call room then the student is taken to isolation for that lesson and is booked in for the following day.

If a student fails short of the high standards expected the sanctions at the academy are easy to follow and revolve around three main areas;

01 | Standards
All students must uphold the expected levels of uniform, behaviour, following instructions and bring the correct equipment each day. If any aspects of this is not followed students would be issued with a yellow sticker in their planners resulting in a 30 minutes detention the following afternoon.

02 | Academy Detentions
When homework is set it must be completed. Likewise all classwork set must be completed to the best of the students ability in all lessons. If a student fails to do this, then a blue sticker would be issued resulting in a one hour detention the following afternoon.

03 | Punctuality
All students are expected to be in the academy and ready to learn by 8:30am each day. If a student fails to do this, a red sticker will be issued resulting in an hours detention the following afternoon.

If a student fails to attend any form of detention during the week without speaking to their Pastoral Year Leader, they will automatically be added to a Principals Detention on a Friday evening for 90 mins.

Using the Internet

Using the academy ICT facilities is a key part of the curriculum and is a valuable tool in the progress being made by all students. However, the safe usage of this tool is vital to maintain the e-safety of each individual in the academy.

To assist in the protection of our students, the academy uses an up to date monitoring system and firewall that monitors all traffic leaving and coming into the academy. Social media is not accessible in any form using the academy system and all searches are automatically checked for their content. Students are not able to access the school system using their own devices to protect against the transmission of electronic virus etc that could cause damage to your home system and/or the academy network.

There is an expectation that an acceptable user agreement is signed by students in their planners at the start of the academic year.

Forbidden Items

At the academy we take personal health and wellbeing very seriously. Therefore the following items are forbidden on site. If any of these items are found immediate and severe sanctions will be imposed:
- **Cigarettes and associated paraphernalia** - It is illegal for anyone to smoke on or near the academy site as it is a public space.
- **Illegal drugs and paraphernalia of any kind** - this will be dealt with by the academy and will include police involvement.
- **Knives or other sharp implements** - It is illegal to carry a concealed weapon of any description in the UK. If any form of weapon is brought on site, this will involve immediate action and police involvement.
At Ossett Academy, we have adopted a mastery approach to maths in Year 7, and this will be the starting point on the journey that leads to your child's GCSE. Maths lessons are four times a week, and students will be taught by one of our departments’ sixteen specialist teachers. We cover a variety of topics from the four main areas of mathematics; Algebra, Number, Data Handling and Shape and Space, regularly checking your progress to ensure that pupils have a good understanding of the topics.

Depending on the topic, students may need specialist equipment from time to time, some of which we will provide, but it is essential that a ruler and a scientific calculator are brought to every lesson.

All students are given access to online support tools such as HegartyMaths.com and the PiXL Maths App, and every Thursday, we run after school sessions, where all students are welcome to come for help with any aspect of the subject.

In Year 7, students will enjoy a broad and varied English curriculum which builds on the skills they have developed at primary school. Students are introduced to a literature based curriculum through which they experience a range of different literary styles from Shakespeare’s plays and Victorian novellas through to contemporary plays and poetry. Students will be encouraged to ask questions and develop their own points of view on literary texts and, at the same time, learn how to vary their own use of language for different purposes and audiences.

Throughout their studies, students will begin to learn and understand the skills that lay the foundations for their GCSE studies as they move through the school. In addition to our classroom based curriculum, students will also have the opportunity to work with our librarians in our Learning Resource Centre, join our creative writing club or visit our film club.

In Science we try to follow Charles Darwin: ‘A person who dares to waste one hour of time has not discovered the value of life.’ Students will have three one-hour lessons per week in Key Stage 3 with a variety of teachers covering the three disciplines of Biology, Chemistry and Physics.

In Year 7, topics such as Cells, Reproduction, Particle Theory, Acids and Alkalis, Forces and Energy build upon the knowledge you have developed through Key Stage 2. In Year 8, topics include Healthy Diet, Microbes and Disease, Earth Structure, Metals and their Properties, Light and Sound and Energy Transfers.

An integral part of the course is to allow students to develop their hands-on skills through practical lessons and investigations. Enquiring minds are at the heart of Science and the Science Department strives to encourage this.

In Geography, we learn about the world in all its wonder!

We will have lessons twice a week in Y7 and once a week in Y8. During our lessons we will learn about the Natural World such as ‘Extreme Environments’ in which we study life in deserts and rainforests. We also develop our understanding of Human Geography, for example "Who wants to be a billionaire?” where we examine development across the world. We will also enable our students to become global citizens by focusing on real problems in which students can make a difference, through the investigation of current issues such as plastics pollution and recycling.

Students will not need any special equipment, other than a good imagination and an interest in the planet on which we live!
History

History at Ossett Academy is varied and interesting. In year 7 pupils will look at the Battle of Hastings and the Norman invasion to understand how much England changed in a short period of time. The Black Death is also about motives of both sides and how it changed the countryside, people’s lives and the laws? In Year 7 pupils will also study the English Civil War and consider the consequences of one nation turning on itself. Students have one lesson a week and each year is divided into six topics, each one lasting about half a term.

At Key Stage 3 students study a wide range of topics including; puberty, friendships, peer pressure, bullying, risk and relationships, contraception, drugs, democracy, law and order, local communities, human rights, managing money and finance.

Students do not need any special equipment for Life lessons other than an enquiring mind!
Visual Arts - Art

Students will have one lesson a week of Art in Year 7 and will explore many different themes and materials. Our mission is to build confidence and skill in the basic principles of Art and Design through a range of projects. The lessons are taught in engaging classrooms with staff that are experts in this area. The year begins with looking at tone and line and how to make objects look 3 dimensional. This then leads on to understanding colour and finishes and how artists use colour in their own work. The year concludes with a final project that enables students to combine all the skills they have learnt in a final piece of their choice based on the skills and styles they have studied.

Our Art teachers love their subject and know that our students will love it too.

Visual Arts - Technology

Technology works on a termly rotation carousel system that involves 2 lessons per week in 3 different areas, our teachers are helpful and enthusiastic. These areas are;

Food: During these lessons you will learn to make simple products and food preparation skills and how important the Eatwell Guide is for a healthy lifestyle. Some of the favourite products made are a healthy flap jack and tuna pasta bake.

3D Design: Lessons are taught in the technology classrooms where you have the opportunity to work with tools and equipment. Students will use the technology to produce a moving vehicle which they will take home at the end of the rotation.

Textiles: Students will learn to add decoration and colour to fabric and make a mobile phone case. The skills developed will include; designing, colour application onto fabric and embroidery skills. The mobile phone case will be stitched together using a sewing machine at the end.

Physical Education

At Key Stage 3, students have two lessons of PE per week. During lessons students will experience a wide range of activities.

Sporting activities undertaken by boys and girls at Key Stage 3 include; Football, Rugby League, Athletics, Basketball, Netball, Dance, Swimming, Rounders, Cricket, OAA, Fitness, Tennis, Badminton, Ultimate Frisbee, Tchoukball, Hockey, Cross Country, Gymnastics, Trampolining, Fitness Testing, NFL Flag Football and Softball.

Key Stage 3 students explore specific topics each year which aim to enhance knowledge and understanding of both healthy and active lifestyles, whilst preparing students for potential GCSE PE, Sport Science and Dance examinations.

The Academy will also provide the opportunity to compete in a variety of sports against local schools and will have the opportunity to participate in weekly training sessions from 2.45-3.45.

PE Kit

A full list of PE kit will be available at the Year 6 Parents evening, along with displays by uniform suppliers.

PE kit includes;
- Navy & Sky Blue sports polo with the Ossett Academy embroidery lettering logo;
- Plain navy sports shorts;
- Plain navy sports socks.

Optional for the colder months;
- Base layer skin in either Navy or Black (Thermal base layers are available);
- Traditional style cuffed tracksuit bottoms or performance fit slim athletic training pants in either Navy or Black;
- Optional Black leggings for girls. (They must be sportswear not casual leggings).

For swimming;
- Plain navy one piece swimming costume (bikini’s/tankini’s are not permitted);
- Plain navy/black swimming trunks/swimming shorts (Bermuda shorts are not permitted);
- Plain navy swimming cap with/without logo;
- A towel is required.

We recommend that students should have the following items;
- A towel for alternative weather;
- Gum shields & shin pads for Rugby and Hockey;
- Shin pads for Football.
Homework

The aim of setting students homework is to improve the learning of all through the experience of self-study, using initiative and building up resilience. Ossett Academy will provide opportunities to:

• Learn independently of the teacher;
• Practise skills learnt in the classroom;
• Complete learning started in the classroom;
• Experience meeting of deadlines in preparation for Post 16 study and lifelong skills;
• Revisit past learning to consolidate knowledge in preparing for examinations

Frequency of Homework

Tasks should be set that take approximately 30 minutes to complete. Tasks to be set on a weekly/two weekly basis. Maths, English and Science to set on a weekly basis. None core subject to set in alternate week to reflect the proportion of lessons on the timetable. This should ensure students are set approximately 4 hours of homework per week across all subjects.

Expectations for Recognition and Sanctions

• Staff should praise students for their homework as appropriate, e.g. through verbal praise, star stamps or SLT praise.
• Where homework is not completed this should be recorded in a student’s planner to allow Academy staff and parents/carers to monitor the completion rates for homework.
• Staff may use appropriate sanctions for students who fail to complete homework such keeping a student in at break to complete the work. Alternatively, staff may choose to keep students after school. This should be arranged with parents/carers via note in planner and a phone call home.
• Where students persistently fail to complete homework on a regular basis (at least three times in a half term) then additional parental contact should be made beyond a planner note and students may be asked to attend a standards detention as necessary to complete the homework.

Equipment

Students need to arrive in September with a pencil case which includes; pen (black or blue ink) and spares, purple pen (sold by the Box in Ossett as well as other high street stationers), pencil, pencil sharpener, eraser, ruler and a scientific calculator. (Compass and protractor is optional as this can be supplied by your child’s teacher in lesson). A sturdy bag is also needed to contain their books, pencil case and planner.

How can parents help?

Finding the right balance, when giving homework help, is tricky. It is tempting, especially when they have just started Year 7 to help with homework. However, too much help can mean, in the short term, that the day’s lesson is not reinforced. In the long term, if parents are overseeing homework too much, our students won’t learn the organisation skills they need. They can become disconnected from understanding their responsibilities when it comes to homework.

You can support your child by:

• Providing, where possible, a quiet learning environment at home. This doesn’t mean a different room but somewhere free from distractions such as TV.
• Keep up with home school communication via the planner. As a parent, knowing assignments and due dates can be invaluable in supporting your child to meet deadlines and plan when they will complete the work
• Encourage your child to ask teachers for support use the Library Resource Centre or ask their friends to help them.
Student Wellbeing & Safeguarding

Safeguarding

Ossett Academy is committed to safeguarding and promoting the welfare of children and young people. We are focused not only on supporting our students in their aspirations and academic goals, but also on their personal well-being and safety.

A highly dedicated and trained team of pastoral staff will work with your child’s teachers to ensure that they are supported through their academic career at Ossett Academy. This team is comprised of the Year Leaders, Education Welfare Officer, Attendance officer, Child Protection Officer and Mental Health Practitioner.

Our recent Ofsted report states “Quite rightly, safeguarding is a priority for all staff. The leaders entrusted with safeguarding matters act quickly, and with tenacity, to address any issues that arise.” Children will be taken seriously and supported if they seek help from a member of staff. Students are supported through a range of bespoke provision within the academy and from external providers.

Led by Assistant Principal Mrs Gayle Rowe, the Safeguarding Team work together to ensure that any concerns regarding student safety are addressed and endeavour to work in partnership with families wherever possible.

Anti-Bullying: Prevention and Support

Ossett Academy take concerns regarding bullying extremely seriously and combat this using a range of strategies. When your child joins Ossett Academy, their form tutor will continue to support their transition, whilst also reinforcing expectations. We know that bullying is a common concern around students as they transition to secondary school, in response all students receive education and awareness about bullying and how to respond to it should it occur.

Should you have any concerns about bullying, please contact your child’s Year Leader as soon as possible. We ask that parents read the academy’s anti-bullying policy which explains the steps taken to tackle bullying.

Supporting Students with Medical Conditions

From time to time students may experience a temporary illness or health concern, however if your child has a long term or chronic condition which necessitates medication being taken during the school day or may pose a barrier to their learning, we ask that you contact the academy so that we are able to develop an ‘Individual Health Care Plan’. This will detail the nature of their condition, medication and the necessary actions that need to be taken in order to support them during their time at Ossett Academy.

If you require the academy to store medication during the school day it is essential that a medication consent form is completed alongside the Individual Health Care Plan.

Further information can be found in the ‘Managing Medicines Policy’.

Should you wish to discuss this further, please get in touch.

Download policy

Get in touch
Morning Lessons

At 08.30am students will begin their first lesson of the day where they will meet their form tutor. The lesson is focussed on students’ personal development and focuses on a wide range of themes. This lesson lasts for 25 minutes, but takes place every day. One of these lessons is used for an assembly which takes place in Kendall Hall. Students need to be in their seat for a prompt start and demonstrate they are ready to learn by having their pencil case and planner on the desk. We understand that in the first few days students may feel nervous about participating and engaging in class room learning, however it is important that over time they are actively engaging in the lesson as this will allow your child’s teachers to get to know them and their strengths. At the end of each lesson the teacher will allow sufficient time to put away their resources and make their way to their next class.

We understand that students are often worried about becoming lost and teachers will make allowances in the first few days as they adjust to the new routine and environment. It is important that as students move around the academy in the first weeks that they ‘buddy up’ as this reduces their chance of becoming lost.

The second lesson of the day begins at 8:55am and again lasts for an hour. This is followed by break of 20 minutes.

Lunchtime

Period five is divided into two halves to allow for a 30 minute lunchtime break. Students can choose from meals on offer in either Frankland or Mayo Hall and are able to choose to spend their lunch within the halls or on the all-weather surface, however all food must be eaten in the halls to reduce litter around the academy site. Students may also use the LRC if they have obtained a pass from their form tutor.

Afternoon Lessons

After lunch students then resume their period 5 lessons for 30 minutes, before progressing to period 6, the final lesson of the day.

Enrichment Activities

Ossett Academy offers a wealth of extra-curricular opportunities and educational visits across all year groups. The extra curricular timetable is on the Academy website, and there are opportunities for students to get involved on a daily basis. These include sporting clubs, such as; Football, Hockey, Trampolining, Swimming, Rounders, and Rugby. There are opportunities in music, such as; Choir, Ukulele group, guitar club, and other clubs include; cookery club, Art clubs, drama, ICT clubs, Photography, Film club, and many more. There is also the opportunity for students to use the facilities in the Learning Resource Centre (LRC) after school, break, or lunch times.

Academy Routines

On entry to the academy students are met by staff at the end of the drive and through the pedestrian gate, here students show their planner to demonstrate they are ready to learn. All visitors to the academy must use the pedestrian foot path for their own safety. We ask that if a student is being dropped off, then this is to take place at the turning circle in the entrance. It is important that parents avoid driving through the car park as this creates congestion and is a risk to the safety of others.

The academy is open to students from 8.00am and a range of hot breakfast items and drinks are available. It is important that students do not enter the academy before 8.00am in order to ensure their own safety and appropriate levels of supervision.

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<tr>
<th>Time of the Day</th>
<th>Timetable</th>
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<tr>
<td>08:30 – 08:55</td>
<td>Period 1</td>
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<tr>
<td>08:55 – 9:55</td>
<td>Period 2</td>
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<tr>
<td>9:55 – 10:15</td>
<td>Break time for 7 &amp; 9</td>
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<td>10:15 – 11:15</td>
<td>Period 3</td>
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<td>11:15 – 12:15</td>
<td>Period 4</td>
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<tr>
<td>12:15 – 12:45</td>
<td>Period 5 Y7 (first half)</td>
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<tr>
<td>12:45 – 13:15</td>
<td>Lunch for Y7</td>
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<tr>
<td>13:15 – 13:45</td>
<td>Period 5 Y7 (Second half)</td>
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<tr>
<td>13:45 – 14:45</td>
<td>Period 6</td>
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Ossett Academy provides refreshments in Mayo and Frankland Hall. At 8.00am Mayo Hall is open and provides a range of breakfast items for purchase. Both halls are opened at break and lunchtime. At break time a range of snack options and sandwiches are available, with hot meals also available at lunch.

We ask that students bring a refillable water bottle which they can fill from water coolers around the academy site at break or lunch time. This will reduce the use of single use plastics and ensure that students are hydrated throughout the day. Please note, students are not allowed to leave lessons in order to refill their water bottles.

We ask that food is only consumed in the halls in order to reduce litter around the academy site.

The main academy kitchen operates a cashless fingerprint system run through the online system Tucasi. Parents can set up a Tucasi account on line and top up from home using a credit/debit card. Students can also bring in cash to the academy and top up their account in the top up machines outside Mayo or Frankland Halls.

Further information will be provided to parents of year 6 students with details of how to login and establish an account. Parents can access updates on spend and balances on this system. Students are able to see their spend each time they purchase something at the kitchen and also their balance. A debit balance of no greater then £2.50 is permitted.

Referrals

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Allergy Information

Gluten free options are available on request in the academy kitchen (e.g. wraps, jacket potatoes, pasta) – students should speak with the kitchen staff at morning break if they have a request for lunch that day.

Nuts are not used in the academy kitchen as a general rule; however we cannot guarantee that purchased products have been produced in an environment free from traces of nuts.

Any concerns or questions relating to menu choice please do not hesitate to contact the academy kitchen via enquiries@ossett.accordmat.org.

As part of our service in the Academy restaurant, we operate a cashless system which is designed to eliminate the handling of cash in the restaurant and uses a Biometric system instead.

Biometric is the use of scanning 12 key points of a thumb print and storing that data against the student record. We do not hold a finger print of each student, it is only a unique code based on the 12 key points of the scanned thumb.

For those students who do not consent to having their thumb print scanned, a 4 digit pin code can be allocated instead. The consent to use the Biometric system is given on our permissions form. However, a parent can change their consent preferences at any time by contacting the Academy.
Attendance

Starting a new school can be both exciting and daunting, so it is important that every child is given the best opportunity to succeed. At Ossett Academy we ask all students to aim for 97% attendance, this is particularly important during the first term.

If your child’s attendance is below 97% it can have an impact on them in a number of ways:

• Your child will settle into Year 7 and make new friends more easily if they are here every day.
• Students with significant absence sometimes find that their friendship groups have changed whilst they have been absent, this can have a significant emotional impact.
• A child who has attendance of 90% has missed 4 weeks of school per year, this is 1 day missed per fortnight!
• 90% over 5 years of secondary school means a child would miss half a school year!
• Research shows that 17 missed days per year = 1 GCSE grade dropped in every subject.

Attendance is a key factor in students achieving their potential at Ossett Academy. Nationally 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all. Importantly, students with poor attendance also struggle to maintain friendships and miss out on the range of opportunities available.

Parental support in ensuring that your child attends school as consistently as possible is greatly appreciated. If you are concerned about your child’s attendance, please do not hesitate to contact their Year Leader.

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<thead>
<tr>
<th>As a parent, I can help by:</th>
<th>As a school, we will help by:</th>
<th>As a student, I can help by:</th>
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<tr>
<td>Contacting the school when your child will be absent.</td>
<td>Following up on every absence ensuring that no absence goes un-noted.</td>
<td>Attending school every day, on time, to give you the very best chance of success.</td>
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<tr>
<td>Booking doctors and dentist appointments outside of school hours.</td>
<td>Acknowledging and recognising good attendance and punctuality.</td>
<td>Participate in the form/year competitions for attendance and punctuality.</td>
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<tr>
<td>Supporting your child to attend as often as possible by reminding them on the importance of school attendance.</td>
<td>Reminding parents and students about the importance of attendance and how it is measured against attainment.</td>
<td>Speak to my form tutor or year team if problems arise.</td>
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<tr>
<td>Ensuring your child arrives at school by 8:35am each morning.</td>
<td>Letting parents know if we have concerns regarding their child’s attendance and punctuality.</td>
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If your child’s attendance falls below 90% they will be classed as a persistent absentee. We will place them on our Fast Track to Attendance scheme where you will be invited into a meeting to discuss the reasons for absence and any support which we can offer to improve attendance. We will monitor attendance for a 4 week period and during this time we will not authorise any illness unless supported by medical evidence, see below. If your child has 5 or more days off without medical evidence or other exceptional reasons then we may ask the Local authority to issue a Penalty Notice. It is taken into consideration that some students who are under the threshold are there for genuine reasons such as ill health, family bereavement or other pastoral issues. These may be short term and the Achievement Officer and EWO will monitor and support as necessary.

Punctuality

It is important that all students are in their first lesson by 8.30am. A delayed start to the day results in lost learning and students losing confidence in their understanding as they have missed the first part of their learning. If your child is late, it is important that they sign in at the attendance office at student services.

Term Time Holidays

We do not authorise holidays during term time. Any absences could incur a penalty notice issued by the Local Education Authority. For further details, please refer to the Holidays in Term Time section on our website under the Parents tab on the front page.

Reporting Absence

It is important that we are informed of any planned absences or delayed starts to your child’s day so we understand that they are safe. If there is a known absence then please contact the academy.

Illness

We expect all students to attend school 100% of the time so that they can achieve their potential, both socially and academically. If, in exceptional circumstances, a child is too ill to attend the Academy, parents must contact us on 01924 232820. We do not have a 48 hour rule for illness, please return your child to school if vomiting/diarrhoea has ceased. If no explanation is received, parents will be contacted on the first day by text message or telephone. If necessary, a home visit by the Education Welfare Officer will be arranged. Minor illnesses such as headaches, sore throats, period pain are a significant contribution to absence and a barrier to learning. If you feel your child has a minor illness but is well enough to attend school please send them in, they can bring medication and we can store it at student services.

Where a student has a significant number of absence due to illness of a minor nature, we will ask for medical evidence or may record the absence as unauthorised, however students with long term or chronic illnesses will be supported by the pastoral team who will continue to work with families and other professionals.

Medical Evidence

If your child is absent for a long period of time due to illness then we will require medical evidence, we will also require medical evidence if your child is on the Fast Track to Attendance scheme and is ill during the monitoring period. Medical evidence does not have to be a doctor’s letter; it can be an appointment card/letter or other evidence from the practice that your child has attended. It can also be a copy of medication or prescription.
Communication Principles

The Academy has an online guide to the principles which we expect both parents/carers and colleagues within the academy to uphold with regards to communication. The principles document and associated FAQs and Jargon Buster can be accessed through the button below. These documents are our commitment to open and transparent communication and describe the ways in which parents/carers and students can make contact with and enquiries with the academy, with whom and how.

All parental letters are sent home with students in paper format. Copies are also made available on the academy website. If you are able please regularly check the academy website for updates to communications and letters being sent home. Letters on the website are ordered by whole school/general, by year group and by extra-curricular and educational visits.

Parent Forum

The academy holds a termly Parent Forum focussing on a pre-agreed agenda. Leaders from the academy will present updates on key matters arising, items for consultation and/or discussion for potential change. Recent Parent Forum agenda items include the academy Behaviour Policy, the Communication Principles and our ongoing commitment and strategies in respect of anti-bullying. Any parents/carers interested in attending the parent forum should email parents@ossett.accordmat.org.

The Academy Planner

The academy planner is the first point of contact between home and the academy. All students are required to bring their planner every day to the academy and show their planners on entrance to site every morning; demonstrating that they are equipped and ready to learn.

The planner acts as the first line of enquiry between home and form tutor, teacher or academy in general. For example the planner can be used to confirm permissions to leave the academy for medical or dental appointments, it can be used to enquire about a homework query with a particular subject/teacher; it will also be used for rewards and/or behaviour concerns. Students will be provided with a planner at the start of every academic year. Students who lose a planner or deface it with graffiti will be required to purchase a new planner at a cost of £2.50.

Key academy staff details including senior and middle leaders and other key contacts are all available on the academy website.

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Parents Evening System

For parents evenings, dates can be found on the website calendar from September 2020. Prior to the parents evening, a letter will be sent home via your son/daughter.

Parents evenings are organised on an appointment basis, using an easy to use online appointment booking system. The system allows you to choose your own appointment times with teachers and you will receive an email confirming. Information on the booking system and how to use it will be included with your first parents evening letter, along with further information about when the appointment system opens and closes prior to the evening. Any concerns regarding this system should be directed to your son/daughter’s form tutor in the first instance.

Student Assessment

At Ossett Academy we use starting points to link a student’s progress from the beginning of key stage 3 to GCSE to enable students, parents and teachers to quickly and easily identify whether a student is on track to achieve their potential in each subject.

Students are assigned a starting point based on how well they did in SATs. Subject teachers then use the curriculum to identify a set of criteria for each starting point which will be shared with students.

Classwork, homework and assessments indicate whether a student is exceeding, achieving or below the starting point criteria.

Student Reports

Over the academic year, we regularly assess students within subjects to allow us to gain a robust and accurate picture of how our students are progressing. There are currently four formal data points across the academic year which generate four short data reports which are sent home with your son/daughter over the academic year. For more information on how we set targets and track progress, please refer to the above information booklet and video. Information about reporting and assessing will also be sent home in the first half term to provide further support with this process and an assembly will be held for Year 7 to explain the process to our students.
Supporting SEND Students

We have a team of specialist trained SEN staff to work closely with our students and their families in order to have a smooth transition from year 6 into 7, and to overcome any barriers faced.

We have a provision around ‘The Orchard’ which provides a safe haven for many students, either temporarily, on a drop-in basis as required, or longer term throughout their time at Ossett Academy. We work closely with our staff, the local authority, and other external agencies in order to best support our students.

Nurture Group

We have a nurture group for our more vulnerable students. This helps them to get used to the transition into year 7, and can help with targeted small group sessions or one-to-ones around key issues, such as; friendships, bereavement, anxiety, emotional regulation, social skills, etc. These are usually once per week, and students are withdrawn from lessons for this support for an identified period of time, for example half a term.

Literacy and Numeracy

Students are given additional support in literacy and numeracy if they are identified by junior schools or their teachers as needing it. This could involve learning mentor support within their lessons, small group sessions, or one to one work if required. It is targeted and focussed work that will help students to work at the level that they are capable of, and boost their confidence.

Homework

We offer a Homework Club two nights per week, for an hour after school. Students can get their homework done in a supportive environment, with learning mentors to help them if they need it. This should help reduce the stresses if students are unsure what to do or how to do it. We work closely with teachers to help students.

Supporting Students with EHCP

We provide extensive support for students regardless of their special educational needs or disabilities. We do have a range of students with Education and Health Care Plans in place who are successful within mainstream education and can access the appropriate curriculum and support for them. We have regular review meetings, and regular contact with parents to ensure students progress.

Supporting Transition

Some students require early transition visits in order to familiarise themselves with staff and the environment before it is busy, in order to prepare themselves and reduce anxieties. These have been taking place since the Autumn term, and can be organised by getting in touch with our SENCO, Michaela Sill, msill@ossettacademy.co.uk.

We have a transition morning especially for students with special educational needs, disabilities and vulnerable students in June. For this visit, students are usually supported by staff from their primary setting, and they have a tour, and some workshop style activities that are aimed at getting to know each other, having fun, and reducing anxieties.

Supporting SEND Students

“Ossett Academy offers focused support; the teachers really want to help you and see you succeed.”

- Katie Saville, Year 11
Transition - Parent’s Meeting

All parents will be invited by letter to a parent’s information evening in May. The evening will be an opportunity to meet key members of staff and gain further information that will be beneficial for parents of year 6 students.

Transition - Individual Appointments

At Ossett Academy we recognise that some of our students need additional considerations as part of their journey to the academy, whether this is to support SEN or medical needs. We are also keen that students who are in receipt of Pupil Premium are supported.

Supporting your Child’s Transition to Ossett

Once students have taken their SATs in May, the transition programme begins with earnest. Key members of the pastoral team from Ossett Academy will meet each and every student who joins us in September, whether they are part of a class group or if they are the only student coming from their school.

During this meeting students will listen to a presentation about life at the academy and have the opportunity to ask questions. Themes can range from the curriculum topics to the day to day practicalities. We will also discuss the forthcoming transition days that take place in early July. We will explain to the students what they will need to bring and the structure of the two days.

To get to know your child better we will also be speaking with their class teacher, this helps us to gain a better insight as to which students may need additional support and the interests of your child.

Transition Days

In the beginning of July, all students who will join our year 7 in September are invited to spend two days at Ossett Academy. Students will come in their own clothes and need to bring a pencil case, water bottle, packed lunch and PE kit. We shall start the day at 8.30am with an assembly in Kendall Hall where students will be welcomed by the Principal and Year Leader. Students will then be supported during the day by two student ambassadors who will guide them and support them in lessons. During the course of the two days students will experience a range of lessons from across the curriculum and get to know the students in their learning group. Students will also have the opportunity to meet their form tutor and ask any questions or discuss any concerns.

It is our hope that students leave Ossett Academy with a sense of excitement having made new friends and experienced some of the opportunities on offer.

First Day in September

The first day of the new term in September will continue to support your child’s transition. Following an assembly, students will undertake a range of activities to help them settle in, from tours of the academy, photographs and ice-breakers games with their form to the administration of timetables and planners.

During the day, form tutors will continue to monitor the members of their form and will continue to communicate with the Year Leader should the feel a student needs additional support.

Supporting your Child over the Summer Holidays

It is not uncommon that the excited and confident child following the transition days, can be daunted once the summer holidays draw to a close. To help your child prepare for Ossett Academy, we would suggest rehearsing the journey (especially if they are not experienced in travelling independently) and organising a friend or small group to walk travel with them at the beginning and end of a day.

Reminding your child of the range of opportunities and speaking positively about the new start will also help boost their confidence. You may find it useful to look through some of the past editions of the Ossett Academy magazine available on the website (News and Events) as this often showcases school events, enrichments and educational visits in addition to celebrating the success of our students.

It can also be useful for students to meet up once again with friends they made on the transition days. Although they will know the students from their school, they will be in new learning groups and a number of our students will have joined from schools outside the Ossett pyramid of junior schools. Making new friends is a key part of the transition to Ossett Academy and we encourage students to support each other where possible.
Am I able to drop my child off at the academy?

If parents are collecting their children by car, we ask that you do not drive on to the main school site, due to the volume of traffic and safety of our students. In the first car park there is a bay where parents can drop off next to the bus shelter. We ask that parents do not pull up to the car park pedestrian gates as this increase the risk to our students.

What stationary equipment is needed?

Students need to arrive in school site by 8.30am as assembly will commence at 8.35am in Kendall Hall. The students’ day will finish at 3pm.

What will happen on the first day in September?

In September, students will join us at 8.35am for a welcome assembly and spend the day with their form tutor playing ice-breaker games in their form to help build their confidence, getting to know the academy (tour) and also completing a range of practical tasks, for example student details form, example record book, compass and protractor is required. Students will also need to bring a sports kit, for example tracksuit bottoms or shorts, a t-shirt and trainers. Students will need to be on school site by 8.30am as assembly will commence at 8.35am in Kendall Hall. The students’ day will finish at 3pm.

What will happen on the first day of term?

The days will provide students with a taste of life at Ossett Academy and a chance to make new friends. During the day students will experience a range of lessons from across the curriculum and will need to arrive in non-uniform that is practical and comfortable and bring with them a pencil case, a packed lunch and water bottle/drink. Students will also need to bring a sports kit, for example tracksuit bottoms or shorts, a t-shirt and trainers. Students need to be on school site by 8.30am as assembly will commence at 8.35am in Kendall Hall. The students’ day will finish at 3pm.

What will Ossett Academy be arranging transportation for my child?

Given the number of students who will be joining us, it is not feasible for Ossett Academy to arrange transportation. If your child is making their way independently to the academy, it may be beneficial to buddy up with an older student or a friend so they feel more confident. For some students it may also be beneficial to practice the journey.

Before your child joins us for the transition days, it is essential that all forms have been returned, for example student details form, health form and anti-bullying policy reply slip.

What happens if my child loses an item of property?

We ask that parents / carers ensure that ALL property is clearly labelled with the student’s name, including all PE kit, uniform (especially ties), coats, bags, pencil cases etc.

Lost property can be claimed from the academy site for their lunch?

At lunchtime we require that students stay on site, this will help them to settle at Ossett Academy and make new friends.

Students have a choice of two dining halls to eat in and can buy a large variety of healthy sandwiches, snacks, drinks, fruit, salads as well as hot meals. The halls are open in the morning from 8.00am-8.35am, at break and then again at lunch. We currently operate a cashless system which uses a biometric reading of the student’s finger. Fingerprints shall be taken on the first day of term, in order to allow sufficient time to process the year 7 students; we ask that all students bring a packed lunch on the first day of term.

How can I pay for my child’s food and refreshments?

Students will be allocated a catering account which they can add funds to in several ways. Our preferred method is using our

FAQs

What will my child need to bring on the transition Days?

The days will provide students with a taste of life at Ossett Academy and a chance to make new friends. During the day students will experience a range of lessons from across the curriculum and will need to arrive in non-uniform that is practical and comfortable and bring with them a pencil case, a packed lunch and water bottle/drink. Students will also need to bring a sports kit, for example tracksuit bottoms or shorts, a t-shirt and trainers. Students need to be on school site by 8.30am as assembly will commence at 8.35am in Kendall Hall. The students’ day will finish at 3pm.

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Before your child joins us for the transition days, it is essential that all forms have been returned, for example student details form, health form and anti-bullying policy reply slip.

What stationary equipment is needed?

Students need to arrive in September with a pencil case which includes; pen (black or blue ink) and spares, purple pen (sold by the Box in Ossett as well as other high street stationers), pencil, pencil sharpener, eraser, ruler and a scientific calculator. (Compass and protractor is optional as this can be supplied by your child’s teacher in lesson).

How is the planner used?

Each student will be issued with a new timetable and a student planner at the beginning of the new term. Students will be asked to record homework tasks in their planner and staff at the academy may use the planner to make a note of any incidences of positive or negative behaviours using a stamp or brief comment. Planners are also a valuable way to communicate with your child’s form tutor; however we ask that you contact the Year 7 Year Leader if the matter requires a more personalised discussion.

To support your child’s progress, we request that you check and sign your child’s planner each weekend.

Will my child be able to have a locker?

These are available for students to share. Keys and padlocks should be brought during the first week when lockers will be issued. It is recommended that a strong padlock of a good size is provided and that a spare key is kept at home in case of loss. Valuables must not be left in lockers. Ossett Academy cannot accept responsibility for valuable items, including mobile phones.

What happens if my child loses an item of property?

We ask that parents / carers ensure that ALL property is clearly labelled with the student’s name, including all PE kit, uniform (especially ties), coats, bags, pencil cases etc.

Lost property can be claimed from Student Services by students. We ask that students come to report lost property once they have attempted to locate the item. Ossett Academy cannot accept responsibility for valuable items, including mobile phones.

A lost property claim session is held at the end of every term - this will be the last opportunity students will have to claim their property. Unlabelled items remaining in lost property after this session will be donated to charity.

Can my child leave the academy site for their lunch?

At lunchtime we require that students stay on site, this will help them to settle at Ossett Academy and make new friends.

Students have a choice of two dining halls to eat in and can buy a large variety of healthy sandwiches, snacks, drinks, fruit, salads as well as hot meals. The halls are open in the morning from 8.00am-8.35am, at break and then again at lunch. We currently operate a cashless system which uses a biometric reading of the student’s finger. Fingerprints shall be taken on the first day of term, in order to allow sufficient time to process the year 7 students; we ask that all students bring a packed lunch on the first day of term.

How can I pay for my child’s food and refreshments?

Students will be allocated a catering account which they can add funds to in several ways. Our preferred method is using our
online payment system, Tucasi. Further information and your individual log in details will be issued to you via your child in September. This will allow you to pay by debit or credit card. You can also deposit money into the Revaluation units (Cash 5p, 10p, 20p, 50p £1, £2 coins and Notes £5, £10 and £20) wall mounted in Mayo Hall Foyer and Frankland Hall Foyer.

We do allow students to borrow funds to allow them to purchase a main meal at lunchtime, on the provision that the funds are paid back into the student account within 2 days week. Students who are entitled to a Free School Meal will have their account credited automatically on a daily basis.

The system calculates account balances and can produce a statement of meals taken and balances and can produce a statement of payments made by each student, allowing you to keep a check on the meals your child is having.

We will be registering your child on this Biometric system the first day of term as they start in Year 7.

What is a biometric fingerprint?

As part of our service in the Academy restaurant, we operate a cashless system which is designed to eliminate the handling of cash in the restaurant and uses a Biometric system instead.

Biometric is the use of scanning 12 key points of a thumb print and storing that data against the student record. We do not hold a finger print of each student, it is only a unique code based on the 12 key points of the scanned thumb. For those students who do not consent to having their thumb print scanned, a 4 digit pin code can be allocated instead. The consent to use the Biometric system is given on our permissions form. However, a student can change their consent preferences at any time by contacting the Academy.

What are the expectations regarding uniform?

We ask that parents and carers support the Ossett Academy uniform expectations. The graphic can be found on the academy website and is enclosed in this pack.

- An academy skirt with a logo is a part of the core uniform for girls and can be purchased from The Box, Smart Uniforms and Rawcliffes.
- Trousers must be of a traditional fit (not skinny or fashion brand).
- Students must wear also wear a pair of black leather traditional school shoes without logos. Please note pumps or trainers are not allowed.
- Students are not allowed to wear jewellery, for example piercings or rings.
- Hair styles should be sensible with colours of natural tones. Extreme hairstyles such as Mohican, shaved, brightly or contrasting colours are not allowed.

Please refer to the Ossett Academy dress code and PE Kit lists for full details.

Holidays

Holidays should not be taken in term time and will be counted as unauthorised. Any absences should be reported to the school absence line via the main telephone number (01924 232820).

Absence

When a student is absent from school it is required that a parent/carer telephones the school as early as possible on the day to advise the academy of the nature of the illness and how long the absence is likely to last. We monitor the attendance of our students closely as absence can pose a significant barrier to learning. We ask that if parents are concerned about their child’s attendance to contact their Year Leader as soon as possible to discuss possible support and strategies. Our Education Welfare Officer works closely with the Year Leader and families to ensure that every student has positive attendance.

The Learning Resource Centre (Library)

This can be used by all students, before and after school. Students may also have access to the LRC during lesson time under the supervision of their class teacher in order to develop their independent enquiry skills.

Music Lessons

We have peripatetic music teachers visiting the school each week. If you wish for your child to have these lessons, you should email or write to the head of music, Mr Delaney adelaney@ossett.accordmat.org. Lessons are approximately twenty minutes and are usually rotated so that students do not miss the same lesson each week.

CAT & SSRT Reading Tests

During the first half term each student in year 7 will sit a series of cognitive and also a short reading test. The cognitive tests are a series of short computer based tests, which cannot be prepared for. We use these tests in conjunction with their end of key stage 2 results to have a more developed understanding of your child’s ability.

Contact

We hope that this information has answered some of the questions that you may have. Please also view our website and Facebook page to support your child in their transition to Ossett Academy. Should you have any specific concerns, please do not hesitate to contact Ossett Academy:

transition@ossett.accordmat.org