

STOKE HIGH SCHOOL

ORMISTON ACADEMY



PROSPECTUS

2016/17



WELCOME

Thank you for taking the time to read our information and consider choosing Stoke High School – Ormiston Academy for your child. Our school has entered an exciting time in its development as we strive to become one of the best schools in Suffolk.

We have an excellent reputation for ensuring that the transition of students from primary to secondary education takes place as smoothly as possible. We are proud of our reputation for being a caring and happy school, which is at the heart of the community.

As a "new" parent I know that you will be keen to follow and support our efforts to provide the best possible opportunities for your son or daughter. We have very high expectations of all of our students which translates into high academic and extra-curricular achievement. The link between home and school is vital if your child is to benefit from the exciting and challenging education which we look to provide at Stoke High School. We look forward to working with you and your child during this crucial time.

We look forward to meeting you during our Open Mornings, Open Evening and the 'Into Year 7 Evening' where you will have the opportunity to gain first-hand experience of the school, talk to staff and have your questions answered about life at Stoke High School. We place great emphasis on the partnership between home and school as experience tells us that where this partnership is strong the individual child's outcomes, both academically and personally, are greatly enhanced and lead to students 'being the very best that they can possibly be'.

Our new intake will enjoy a splendid two-day induction programme in July 2017, when they will meet students from other schools and experience life at Stoke High School – Ormiston Academy. In the meantime, we warmly invite you to visit the school and make a well informed decision on your choice of secondary education.

If you require any further information, please do not hesitate to contact Mr Moxon, Assistant Principal in charge of Transition.

Kind regards

Glenn Mellor
Principal

September 2016

Stoke High School – Ormiston Academy Prospectus

Co-educational School for the 11-16 Age Range

STOKE HIGH SCHOOL – ORMISTON ACADEMY
MAIDENHALL APPROACH
IPSWICH
IP2 8PL

Telephone: 01473 601252

email: admin@stokehigh.co.uk

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PRINCIPAL

Mr G Mellor BA(Hons) QTS NPQH

VICE PRINCIPAL

Mrs J Betts MA, PGCE, NPQH

ASSISTANT PRINCIPALS

Mr A Gibb BEng, PGCE
Ms S Jordan BA, PGCE
Mr R Moxon BSc, PGCE
Mr A Pickering BA, PGCE

CHAIR OF GOVERNORS

Mrs E Combes

VICE CHAIR OF GOVERNORS

Mr B Hinds

Telephone: 01473 601252

ORMISTON ACADEMIES TRUST

Ormiston House
144 Newhall Street
Birmingham
B3 1RY

Telephone: 0121 236 5100

LOCAL EDUCATION AUTHORITY

Telephone: 03456 077055

DIRECTOR FOR CHILDREN AND YOUNG PEOPLE

Mrs S Cook
Endeavour House
8 Russell Road
Ipswich
IP4 1LZ

STOKE HIGH SCHOOL – ORMISTON ACADEMY

Vision

To ensure that all young people, regardless of their background, achieve their best in a safe, secure, caring yet challenging learning environment where all of our students are inspired to respect others. To develop their talents and to raise their aspirations to leave school with the academic, social and practical skills to lead a successful, happy and responsible life.

Our key words are:

Respect, Inspire, Achieve

Values

A common set of values underpins our vision. A commitment to:

Excellence: outstanding teaching and learning underpinned by high quality professional development.

Inclusion: educational opportunities that tackle low expectations, demand the best of all students, regardless of their background or ability, and reflect community interests and needs.

Breadth: enrichment activities which enhance academic achievement as well as young people's personal qualities, practical skills, creativity and well-being.

Enjoyment: developing a life-long passion and curiosity about learning.

Partnership: working with parents, the local community, schools and business to enrich learning opportunities and build commitment and support for education.

Our Aims

To be involved with a mutually supportive network of academies that work together and with the community to:

- Offer outstanding leadership and teaching and learning opportunities
- Support young people to fulfil their academic potential, regardless of their background
- Offer a broad, balanced and rich curriculum
- Develop new approaches to teaching and learning that reflect local circumstances and need
- Kindle and nurture a passion and curiosity for learning
- Support the development of rounded, caring and socially responsible young people
- Foster young people's physical, mental and emotional well-being
- Encourage community and family engagement to enhance students' learning outcomes

ADMISSIONS

Full details of the policy and procedures are set out in our Admissions Policy which is available on the Academy website. Details of the Academy's catchment area can be obtained from the Academy or Suffolk County Council, the Local Education Authority.

The number of intended admissions for the year commencing September 2017 will be 172

IMPORTANT DATES

Into Year 7 Evening	Tuesday 20th June 2017
Induction Days for all new students	Wednesday 5th & Thursday 6th July 2017
First day of term officially	Monday 4th September 2017
Autumn Term Half Term	Monday 4th September 2017 – Tuesday 19th December 2017 Monday 23rd – Friday 27th October 2017
Spring Term Half Term	Wednesday 3rd January 2018 – Thursday 29th March 2018 Monday 12th – Friday 16th February 2018
Summer Term Half Term	Monday 16th April 2018 – Tuesday 24th July 2018 Monday 28th May – Friday 1st June 2018
Bank Holiday	Monday 7th May 2018

You will be sent an Academy calendar outlining the major events of the year.

From the 1st September 2013 the DFE amended the regulations surrounding holidays in term time. These amendments make it clear that Head Teachers or Principals **may not** grant any leave of absence during term time unless there are exceptional circumstances and gives **no entitlement** to parents to take their child on holiday during term time.

Please refer to the Student Attendance policy on the Academy website for full details of expectations and sanctions for non-attendance/unauthorised attendance.

Circumstances where an instant Penalty Notice may be issued to parents:

1. Where a child of statutory age has been identified for the first time as having unauthorised absence
2. In the company of a parent, has been stopped under Section 16 of the Crime and Disorder Act 1998 (i.e during a 'truancy sweep' conducted by Police and Education Welfare Officers) and the parent has failed to give a satisfactory explanation for the child's absence which the Academy ` has confirmed is unauthorised.

Further information can be obtained from www.dfe.gov.uk

SCHOOL HOURS

8.30 am	Form Time
8.50	Period 1
9.50	Period 2
10.50	Morning Break
11.10	Period 3
12.10 pm	Lunch Break
12.50	Period 4 (including registration)
1.50	Period 5
2.50	End of afternoon session

SCHOOL DRESS

Details of the official Academy uniform are set out overleaf. We know that parents fully support our efforts to maintain our uniform policy. It is one of the keys to our maintenance of high disciplinary standards and leads to the high reputation of the Academy in the community.

Please also remember that children do take pride in being smart and of good appearance and that uniform is not expensive when viewed over a school career. The choice of uniform has deliberately been made inexpensive and is now cheaper than many fashion and leisure clothes. With only one uniform to buy, parents have reduced pressure from their youngsters to wear different fashionable garments to school each day.

NO item of the Academy uniform for boys or girls should follow the changes of popular fashion. Such styles are usually totally unsuitable and occasionally unsafe for the busy life of the Academy.

OUTER COATS should be hardwearing, inexpensive and not worn in the building. Students are expected to keep them in their lockers.

Please ensure that every article of clothing is clearly marked with a name tag in order to eliminate, as far as possible, the problem of lost property.

JEWELLERY

Students are permitted to wear single stud earrings and/or a wristwatch. **However, body piercings or other facial piercings are not allowed.** **NO** items of jewellery are allowed to be worn during PE lessons, and it would be helpful if you could encourage your child not to wear jewellery on these days. The academy cannot accept responsibility for valuable personal items, including jewellery, brought into school.

GENERAL APPEARANCE

Girls are asked not to wear make-up which might be considered inappropriate in school. We also ask that hairstyles for boys and girls are sensible and that hair is not coloured or styled outrageously!

MOBILE PHONES

Students are allowed to bring mobile phones to school although they must be switched off and out of sight in lessons. If a student breaks this rule the mobile phone will be confiscated and the parent or guardian may be asked to collect the item. Again, we must stress that the Academy cannot accept responsibility for valuable personal items brought into school.

UNIFORM FOR GIRLS

White shirt	Button up to the neck with collar, short or long sleeved
*School tie	Clip on
Black trousers	Not cropped trousers/no skirts
*School jumper (<i>optional</i>)	
*Black blazer	With Academy logo
Plain socks	
Shoes	Plain BLACK, flat, sensible footwear – <u>NO</u> trainers or canvas shoes

PE KIT FOR GIRLS

Indoor PE lessons:	*School uniform top
Outdoor PE lessons:	Black shorts
	Sports socks
	Plain black tracksuit (<i>optional</i>)
	Training shoes with non-marking sole
	Trainers
	Girls who are members of the Academy football team will need football boots with moulded or screw-in studs, football socks and shin pads.

UNIFORM FOR BOYS

White shirt	Button up to the neck with collar, short or long sleeved
*School tie	Clip on
Black trousers	Not cropped trousers
*School jumper (<i>optional</i>)	
*Black blazer	With Academy logo
Plain socks	
Shoes	Plain BLACK, flat, sensible footwear – <u>NO</u> trainers

PE KIT FOR BOYS

Indoor PE lessons:	*School uniform top
Outdoor PE lessons:	Black shorts
	Sports socks and football socks
	Plain black tracksuit (<i>optional</i>)
	Training shoes with non-marking sole
	(football/rugby) – football boots with moulded/screw-in studs
	Shin pads

NB PLEASE MARK ALL UNIFORM AND PE KIT CAREFULLY WITH STUDENT'S NAME.

All starred (*) items can be ordered online via Parentmail, or an order form is available to download from the academy website or can be collected from the Reception or Student Offices.

All other items can be bought from any store.



NOTE: Colour and size are for representational purposes only

ITEM DESCRIPTION	COLOUR	AVAILABLE SIZES	PRICE (September 2016)
Boys blazer	Black with logo	28", 30", 32", 34", 36"	£22.50
		38", 40", 42", 44", 46", 48"	£27.00
Girls blazer	Black with logo	28", 30", 32", 34", 36"	£22.50
		38", 40", 42", 44", 46", 48"	£27.00
Tie	Black/Gold	N/A	£6.00
Black long sleeved knitted sweater with gold stripe	Black/Gold	28", 30", 32", 34"	£15.00
		36", 38", 40", 42", 44", 46", 48"	£18.00
Unisex sports polo shirt	Black/Gold with logo	32", XS, S	£11.00
		M, L, XL, XXL	£13.20
Girl-fit sports polo shirt	Black/Gold with logo	30", 32", XS, S	£11.00
		M, L, XL, XXL	£13.20

SCHOOL DINNERS

Stoke enjoys an excellent cafeteria system, with the recent addition of a “Health Bar”, and students are able to purchase a meal from a range of foods daily. Free meals are available to those children whose parents receive specific income support, details of which are on the form available on request from the Academy or the Area Education Office. When completed, the form should be sent to the Area Education Office, with appropriate evidence requested, and it will be dealt with in the strictest confidence.

The Academy operates a biometric payment system and parents will be required to complete a permission form for their child to take part. Those students receiving free school meals are given a daily allowance on the system.

All students are expected to stay on the premises at lunchtime.

WATER

Parents are advised to encourage their child to bring bottled water to school each day. It is important that students should keep hydrated with water to aid concentration in lessons. Fizzy drinks are NOT permitted in the classroom and energy drinks are banned.

MORNING BREAK ARRANGEMENTS

At break time, from 10.50 to 11.10 am, a selection of healthy snack foods are available to purchase from the canteen.

BIKES AND BIKE SHEDS

If you decide you would like your child to ride his/her bike to school, there are a few points to remember:

- 1) Make sure the bike is in correct working order and that you have given permission for its use.
- 2) Ensure that your child has a reliable lock for his/her bike.
- 3) The bike sheds are locked during the day.

SCHOOL BAGS AND EQUIPMENT

It is essential that students should be provided with a large strong bag to take a fair number of books without bending or distortion. It must have a secure fastening and be as weatherproof as possible. Open carrier bags, baskets or handbags are unsuitable.

PE kit should be carried in a separate bag and **NOT** crammed into the school bag with books, as this practice does considerable damage to the books.

Many parents will no doubt wish to provide their children with a pencil case containing simple writing equipment. (The Student Office has the essentials available at minimum cost and is open from 8.15 am to 3.30 pm for students during term time.) Each student should have a ruler, a fountain pen or good quality biro, lead pencils, eraser and a set of coloured pencils. It would be helpful if all students could be provided with a calculator and a dictionary.

LOCKERS

In September the sum of £15.00 will be payable for the provision of a locker and protective clothing in practical lessons, throughout your child's school career. If the locker key is lost, a replacement can be provided at a cost of £2.50, and, when the student leaves the Academy, £5 of the original cost is refundable. Students should use the lockers to store coats, books, PE kit etc safely, to avoid carrying heavy bags all day. Students are not allowed to go to lockers during lesson time and should ideally only use the lockers at the beginning of the morning and afternoon sessions.

LOST PROPERTY

Frequently, students forget where they have left things and believe them to be lost. By naming property we are able to return the lost item to its owner. We do expect students to be responsible for their own things, but Form Tutors or the Head of Year will assist if searching is unsuccessful initially. Lost property is stored in the Student Office.

CARE OF PROPERTY

The Academy and its Governing Body has no legal liability to make good personal property damaged, lost or stolen on the premises, including mobile phones. It is important that children should not bring money to school unless it is for some specific purpose. Please do not allow your child to bring in to school possessions which are not actually needed for the working day.

DAMAGE TO ACADEMY PROPERTY

Parents should be aware that the Academy will expect to be recompensed for damage to property, buildings or equipment. Obviously, genuine accidents do happen from time to time, but where damage is caused wilfully or due to misbehaviour or breaking Academy rules, then a contribution towards the cost, and in some cases the full cost, must be paid. We expect all our students to respect Academy property as well as their own.

STUDENT DIARY AND PLANNER

Every student at Stoke is given a Student Planner which we ask parents to read and sign every week. It is designed to be of positive benefit to students, staff and parents. Its aims are:

- ✓ To enable students to organise and evaluate their work more effectively.
- ✓ To improve communication and understanding within the academy/student/parent partnership
- ✓ To develop a responsibility towards attendance and punctuality.

STUDENT OFFICE

At Stoke there is a dedicated Student Office, easily accessible to all students, in the centre of the main teaching block. Here they can buy stationery; replace lost or damaged locker keys; find lost property etc. There is a medical room attached and if a student feels unwell he/she should get a note from his/her subject teacher and go to see the Student Office staff. All the staff are first aid trained.

The Student Office is open from 8.00 am until 4.00 pm (3.30 pm on Friday) and students can go to the Office during the following times:

	8.15 am	-	8.25 am	<i>before morning registration</i>
	10.50 am	-	11.05 am	<i>during morning break</i>
	12.10 pm	-	12.45 pm	<i>before afternoon registration and Period 4</i>
End of School:	2.50 pm	-	3.30 pm	

ABSENCE

If students are prevented by illness from attending school, parents should inform the Student Office **before 8.30 am on each day of absence** and a note should be written to the Form Tutor on the day of return. Please use the Student Planner for this task if you wish. It is possible to leave a recorded message on our absence line before 8.00 am if this is more convenient for you – these messages are accessed and details noted when the office opens at 8.00 am.

At Stoke we use a computerised registration system to monitor the attendance and punctuality of our students, and advance notification of any medical appointments would be appreciated. If a student is absent from the Academy and we have not received any communication from home by 8.30 am on the first day, the Academy's Attendance Officer will telephone parents at home or work to clarify the situation.

MEDICAL TREATMENT

If a student needs to leave the Academy during the day for a medical/dental appointment, please note the details in the Student Planner stating the time of the appointment. All students must also report to the Student Office before leaving and on their return.

EMERGENCIES OR ACCIDENTS IN SCHOOL

In all cases of emergency, we will endeavour to get in touch with the parents concerned at the earliest opportunity. If it is not possible to contact parents, the Principal will act on the advice of our staff trained in First Aid, or the Medical Officer consulted.

Parents are now required by new legislation to provide information in order that we can compile a register of contacts. If there are any changes of employment or emergency details, please let us know immediately. Students should also know emergency and/or work numbers and should record them in their Student Planner.

During the course of each academic year you will be sent a Data Collection Sheet which we ask you to check and return to the Academy if any alterations are necessary, in order for the Academy to comply with data protection rules.

FIRE

All the information about where to go if the alarm sounds will be pinned on the form room notice board. The Academy has regular fire practices and these should be treated as if there was a real fire. All Year 7 students line up in the playground next to the tennis courts.

ADMINISTERING MEDICINE TO CHILDREN IN SCHOOL

Parents continue to have responsibility for their child's well-being at school even in circumstances where it is agreed that the Principal or a member of staff will act on the parents' behalf by administering medicine. The Academy reserves the right not to agree to administer medicine in certain cases unless it is satisfied that this is the parents' wish, that the details of the dosage and timing have been conveyed precisely and that to do so would have no harmful effect upon the child.

The Academy requires completion of a form, available from the Student Office, before undertaking the regular administration of medication.

SUPPORTING STUDENTS WITH MEDICAL NEEDS

At the beginning of each academic year key staff are informed and trained in the handling of specific medical conditions such as diabetes, epilepsy etc.

THE SCHOOL NURSE

Stoke and its feeder primary schools are served by the School Nursing Team for South West Ipswich.

Our School Nurse is available to both students and parents for consultation by appointment and can be contacted via the Academy or Chantry Clinic where she is based.

Regular drop-in sessions are held in school for students who may self-refer or be signposted to the service by staff.

PREFECTS

In Year 10 students apply for the position of Prefect and are then endorsed by staff. The Head Boy and Head Girl are chosen by the elected Prefects.

Prefects have an important role at Stoke, assisting staff and students as well as representing the Academy in the community and helping to organise events.

AUNTS and UNCLES

On Induction Day, each new form will meet their 'Aunt' and 'Uncle' who will escort them from class to class. 'Aunts' and 'Uncles' are Year 11 students who have successfully applied for this very important job. They will not only be there to help students on Induction Days but will also have weekly contact with their Year 7 class for the academic year.

STUDENT AND FAMILY SUPPORT TEAM

The Student and Family Support Team includes Mr Dawson, Miss Jordan, Mrs Limerick and Mr George. They are available throughout the day to support students who have personal problems at home, at school or with friends and family. If they are unable to help, they know other people who can.

The Student Office staff can always contact the Student Support Team if a student is unable to – they are always willing to help too!

CONSULTATION WITH PARENTS

The importance of active links between home and the Academy cannot be over-emphasised. We expect that from the very outset you will be working together with us to provide the very best opportunities possible for your child. Your support and involvement is vital: children are quick to recognise and value this working partnership.

There are a number of different channels of communication, e.g. parent evenings, as well as contact with the Form Tutor or Head of Year as required.

COMPLAINTS PROCEDURE

Complaints at Stoke are rare; however, the Governing Body has an established procedure for complaints, a copy of which can be seen on request. In the first instance, any complaints should be addressed to the Principal.

CHARGING AND REMISSIONS

Charges at Stoke are very limited. They are usually for voluntary extra curricular activities deemed to be optional eg theatre trips etc. It may mean that where voluntary contributions do not cover costs, an activity will become unviable.

However, the cost of peripatetic music tuition at the Academy has risen considerably in recent years. The Governing Body reviews these costs annually and the current charge is £45 per instrument per term, with the following exceptions:

- ✓ where a student is a “Child Looked After” by the Local Authority.
- ✓ where the tuition is provided as part of a recognised external examination course within the Academy’s curriculum - in this case the Academy would pay for one instrument. This reflects the specification for GCSE Music because students do not need two or more instruments for the performance element of this course.
- ✓ other **exceptional** circumstances not falling within the criteria listed above will be considered on a case by case basis.

The detailed policy which has been agreed by the Governing Body is available for inspection on request.

RELIGIOUS EDUCATION

In accordance with the 1944 Education Act and the 1988 Education Reform Act, and with the Suffolk Syllabus, acts of collective worship and the teaching of religious education are non-denominational in character.

However, parents are entitled to withdraw their children from the arrangements for worship and religious education, should they wish to do so. It would be helpful if any such requests were made in writing to the Principal.

EXAMINATIONS

The Academy policy is to enter all students for external examinations where there is a reasonable chance of their success. The Academy enters all students for GCSE examinations and other specialised external examinations as appropriate.

POST 16 PARTICIPATION RATE 2016*

Destinations of Year 11 leavers from Stoke - 2016

	Number of Students
Suffolk New College	54
Suffolk One	60
Otley College	9
West Suffolk College	1
Northgate 6 th Form	5
Copleston 6 th Form	0
Colchester 6 th Form	0
Volunteering Matter (ESOL)	5
Needham Market Football Academy	3
Working with Early Help Team	5
Apprenticeships	13
In work	5
Unknown	0
Out of area	6
TOTAL	166

ATTENDANCE

Following the recent legislation, we understand the three figures to be published are:

Total number of Students over the course of 2015/2016	760
Percentage of Student sessions missed through authorised absence	3.17%
Percentage of Student sessions missed through unauthorised absence	1.92%

There were 259362 Student sessions in the 3 terms over which these figures were compiled

Parents are required to support the efforts of Form Tutors, Heads of Year and Senior Staff to explain all student absences.

SUMMARY OF GCSE RESULTS 2016

A rise in overall results at Stoke from last year, particularly at A and A*.

We would like to congratulate all of our students on their results. The Academy as a whole has improved since last year, 40% of students achieving A*-C in English and Maths and a Progress 8 score of +0.0.

In addition to whole Academy success our top performers saw Liam Fuller gaining 11 As and A* (8 A*s, 3 As), Rachel Chau top achieving girl 11 As and A* (6 A*, 5As), Diogo Santos gained 10 A*s and As (four at A*), both Rachel and Diogo, having already gained A* at GCSE Maths in Year 10, took the Further Maths GCSE and both achieved an A* distinction which is the highest result possible.

Due to the change in the way that schools now report GCSE headlines it is not possible to make a comparison with previous years, please find below the new measures and a brief explanation.

Basics (Students achieving C or above in both English and Mathematics) 40%

Progress 8 (A measure of student progress against their expected progress nationally, 0 represents national average) 0.03