

# Oldbury Academy

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# OA Expects Handbook 2023-2024

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## **Welcome to Oldbury Academy**

It is our great pleasure to welcome you to our school. The information in this handbook provides you with a range of information to help support your child with being successful in school.

We pride ourselves as a school on giving the highest levels of care to our students and families.

If you have any queries please do not hesitate to contact the school office on:  
0121 533 3750

## **Headteachers Welcome**

Oldbury Academy is a happy and vibrant school where we aim to provide an excellent education for all students living in our community. We have a friendly, committed and caring staff, all of whom endeavour to provide the finest educational experiences and a wide range of exciting opportunities for every child at our school.

Our holistic and well-rounded approach towards education provides an exceptional foundation for life-long learning and we ensure that each child has the opportunity to grow in self-confidence and academic success so that they leave our school fully prepared for the next stage of their education. One of our key objectives is to build upon and improve students' progress and achievement whilst installing values of respect, courtesy, tolerance and cooperation preparing our students for their path into higher education and the world or work.

**Mr P Shackleton**  
**Headteacher**

## Oldbury Academy Expects

Oldbury Academy is determined to ensure that learning takes place within a safe, respectful, and responsible context. This behaviour curriculum sets a framework within which outstanding behaviour is promoted and where necessary intervention and sanctions can be applied.

Our approach to behaviour discipline is firm but fair and consistent. We always apply our rules rigorously, robustly and consistently.

Outstanding behaviour assumes a heightened level of citizenship, community spirit and independence of thought and action regarding effective learning. We are a school with unconditional positive regard – we are determined that learning takes place within a safe, enjoyable context and we commit to trying to improve the behaviour of children who find schools difficult places to be successful. Through our behaviour curriculum we aim to instil positive habits that help a student excel in school.

<b>Our Values</b>	
<b>C</b>	<b>Celebrate Together</b>
<b>A</b>	<b>Achievement for All</b>
<b>R</b>	<b>Respect each other</b>
<b>E</b>	<b>Expectations to Succeed</b>

We have high expectations for students' behaviour and attitudes at Oldbury Academy.

<b>Oldbury Academy Expects Students to....</b>		
<b><i>BEHAVE SAFELY...</i></b>	<b><i>SHOW RESPECT...</i></b>	<b><i>BE RESPONSIBLE...</i></b>
<ul style="list-style-type: none"> <li>✓ When we move around the school in a calm and orderly manner</li> <li>✓ When we enter the room sensibly and quietly, moving to our allocated seat in the seating plan</li> <li>✓ When we leave the room sensibly and quietly, moving promptly to our next lesson or activity</li> <li>✓ When not having physical contact with other students</li> <li>✓ When not engaging in inappropriate behaviour when using internet/social media etc.</li> </ul>	<ul style="list-style-type: none"> <li>✓ When we respect the physical environment at school (e.g., placing litter in the nearest bin)</li> <li>✓ When we interact with staff and other learners with respect (e.g., being polite and using good manners at all times)</li> <li>✓ When following instructions, first time, without question</li> <li>✓ When we take pride in the presentation of your work</li> <li>✓ When we respect your learning by working hard, staying committed and focusing on the task</li> </ul>	<ul style="list-style-type: none"> <li>✓ When we attend school every day</li> <li>✓ When we are punctual to school and to lessons</li> <li>✓ When we wear the correct uniform</li> <li>✓ When we have all our equipment</li> <li>✓ When we ensure that any phones/electronic devices are away and not seen, heard or used during the school day</li> <li>✓ When we aim high and participate in all activities to the best of your ability</li> <li>✓ When we take responsibility to ask for help with our work when needed</li> </ul>

## School Day

Years 7 and 8	
08:40am	Students Arrive
08:50am	Line Ups and Form Time
09:15am	Lesson 1
10:30am	Lesson 2
11:45am	Morning Break
12:00pm	Lesson 3
13:15pm	Lunch Break
13:45pm	Lesson 4
15:00pm	End of School Day

Years 9, 10 and 11	
08:40am	Students Arrive
08:50am	Form Time
09:15am	Lesson 1
10:30am	Morning Break
10:45am	Lesson 2
12:00pm	Lunch Break
12:30pm	Lesson 3
13:45pm	Lesson 4
15:00pm	End of School Day

Students may attend organised after school sessions from 15:00pm

## Safeguarding at Oldbury Academy

Safeguarding refers to the process of protecting children and ensuring that they are safe. Every member of staff at Oldbury Academy has been trained to ensure that our school is an environment that is safe and secure for our students, parents and staff. If you or your child is ever worried about anything they can speak to any member of staff at the school and your concern will be dealt with urgently

Alternatively, you can contact the school via email: [safeguarding@oldburyacademy.org.uk](mailto:safeguarding@oldburyacademy.org.uk) or for more information please see our **Safeguarding and Child Protection Policy** on our website

# Attendance and Punctuality

Attendance at school is one of the most important factors in ensuring that a child is academically successful. Poor attendance can lead to poor academic attainment and progress.

Here are some ways you can support us to ensure that your child has excellent attendance:

- We expect students to arrive to school on time by 8:40am at the latest. Late arrivals disrupt the education of others as well as your child's.
- Students arriving after the register has closed at 9:30am will be marked as having an unauthorised absence and will receive a sanction
- Avoid medical and dental appointments during school time.
- We do not expect students to come to school when they are sick, but parents of children with regular sickness absences will be expected to provide us with medical evidence before we authorise further absences
- Do not book holidays during term time
- You will receive a call if your child is not in school. This helps make sure your child is safe
- We will authorise one day of absence for religious holidays

It is important that your child attends school every day, poor attendance can lead to poor attainment, which can affect future life choices. Our Attendance Ladder and Attendance Provision Map (5 Stages) are what we refer to, and work with, to promote and ensure that student's attendance is excellent.

## Attendance Ladder



<p><b>Stage 1 - Sporadic</b> 8 Days Absence in a term 16 sessions in a term Form Tutor Conversation Year Team Meeting Home Visit</p>
<p><b>Stage 2 – Attendance Concern</b> 12 Days Absence in a term 24 sessions in a term Regular Contact Home Year Team Meeting/Attendance Improvement Plan</p>
<p><b>Stage 3 – EWO Intervention</b> 15 Days Absence in a term 30 sessions in a term EWO Meeting Medical Evidence Name put forward for attendance panel</p>
<p><b>Stage 4 – Attendance Lead/SLT Intervention</b> 18 Days Absence in a term 36 sessions in a term SLT Meeting Governor's Meeting Red Line Letter</p>
<p><b>Stage 5 – Legal Intervention</b> Legal paperwork submitted to local authority</p>

For more information please view our **Attendance Policy** on the school website

# Behaviour

## Principles

- Ensure that we have a caring, secure, and orderly community in which the boundaries of acceptable behaviour are clear, shared, and consistent.
- We promote with our students a positive attitude towards their education through our school values of 'CARE' [Celebrate Together, Achievement for All, Respect Each Other, Expectations to Succeed]
- Promote our core behaviour for learning expectations of *Safe, Respect* and *Responsibility* and recognise outstanding behaviour through praise, encouragement, and rewards.
- Ensure that all students and parents/carers are clear about the school's expectations (including what we consider to be unacceptable behaviour)
- Encourage a consistent, persistent, and insistent approach to both outstanding and unacceptable behaviour by students.
- Ensure that all are aware of the powers available to staff, to sanction and manage unacceptable behaviour in an assertive and non-confrontational manner.

## Our Commitment

- We have high expectations for student's behaviour and attitudes at Oldbury Academy
- We communicate these expectations to all regularly and apply our expectations consistently and fairly.
- We promote warm: strict relationships (high expectations delivered with warmth and care)
- We do not tolerate low-level disruption: we believe students are entitled to disruption free learning every lesson of every day.
- We do not tolerate bullying. Where it does occur, we deal with it quickly and effectively.
- We are committed to improving the behaviour of students who have particular needs.
- We use sanctions (including Suspensions) appropriately.

For more information please see our **Behaviour Policy** on our website



## Recognition and Rewards

Oldbury Academy is absolutely committed to the principle of encouraging and developing a positive achievement culture. It is important that achievement and good behaviour are recognised and rewarded regularly. We aim to recognise and reward outstanding behaviour and those students who perform in a consistently positive way or have shown significant signs of improvement, in line with our CARE ethos.

Recognition and Reward will occur frequently across a range of situations:


Daily	Weekly	Half-Termly
Positive conversations with staff, the issuing of achievement points in lessons, form time or for conduct around the school	Recognition in assemblies, within faculty areas and for extra-curricular contributions or sporting achievements.	Designated “Powerplay week” take place where achievement points are doubled to focus everyone’s attention on the issuing of positive achievement points.
<b>Recognition Week</b>		
Assemblies will take place to celebrate successes. All staff are expected to reach out to parents and carers during Recognition Week and provide positive feedback via a range of methods, including but not limited to telephone calls, text messages, praise postcards or letters.		
<b>Additional Rewards</b>		
A range of opportunities will also be offered to students over the course of the year. These may include trips or external activities however, the opportunity to participate will be offered on the back of consistent or improved attitudes to learning and school life.		

## Sanctions

A key element of sanctions are detentions and our internal Curriculum Support Centre. These sanctions may be used when there is a breach of school discipline. Sanctions will be imposed when other behaviour management strategies have been unsuccessful.

DETENTIONS		
30 Minute Detention	SLT Detention	Curriculum Support Centre
<p>A 30-minute detention may be issued in response to an incident, or accumulation of incidents, of unacceptable behaviour. Parents will be informed of this detention via text message.</p> <p>A text message will be sent to parents/carers the day before the detention.</p>	<p>One-hour Senior Leadership detention will take place every Tuesday and Thursday, for students who have failed to complete detentions with their year team or for incidents that are more serious.</p> <p>We will always attempt to give more notice for this, due to the length of the detention.</p>	<p>We may also use the Curriculum Support Centre in response to serious, or persistent, breaches of our Behaviour Policy.</p>

## Movement Around School Building Expectations

 <b>OA EXPECTS</b>		At Oldbury Academy we are <b>SAFE, RESPECTFUL</b> and <b>RESPONSIBLE</b> We move through the building in a <u>CALM</u> manner	
Oldbury Academy Expects students to move through the building in a CALM manner			
C	A	L	M
✓ We <b>calmly</b> and quietly walk around school	✓ We <b>always</b> wear our uniform correctly with pride	✓ We <b>listen</b> to and follow instructions first time, every time	✓ We <b>make</b> sure that we arrive to our lesson within five minutes of the start of lesson

## Uniform

We are keen to maintain the highest standards of school uniform. We believe it helps to give our students a sense of belonging to a community and a sense of pride in that community. It also helps to teach them the importance of wearing the right clothes for a particular situation.

We ask for parents' support in ensuring that we work together to maintain the smart and professional appearance of our students.

### Daily Uniform

- Black blazer with school badge. Blazer to be worn at all times.
- Plain white blouse or shirt, suitable for wear with a tie. These should be tucked into the trousers or skirt.
- School Tie (available from the school)
  
- Black - trousers/ tailored shorts /skirt/culottes – plain in style, not tight fitting; skirts/shorts to be knee length. (No corduroy, denim, leather type materials for trousers, shorts or skirts)
- *OR* Black V-necked tunic, that allows shirt and tie to be seen, between knee and mid-calf length with black school trousers
- *OR* black ankle-length sleeved dress, that allows shirt and tie to be seen
  
- Headscarves and turbans must be plain black
- Black shoes, NOT trainers, suitable for formal wear. If heeled a maximum heel size of 4cm.
- Black/white socks or flesh coloured/black tights (not patterned).
- OPTIONAL – Black or mid Grey V neck jumper.

Having the correct professional appearance is important to the core purpose of achieving in academic environment without distraction. Therefore, we require students to follow our rules on appearance

### Jewellery

- 1 watch
- plain ring (no sovereign rings or similar),
- Earrings – 1 plain stud per ear lobe. No spacers, hooped or dangling earrings.
- No other facial piercings (tongue, nose etc.)
- Items worn for religious observance should be discrete in size (e.g. cross and chain, kirpan,
- must be no larger than 2.5cm). In addition, evidence of formal initiation/baptism to be provided by parents where students wear these items. (Further guidance is available upon request regarding the wearing/carrying of a kirpan.)

### Physical Education Uniform

Students are able to select from the items below in order to take part in Physical Education. The aim is for students to be comfortable, confident and warm when taking part in PE Lessons

- Plain black sweatshirt, hoody or zip tracksuit top
- Plain black polo shirt or T-Shirt (Short or Long Sleeved) (\*Sports vests and crop tops are not permitted)
- Plain black shorts/tracksuit bottoms
- Plain black sport leggings, knee length cycling shorts
- Black football socks or trainer socks
- Football Boots
- Trainers (\*Not pumps)
- Shin Pads (Optional)

## **Mobile Phones and Electronic Devices**

Oldbury Academy recognises that mobile phones and other electronic devices are an important part of everyday life for students.

The use of mobile phones and other personal electronic devices is strictly forbidden, as is the use of recording equipment to take photos/videos without prior permission. Photos, videos or recordings should not be uploaded to any external internet site or exchanged via ICT/Phone equipment and will be subject to the action noted above.

Our approach to the restrictions on the use of mobile phones and other electronic devices whilst on school site is to reduce the risk of the following:

- Child protection risks associated with the use of devices
- Potential for lesson disruption
- Risk of theft, loss or damage

**MOBILE PHONES AND OTHER ELECTRONIC DEVICES “MUST NOT BE SEEN, MUST NOT BE HEARD OR USED” WHILST ON SCHOOL SITE**

**ELECTRONIC DEVICES INCLUDES ITEMS SUCH AS HEADPHONES AND TABLETS**

## A day in the life of an Oldbury Academy Student

Time/Lesson	Expectations
Before School	<p><b>Years 7 and 8 Only</b></p> <p>We line up calmly in single file by the fence at the Y7/8 entrance (Year 7 on the right-hand side and Year 8 on the left-hand side)</p> <p>We speak in normal conversation voice.</p>
8:40am	<p><b>Year 7 and 8</b></p> <p>We make our way, in a calm manner, to morning line up. We are greeted by our Year team and our Form Tutor. We line up, in alphabetical order, in single file line. We are silent. We wait, in silence, until our form tutor leads us off to our Form Room</p> <p><b>Years 9, 10 and 11</b></p> <p>We make our way to our form rooms in a CALM manner</p>
Lesson Changeovers	<p>We walk on the left in a CALM manner, directly to our next lesson, speaking in our normal conversation voice.</p> <p>We do not loiter. We arrive at our next lesson within 5 minutes.</p>
End of School Day	<p>We exit the building using the quickest route in a CALM manner, using our normal conversation voice until we have left the school building.</p> <p>We do not loiter around the school site at the end of the day. We make our way home immediately</p>
Detentions	<p>During AM Form our form tutor will tell us if we have a detention.</p> <p>We make our way straight to our detention. If we arrive more than 8 minutes after the start of a detention, we will be classed as having failed the detention and our sanction will be escalated.</p> <p>We sit at our allocated seat in silence and complete the following:</p> <ul style="list-style-type: none"> <li>• Our Reflection Task</li> <li>• Our Literacy Task</li> <li>• Our Numeracy Task</li> </ul> <p>We raise our hand if we have a question and leave in silence when dismissed.</p>