



Transition:

A Guide for Parents and Carers

2023





A Warm Welcome

I am delighted that your child will be attending Ormiston Chadwick Academy next year and I am writing to welcome you to our learning community. It is very important to us that you feel a part of this next stage in your child's journey and this booklet is designed to give you more information about the transition process. However, we appreciate that this can be a worrying time for parents and if you ever have any questions or concerns, do contact us. We have a dedicated Head of Year in charge of transition whose job it is to make sure that both you and your child feel confident and are fully prepared for your time with us.

Here at OCA we provide a safe and stimulating learning environment in which your child will be happy, make good friends and be challenged to learn and achieve. We will provide a wealth of opportunities so they can develop new skills and talents and experience a wide range of enrichment activities.

Our curriculum is exciting and engaging. Teaching staff benefit from a rigorous programme of training so that our minimum standard of 'Good teaching all of the time' is met. Your child will experience excellent careers guidance during their time with us, so they can make informed choices about their next steps. No one leaves us without a college place and we follow our alumni closely after they leave because we really consider our students to be family.

We look forward to forming a strong partnership between home and the Academy to ensure the best possible outcomes for your child. Great attendance and punctuality, in addition to encouraging your child to read at home are the three things I ask for from parents in terms of support. Together we will make the biggest difference to the lives of your children by laying the foundations to encourage a successful future

Welcome to #TeamOCA



Becoming an OCAER...

Our Vision:

'We will make the biggest difference to the lives of all our students by laying the foundations to encourage a successful future.'

Our Core Values:

We will foster core values of Originality, Community, Aspiration, Excellence and Respect amongst all students ensuring the very highest of standards and expectations.





A Time For Change

At OCA we understand that transition to high school can be as much a time of worry for parents as it is for the child. Therefore, with this in mind we have designed a transition programme especially for parents. This short booklet is filled with handy information and advice about your child's move from primary to secondary education and an outline of what to expect.

Getting used to the changes is the hardest part and that's why we encourage you and your child to get involved and get to know OCA as much as possible in the months and weeks leading up to their start in Year 7. The more you get to know us - the more confident you will feel that you have made the right choice for your son or daughter.

Contact Miss May, Miss McDowell and Mrs Barratt
via email: transition@ocacademy.co.uk or follow us on Instagram: [oca_year6transition](https://www.instagram.com/oca_year6transition).

We aim to develop inspirational, forward thinking young people who gain skills, knowledge and qualifications to lead a happy and rewarding life. We seek to do this by:

- Recognising and accepting that everyone is an individual
- Building caring, trusting and positive relationships where students feel safe and valued
- Instilling fairness and integrity in our students
- Developing resilience, self-discipline, tolerance and respect

Our role is to support and challenge students to achieve success and develop all students as high achieving, confident, healthy individuals who will contribute positively to their community.



Our Outstanding Approach To Transition

OCA achieved Ofsted's highest accolade, an 'Outstanding' rating in December 2016, which was maintained in October 2022.

Of course, we didn't need Ofsted to tell us that, but we hope their seal of approval will assure parents and pupils that they will be becoming part of a great school in September.

Ofsted *"Leaders have developed an innovative Year 6 into Year 7 transition programme that includes a summer school, a visit to an outdoor centre, subject teachers' visits to primary schools and close communication with parents."*

December 2016

"The detailed attention given to their individual needs on transfer to the school helps pupils to overcome any apprehension about joining the school."

Ofsted *"Pupils benefit from an ambitious curriculum. Teachers expect pupils to achieve highly. Pupils live up to these expectations."*

October 2022

"Pupils appreciate and enjoy the range of extra-curricular opportunities provided for them."

What Does Transition to High School Involve?

Over the course of the summer term, Mrs Barratt Assistant Principal of Behaviour and Transition, and Miss May, Head of Year 7 have been communicating with each primary school. This is a confidential conversation to help us determine how to best support your son/daughter when they arrive at the academy in September. This discussion will focus on levels of academic achievement but will include factors such as friendship groups and personality, to ensure that each individual student can be placed in the most suitable form, set and house for them. We will also be organising a meet and greet from your Head of Year and Form Tutors, as well as providing you with comprehensive transition booklets.

Bespoke sessions are being delivered in Primary schools by some of our teachers. We have also had Primary schools visiting us here at OCA.

For any students requiring extra support, Mrs O'Rourke the SENDCO will be in touch with you to discuss a tailored care package that can be organised and put into effect before the start of the new school year.

Our three transition days will be Monday 3rd, Tuesday 4th July & Wednesday 5th July 2023.

Our transition summer school will be on Monday 24th July & Tuesday 25th July for a small cohort of selected students. Further details will follow.



Things You Need to Know

The School Day **Lesson Times**

| Start | End | Activity |
|---------|---------|----------------|
| 8:00am | 8:30am | Breakfast Club |
| 8:30am | 9:00am | Form Time |
| 9:00am | 10:00am | Lesson 1 |
| 10:00am | 10:15am | Break |
| 10:15am | 11:15am | Lesson 2 |
| 11:15am | 12:15am | Lesson 3 |
| 12:15pm | 12:45pm | Lunch |
| 12:45pm | 1:45pm | Lesson 4 |
| 1:45pm | 2:45pm | Lesson 5 |
| 2:45pm | 3:00pm | Form |
| 3:00pm | 4:00pm | Enrichment |

Start of the School Day

Our school day starts at 8:30am. All students must be in their form lines at the side of Houghton building by this time, where they will be greeted by their form tutor and Head of Year.

Lunch Time and Snacks

A 'meal deal' can be purchased from the canteen for £2.60. This offer includes meal and the choice of either cake, fruit or yoghurt.

Please note that fizzy drinks/energy drinks are not permitted in school and will be confiscated and disposed of. Disposable plastic bottles of any drink are also not permitted. However, reusable water bottles can be brought in and used.

Free School Meals

If your child receives a Free School Meal they will have £2.60 added to their account automatically each day just before lunch time. Your child might want to bring an extra snack with them or extra money to buy food from the school canteen at break time.

School Uniform

Essential Items **Boys**

Black blazer
Gold tie (provided by the school)
White shirt (long sleeve or short sleeve but not open neck)
Black tailored trousers
Black or grey socks
Black school shoes
School jumper (optional)

PE Kit

Purple sports top
Black school shorts
School sports socks
1/4 zip top with logo

Girls

Black blazer
Gold tie (provided by the school)
White shirt (long sleeve or short sleeve but not open neck)
Black skirt or black pinafore in a suitable school style to knee OR black tailored trousers
Black tights, black or grey socks
Black school shoes
School jumper or cardigan (optional)

PE Kit

Purple sports top
Black school shorts
School sports socks
1/4 zip top with logo

Order from Swiss School Wear

Purchasing Uniform

The full list of all compulsory uniform and PE kit can be found on our Transition page on the school website and on our social media.

You can contact SWI online at swisschoolwear.co.uk or telephone 01928 752 610 for all uniform and PE kit orders.

Deadline to order is on or before the 2nd August 2023.



Standards

Footwear and Coats

Plain black leather or leather style shoes only. Canvas, trainers and trainer style, shoes with bright logos and or laces are not permitted. Large bows on school shoes are not allowed. Pupils are not permitted to wear hooded tops as a replacement for school coats or jumpers.

Jewellery, Makeup and Hair

Students may wear one earring in each of their ears. This must be a plain gold/silver small stud. Diamante earrings are not permitted. Other piercings; i.e. nose, tongue etc. are not allowed. Students must not come into school wearing rings, bracelets and or necklaces. Makeup, nail polish and acrylic nails are not allowed by students and extreme hair colours and extreme hair cuts, such as a number one, are also not permitted at the academy.

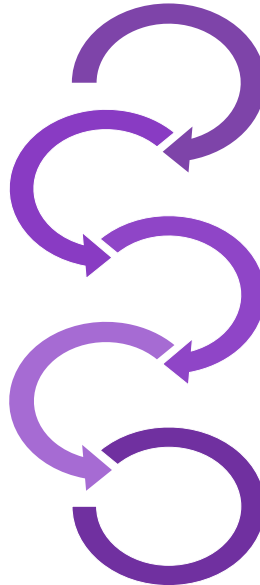
School Bag and Equipment

Students must arrive at the academy fully equipped to learn. All students must have a school bag, a clear pencil case and be equipped with a pen, pencil and ruler. Parents will also be sent a password to the Edulink app, where you can see your child's achievement and behaviour records.

Attendance And Punctuality

Students with attendance lower than 85% on average earn £10,000 a year less when they are 30 than the equivalent students whose attendance is over 97%

90% attendance over 5 years sounds good but in reality it means you have missed $\frac{1}{2}$ a year of school



Poor attendance directly affects outcomes to learning, employment opportunities and college chances once the child leaves school

80% attendance equates to one missed day a week

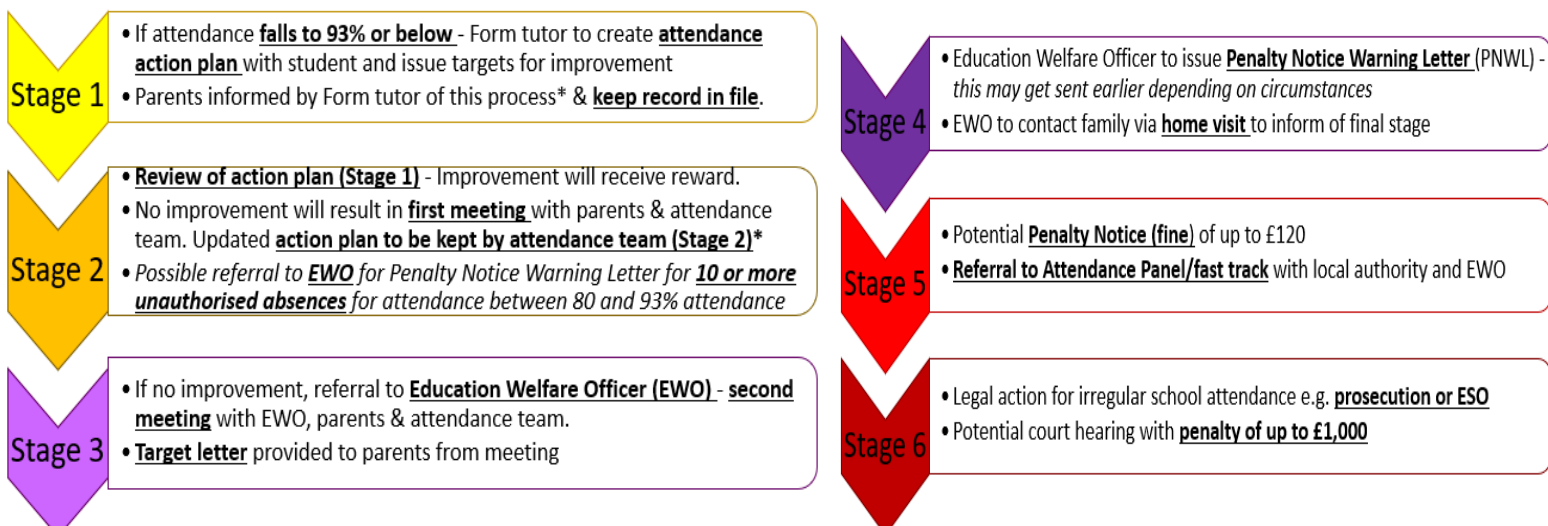
Expectations Attendance

The national figures for attendance at high school are expected to be over 97% for each individual student. If attendance falls below this figure, then a support package will be put in place by OCA to help your child improve their attendance.

Punctuality

The academy's school day starts at 8.30am. Students need to be in their form lines and ready to start their day by this time.

AttendanceStrategy





Key Dates for Your Diary

3rd, 4th & 5th July **Transition Days**

Transition days are crucial in helping to alleviate any worries your child may have. Over the course of the two days, students will find out which form they are in and who their form tutor is. They will spend time in their new form groups, getting to know both their tutor and peers and experience moving around the school building, to make their way to different lessons. Students will also receive their tie at this time in a tie giving ceremony.

5th July

Parents Evening

From 2:45pm to 4:00pm there will be an opportunity for all parents/carers to meet with their child's form tutor, Assistant Head of Year and Head of Year.

4:00pm to 6:00pm there will be an opportunity to purchase uniform.

24th & 25th July

Summer School

Transition summer school will be Monday 24th July & Tuesday 25th July 2023. This will be for a small, selected cohort of students. Further details will follow for those involved.

6th September

First Day of High School

Parents & Carers are invited to attend a welcome breakfast and induction ceremony with their child before they start lessons on this day.

What Can You Do To Help?

Transition to high school usually creates a mixed feeling of excitement and nerves. Below are a few tips on how you can help your child to settle into school quickly and confidently.

Hints & Tips

Transition Days

Ensure that your son/daughter is able to attend their Transition Days, as these events are key in enabling pupils to feel more confident about starting high school.

Chat

Talk through any worries your son/daughter may have about starting high school. Reassure your son/daughter that feeling nervous is completely normal and everyone else will be feeling the exactly the same!

Enrichment

Encourage your child to attend enrichment clubs. Please see the 'Student Booklet' page for more information about what is currently on offer.

Prepare

Ensure that your child has all of their uniform and equipment before September and knows how to get to school. Ensure their route/travel arrangements are planned in advance, to avoid concerns on the first day.

Attendance

Ensure and encourage good attendance. Attendance is essential to a child's academic progression, but it is also significant to the transition process. If a child misses the first few days, they may find starting high school even more daunting, as other children will have already started to form friendships, find their way around and complete work in their lessons.

Read With Your Child

Academic research shows that reading ability and high comprehension levels underpin all other aspects of learning. Supporting your child with their reading will undoubtedly give them a boost with their class work.

Please find enclosed a handout with suggested "Summer Reads" for your child before they join us in September.



Team OCA

Community

At OCA, community is at the heart of everything we do; it is one of our core values as we believe our Academy is at the heart of the wider community. Our students are ambassadors and representative of us in the community and therefore we work with, involve and contribute to our wider community. Our students value the wider OCA community; examples include the organisation and implementation of community fundraisers for a variety of local charities. We regularly invite community members to our Books for Breakfast events, in addition to inviting the wider community to celebration assemblies and other functions. In addition, we support all our families in the OCA community who are in need.

What Our Community Says

"There is always someone who I can talk to if I feel worried or need help."

YEAR 7 PUPIL

"Pupils have access to a coherent programme of all activities and career choices!"

OFSTED

"It's an excellent school!"
"Dedication not just from students but staff as well!"

PARENTS

"Leaders have a very good understanding of the school. Monitoring at all levels is rigorous and effective in supporting pupils. Pupils' personal development and welfare are outstanding."

OFSTED

"OCA is like one big family, I've loved my time here. All my teachers have gone above and beyond for me."

YEAR 11 PUPIL

Frequently Asked Questions

Question

Who are Ormiston?

Ormiston are our sponsors. Ormiston was founded by the Murray family following the tragic death of Fiona Ormiston Murray in a car crash on her honeymoon in 1969. They wanted to create a living memorial to a woman who loved children, but was denied the chance to have her own. Ormiston opened its first service in 1981, the Robert Milne Family Centre, a former Barnardo's home in Ipswich. In 1992 Ormiston Children and Families Trust was established to manage the increasingly diverse direct service provision to children, young people and families. Partnerships with 'Save The Children Fund' and the prison service led to new and innovative work to support families across the region. Ormiston is now the biggest children's charity in the East of England, with services in Essex, Suffolk, Norfolk, Cambridgeshire, Bedfordshire, Hertfordshire and London.

Question

What does Age Quod Agis mean?

Age Quod Agis is translated to mean 'Whatever you do, do it to the best of your ability'. This is OCA's school motto. We want all of our students and staff to have high aspirations and to bring out their best on a daily basis.

Question

What happens if my child is off school?

In the case of illness you must contact the main school reception (0151 4245038) as early as possible on the morning of your child's absence (and every day that they are absent, unless stated in a previous phone call that your child may be off for a certain number of days).

You are required to send a letter to your child's form tutor on their return explaining the reason for their absence. If you fail to contact school regarding your child's absence, you will receive a phone call informing you that your son/daughter is absent and enquiring about the reason why.

Sniffles, coughs and light colds are to be expected in a secondary school – we do not expect students to take time off for minor ailments and try to get them into a good work ethic from day one.

Question

What is Personal Development?

We believe in educating the whole child and are committed to nurturing personal development and creating positive and responsible citizens. We are committed to ensuring that OCA students understand and respect the ever-changing multi-cultural and multi-faith nature of the community of Great Britain through study underpinned by the British Values of Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance. We have an exciting and thorough Personal Development curriculum that covers key elements of; Personal, Social, Health and Economic Education, Sex and Relationships Education, Religious Education, Citizenship and Careers Education Advice and Guidance.

Question

What is Morning Enrichment?

This encompasses certain activities that provide students with a rounded enrichment to support our inter-disciplinary curriculum. It works alongside the Personal Development curriculum in ensuring the holistic theme of the week brings learning to life through various activities each day.

Question

My child has special education needs, what do I need to do to ensure that he/she receives support?

Any students with SEND will already be identified to us from our liaison with year six teachers. This allows us to plan ahead for any support that may be needed, including gathering information from outside agencies and making provision from any other support that may be required.

We have an excellent SENDCO, Mrs O'Rourke who is available to discuss any of your concerns. Please be assured that your child will receive excellent SEND support at OCA.

Question

Who decides what set my child goes into?

We will be using your child's SATs data which will then work alongside our own assessments and baseline testing. This testing will include GL assessments and CATs tests early in September.

Subject teachers will continue to monitor Year 7 students closely to make sure they are in the right set for their ability and needs. There are three formal assessment periods (one in each term) in which progress is monitored and changes made accordingly.



Question

My child needs extra support with his/her work, how will this happen?

The type of support required is determined by the nature of the child's individual need. Support can be offered in class through Teaching Assistants, during the enrichment session at the end of the day, or via withdrawal (at specific times) to attend individual programmes of support. Subject teachers will also be given Pupil Support Plans for some students, which will allow them to adapt their lessons and differentiate accordingly.

We also have a dedicated group in Year 7 which runs similar to a primary school class, in that students have the majority of their lessons in a dedicated group that usually operates as a slightly smaller class size of approx. 20. This group is designed specifically for children who need intensive levels of support, particularly regarding their literacy and numeracy skills. Students in this group benefit from an exceptionally high programme of support throughout their first year at OCA.

Question

What are the bus links like?

The bus links in and around the local area are very good. Please visit; <http://www.haltontransport.co.uk> or contact Traveline on 0871 200 22 33 for more information. Any student who lives more than two miles away from the academy and is in receipt of free school meals may be entitled to assisted school transport and can apply by contacting Halton Direct Link in Halton Lea or Widnes or by phoning 0303 333 4300. For students who don't meet the criteria, we have arranged, with Arriva Buses to provide a Scholar Termly Saver Ticket; which allows parents to make a considerable saving on their child's daily or weekly bus pass costs.

Question

What if my child is currently on Free School Meals, will this continue at OCA?

If your child receives a Free School Meal (FSM) at their primary school, you will need to apply for this to continue at high school by completing an application form for FSM at Halton Direct Link Office, Church Street, Runcorn.

Pupil Premium— your child could be entitled to extra funding

If your child is entitled to a Free School Meal or has been in the last six years please let us know! The academy can then use funding to implement additional support and resources to raise attainment and ensure your child reaches their full potential. Pupil Premium is also provided for children in care or these who have been looked after continuously for at least six months.

If the above applies to your child, please contact Miss May/Miss McDowell.



Contact Miss May via email:

transition@ocacademy.co.uk

Follow us on Instagram:

[oca_year6transition](https://www.instagram.com/oca_year6transition)

[OAT]
Ormiston Academies Trust

An **OAT** Academy