



31<sup>st</sup> January 2019

Dear Parents and Carers,

### A message from the Interim Deputy Headteacher

Firstly, I would like to introduce myself as Mrs Emma Ruffles, the Interim Deputy Headteacher at The Ongar Academy. I would like to formally thank all of the students, staff, parents and carers for making me feel so welcome since my start here in January.

I have had the opportunity to meet all of the students in lessons, tutor time, assemblies, break and lunch times. I have also had the pleasure of working alongside the TOA PTA (Parent/Teacher Association) and supporting them to drive forward their initiatives. **Our PTA is holding its third AGM on Wednesday, 13<sup>th</sup> February 2019 at 7pm – 8pm in the new Library.** The AGM is an opportunity to review the work of the PTA over the past year, and meet other parents and carers over complimentary drinks and nibbles (provided by the PTA). It would be wonderful to see more parents support this annual event, even if you are unable to commit throughout the year.

My main responsibilities as the Deputy Headteacher at TOA, are to oversee Pastoral Matters (Personal Development, Behaviour and Well Being) and to manage the safety in the school, as the Designated Safeguarding Lead.

It is very clear that the staff, students, parents and carers at TOA are driving towards the same vision to ensure that it is “a school for the community” and that we are “putting Ongar on the Map” with regards to the quality of education this school can provide.

Miss Adenuga, our Assistant Headteacher, will be shortly writing to introduce herself and to inform you of her vision for the Year 10's running up to, and following, their first set of mock exams in February.

In order to ensure that TOA is outstanding, it is important that the students maintain the high standards of expectations with regards to their organisation, conduct, appearance and work ethic. Whilst the majority are meeting these constantly, I thought it would be useful for me to outline these below as a reminder.

### Organisation

- Students must arrive to school on time to begin learning at 8.45am. We advise them to arrive to school by 8.30am to allow them sufficient time to go to lockers and the canteen before lessons start. Students arriving late to school will be placed onto the late list and issued sanctions if there is no valid reason for their lateness.
- Students should carry a dark coloured bag that is big enough to carry their books and equipment (small handbag styles are not sufficient). All students need to have pens, pencils, a rubber, sharpener, ruler, maths sets, calculators, Chromebook and a reading book with them as a minimum.
- Students will have a copy of their timetable on them at all times and we advise they keep a copy at home also to support the packing of their bag the night before.

Headteacher: Mr. A. Osborne

INSPIRING EXCELLENCE





# The Ongar Academy

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## Conduct

- This is a school for the community and we expect our students to be kind to one another, be polite and respectful to all adults both staff and visitors at all times.
- Students are not only a representation of themselves but their parents and carers, the school and the Ongar community. When students are travelling to and from school and when they are in the school community we expect them to meet the same expectations as they have within the school gates.
- At TOA we want students to get further involved in charity events, supporting the community and representing our school at competitions and events.
- Conduct on social media will also be monitored to ensure the same expectations are followed and that it is not being misused.

## Appearance

- Our students look extremely smart in their Ongar Academy uniform and we expect them to wear their uniform with pride at all times, this is a representation of our business wear for work.

## Reminders

- Students are not allowed to wear trainers, unless it is on strict medical grounds and this will be supported with medical advice. Students wearing the incorrect shoes will be provided with plimsolls.
- Skirts should be knee length; skirts must not be rolled up for any reason. If your child's skirt is too short unrolled, we will request a longer one is purchased or borrowed.
- Shirts must be worn with the top button done up and worn with the school tie.
- Make up is not to be worn in years 7-9 and students will be asked to remove make up during their break or lunch times. Year 10 can wear minimal make up. To clarify eyebrows drawn on with pencil, false eyelashes and false nails and nail varnish is not minimal and will be sanctioned immediately.
- Blazers must be worn at all times unless permission has been given (i.e. in lessons or for hot weather)

If for any reason a student forgets an item of uniform it is their responsibility to go to the reception to arrange to use spare uniform. Persistent offenders without a valid reason will be sanctioned.

## Work Ethic

- Students must attend school regularly. Research has shown that students with 100% attendance are more likely to achieve above their target grade. If your child is unwell please can you call the absence line before 9am to let us know.
- Students at TOA are expected to have a growth mind-set towards their learning and to work to the best of their ability in lessons and in their tests and exams.
- Home Learning is an expectation for all students, please ensure that your child is logging onto MILK every evening and encourage them to work for at least one hour every evening on Home learning or reading. This will encourage the correct learning habits for their future.
- Students at TOA are also encouraged to attend extra-curricular activities, events and trips to enrich and support their development.

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I am already relishing in the challenge of being the Deputy Headteacher at such a wonderful school and along with the staff here, I look forward to working in partnership with you. We encourage you to regularly communicate with the school and your first point of contact should be with your child's tutor, they can then direct your request to the most appropriate person in the school. Please note that it may not be possible to see parents who turn up to the school so please can you make an appointment with reception.

Be sure to follow us on the website, twitter and Facebook so you can keep up to date with everything that is going on in this fantastic school.

Yours faithfully,

Mrs Emma Ruffles  
Deputy Headteacher.



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