



# RESILIENCE • RESPECT • INTEGRITY • COMMUNITY

The Ongar Academy, Fyfield Road, Ongar, CM5 0AN



Tel: 01277 500990

Email: [admin@theongaracademy.org](mailto:admin@theongaracademy.org) • Website: [www.theongaracademy.org](http://www.theongaracademy.org)

6<sup>th</sup> September 2019

Dear Parents/Carers and Students,

## **The Ongar Academy - Expectations**

Firstly, welcome back to parents/carers and students in Years 8-11 - it is so good to see you back. I'd like to extend a warm welcome to our new parents/carers and students in Year 7, it is so lovely to see you all again, so happy and smart. I hope that you have all enjoyed the summer break and had some time to rest and recuperate.

At The Ongar Academy we believe that getting the basics correct allows the students to become confident and successful people. Therefore, I would like to take this time to reinforce our expectations so we can maintain these high standards.

### **Uniform**

All students are expected to wear The Ongar Academy Uniform with pride, and correctly to and from the school. If a student misplaces an item of clothing or it needs to be replaced, we would expect your child to do the following:

- Have a letter provided by the parent/carer outlining why the uniform is incorrect and when the item will be replaced.
- To come directly to the front office at 8.30am to collect either a school replacement item or a Uniform Note signed by the Office staff.

If students do not provide a note or inform the front office at the beginning of each day, they will go into a C2 15-minute reflection session, on the same day.

### **Equipment**

All students are expected to be equipped and ready to learn. We encourage students to keep a copy of their timetable at home and to pack their school bag the evening before, to help and support their organisation. Students can then ensure that they have all the equipment they need for their learning. Our timetables work on a week A/B basis and we will be starting on a week B, Monday 9<sup>th</sup> September. A full list of equipment needed can be found on the school website.

### **Attendance and Punctuality**

All students are expected to attend school regularly and on time, each and every day. Students should arrive to school by 8.40am at the latest, so that they are in lessons ready to learn at 8.45am. Students arriving late to school will be placed into a C2 15-minute reflection session, on the same day.





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If your child is unable to attend school due to illness, please can you call the school on each and every day of the absence and before 8.45am. The school will regularly communicate with you about attendance, each term all parents/carers will receive your child's current attendance percentage. If a percentage attendance drops below 96%, the school will look to hold a SAM (School Attendance Meeting) to look into how we can support you and your child to improve their attendance.

Holidays will **not** be authorised during term time, unless there are extenuating circumstances. In these cases, a letter must be written to the Headteacher. The School Attendance Officer is Mrs. T. Penberthy.

### Conduct

We are very proud of our students and the way that they conduct themselves around the school and in the community. The majority of our students do this automatically, but from time to time we need to reinforce standards with a small minority of the school's community.

A reminder of our expectations:

- To be kind and considerate and to treat everyone equally;
- To be charitable and to help others;
- To show respect to their peers, staff, visitors and members of the community;
- To have respect for the environment, keeping it clean and tidy;
- To engage positively with their learning and to be the best that they can be, be aspirational and think that anything is possible;
- To accept support and the consequences as a means to help them reflect and learn from any mistakes made.

**These are our core school values of Resilience, Respect, Integrity and to be a good member of the Community.**

From time to time students may not always make the right decisions, whether that be in class, out of class or in the community. In this case we will need to implement the school's consequence system. This can range from discreet conversations in the classroom to varying levels of reflection time in school. We have re-branded the term "detentions" in school because our aim is not simply to detain a student as a form of punishment, but to use that time effectively to get students to reflect and learn from their mistakes. In all reflection time sessions students will need to think about the behaviour, who was affected and what they can do differently next time, whilst also looking at their future and aspirations.

- C3 Reflection time will take place on a Tuesday after school from 3 - 3.30pm and you will be notified by email on the Friday before.
- C4 Reflection time will take place on a Thursday after school from 3 - 4pm and you will be notified by phone on the Tuesday before.

**Reflection time is not optional for students, as we feel it is important to support the students to learn from their actions, and be the best they can be.**





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### Rewards

At The Ongar Academy, we are so proud of our students and we are constantly celebrating them on a day to day basis in lessons, out of lessons and for their achievements in the community. Students will receive R points each and every day for showing the values that we expect. Students will also be celebrated in lessons via recognition boards, good news home notes and positive phone calls and postcards home.

In addition to this, at the end of every term we will celebrate student's successes in a formal celebration assembly, where they will receive certificates, badges and rewards in a formal recognition. Students will be invited to attend reward events if they have positive conduct points. Students achieving at least 50 plus positive conduct points will be invited to attend our end of term reward events. These are in the calendar for: Wednesday 18<sup>th</sup> December 2019, Thursday 2<sup>nd</sup> April 2020 and Thursday 16<sup>th</sup> July 2020. These will be discussed through Student Voice to decide upon what types of trips/events they would like.

I hope that this letter has been helpful in reminding you of the expectations for our school. I would like to take this opportunity to thank all of the parents/carers for their support last year, it really does make a difference working in partnership together and I look forward to working with you again this academic year.

Yours Sincerely

Ms. E. Ruffles  
Deputy Headteacher

