



# **Sixth Form Student Agreement and Parental Information Booklet**

## **2025 - 2027**

**Ormiston Bushfield Academy  
Sixth Form**

## General Information

### Principal:

Mr D Kirwan

### Academy Contact Details

Telephone:

01733 233014

Fax:

01733 371525

Main office email:

[mailbox@bushfield.co.uk](mailto:mailbox@bushfield.co.uk)

Academy website:

[www.bushfield.co.uk](http://www.bushfield.co.uk)

Absence line:

01733 404351

### Sixth Form Team

Assistant Principal:

Ms Asaria

Sixth Form Co-ordinator (Pastoral):

Mrs Parkes

Sixth Form Co-ordinator (Academic):

Mrs Horsfall

Sixth Form email:

[sixthformpastoral@bushfield.co.uk](mailto:sixthformpastoral@bushfield.co.uk)

Sixth Form Tutor team:

Mrs Davies/Ms Bartlett

Ms Brown

Mrs Evans

Mr Jones

Mr Oliver

Mr Bartlett

Mrs Toone/Mrs Ash

### Sixth Form Ethos

As members of the Sixth Form at Ormiston Bushfield Academy and as young adults, it is imperative that all of our students know and understand their role in ensuring they achieve their potential and beyond. As such, we set out a Student Agreement that details how we will work together and what we expect our Sixth Form students to do to ensure success is achieved. Parents/carers are informed of this agreement and are encouraged to contact the Sixth Form Team if they have any concerns. However, first and foremost, the students themselves as young adults and in preparation for the wider world must be responsible for their learning, behaviour and development whilst in the Sixth Form.

# Ormiston Bushfield Academy

## Sixth Form Home-Academy Agreement

### **Together we will:**

- Ensure our students reach their full potential
- Provide a safe and secure environment where our students can grow and develop
- Establish open and respectful communication
- Enable our students to make their needs known
- Enable our students to know right from wrong
- Develop consistent approaches for addressing behaviour issues where appropriate
- Encourage our students to value and respect people from all cultures and communities

### **As a student, I will:**

- Arrive on time every day, properly equipped for lessons and dressed in accordance with the Sixth Form dress code
- Abide by the Sixth Form Rules and Code of Conduct at all times – in the Academy, travelling to and from the Academy, on Academy trips and residential visits and exchanges
- Complete assignments by the deadline and to the best of my ability, seeking to extend myself through additional effort, reading, research and target setting
- Contact a member of the Sixth Form team if I have any concerns
- Play my part in keeping the Academy buildings, furnishings and site in good order, in particular free from litter
- Take good care of the books, resources and equipment of which I have use
- Demonstrate politeness, care, concern and respect for all other members of the Academy and for members of the general public
- Agree that the privileges I have been given as a Sixth Form student will be removed if I break my part of the Student Agreement

### **Ormiston Bushfield Academy will:**

- Care for students as individuals and be available to parents/carers to discuss and help
- Care for all students safety and happiness within a supportive community, where acceptance is granted to all, where indifference, discrimination and bullying have no place and where the fostering of good relationships and the development of self-worth are highly valued
- Provide a high standard of teaching and the expectation that all students should achieve results in line with their abilities

- Create a challenging learning environment where the pursuit of excellence is everyone's objective and where students are encouraged to give their best efforts to everything undertaken
- Provide a broad, balanced but stretching curriculum that will develop the whole person and so prepare students not only for academic success but also for the world of work and participation as responsible citizens within society
- Provide each student with an information, advice and guidance programme to help them achieve their potential and ambitions
- Set, mark and monitor classwork and homework regularly
- Communicate regularly with parents/carers to inform them about the academic progress of their son/daughter and about any concerns or problems that might affect their son/daughter's work or behaviour
- Provide opportunities for parents/carers to become involved in the life of the Academy and to be consulted on significant changes
- Offer opportunities for students to participate in extracurricular activities, including lunch time/after school clubs, sports teams and educational visits
- Provide a welcoming environment for families
- Listen and respond as quickly and effectively as possible to the views and concerns expressed by parents/carers and students

## **Parents/carers will:**

- Support their son/daughter with following the Sixth Form policies and guidelines for dress code and behaviour
- Support the Sixth Form's attendance policy, particularly with regards to study periods, remaining on site during the Sixth Form day and taking students on holiday during term time
- Provide written evidence on the return from any period of absence so that it can be authorised retrospectively
- Attend Parents Evenings and other meetings about their son/daughter's progress
- Read all communication from the Academy and ensure that the relevant documents are returned promptly. This includes data checking sheets, letters, appointment times for Parents Evening and letters concerning Academy events that require a parent/carer signature
- Inform the Academy of changes in address and contact telephone numbers

## Sixth Form Uniform Agreement

It is Academy policy that a uniform be worn and that it is simple, economical and serviceable. Students need to present the best possible appearance to the public, visitors and young people themselves.

Academy dress policy is based on the premise that it should be dignified, recognisable, smart, functional and inexpensive. Parents should check directly with the Academy if in doubt, before purchasing any items listed below.

Academy uniform is available to order online directly from our provider, '**Total Clothing**' through a link on the Academy website. Uniform can also be purchased from the shop itself at Unit 9 Botolph Bridge Trading Estate, Oundle Road, Woodston, Peterborough, PE2 9QP, telephone number: 01733 394758. The opening times are Monday to Friday 9.00 am to 5.00 pm.

### Girls' Uniform

- OBA Sixth Form V-Neck Sweater or Cardigan
- White long/short sleeve blouse
- OBA Sixth Form House Tie (optional)
- Black full length trousers (smart, tailored, plain straight leg trousers of waist height and ankle length)
- Plain black **knee length** skirt with the OBA logo (available from Total Clothing)
- Plain black shoes - polishable leather / leather effect shoes with no branding; no trainers, hi-tops, or boots of any description; no high heels or open toe sandals.

### Boys' Uniform

- OBA Sixth Form V-Neck Sweater
- OBA Sixth Form House Tie
- White long/short sleeve shirt
- Smart plain black tailored trousers
- Plain black shoes – polishable leather / leather effect shoes with no branding; no trainers, hi-tops, or boots of any description; no high heels or open toe sandals

### PE students

- OBA PE polo shirt (available from Total Clothing)
- Black jog pants/black shorts (available from Total Clothing)
- Appropriate trainers

### Performing Arts students

- OBA Performing Arts t shirt (available from Total Clothing)
- Black leggings/jog pants (available from Total Clothing)
- OBA Performing Arts hoodie (available from Total Clothing)
- Appropriate trainers

If students have a Performing Arts/Sport Studies lesson, they must come into school wearing normal school uniform, then change into their appropriate kit at the start of the lesson.

**Students are permitted to wear a 'OBA logo' hoodies (such as Leavers - black or grey**

**only, Performing Arts, Sports Team) around the Academy, however all other hoodies/jackets/coats should not be worn outside of the Sixth Form corridor.**

Jeans, denims, chinos, cords, combats, hipsters, skinny fit, leggings, jeggings, treggings, stretch or lycra fit, tracksuit bottoms, recent fashion trend or other casual trousers are not allowed to be worn.

During the Academy day, jewellery should be kept to a minimum. With regards to piercings, one small stud per ear and a small nose stud will be allowed. Visible makeup and nail varnish should be natural and muted colours.

Inappropriate hairstyles and colours are not allowed. If in doubt, please contact the Academy. Although there is scope for individual tastes and preferences, hairstyles should avoid being offensive or unsightly. There should be no markings or symbols in haircuts; hair should not be cut shorter than a number 2, not be excessively graded or a full head shave. Dyed hair should only be natural looking colours. Long hair must be tied back in practical subjects.

During 'non-uniform' visits off-campus, students will be expected to represent the Academy in a positive way and expected to dress smartly and appropriately.

## Attendance Information

We are keen to help and support all our students and their parents/carers so they have the best possible experience at Ormiston Bushfield Academy and reach their full potential. There is strong statistical evidence to show that students who have excellent attendance are more successful in school and achieve a significantly higher standard. It is an expectation that students will aim to sustain 100% attendance.

In order that we are sure of the whereabouts and safety of our students we ask that **parents/carers** ring the Academy absence line on 01733 404351 by 9.30 am on the morning of the first day of absence to notify us of the situation and then on any subsequent days. If medical or dental appointments have to be made in Academy time, an appointment card or confirmation of the appointment needs to be shown to the Sixth Form team. The student will also need to show the confirmation to the receptionist when signing out.

The strongest factor in underperformance in any Sixth Form is irregular or poor attendance and it is our belief that we would be failing in our responsibility if we condoned absences from Sixth Form in all but the most exceptional and unavoidable circumstances. Parents/carers are therefore asked to respect this perspective and support the Sixth Form Team in promoting excellent attendance. Family holidays will not be authorised. Any planned absence will not be automatically authorised.

We would hope that parents/carers will support by:

- not allowing/supporting their son/daughter to take time off for minor ailments
- arranging appointments after Academy hours, at weekends or during Academy holidays
- not taking holidays during term time
- not allowing/supporting their son/daughter to take on part time work during school hours

# Examination Procedures

## Statements and Timetables

Before each examination session your son/daughter will receive detailed information regarding his/her examination timetable and the subjects for which he/she is entered. Your son/daughter will be required to check all personal and subject details.

## Exam Attendance

It is a student's responsibility to know their examination times and to attend for the right sessions. If your son/daughter does not attend an examination for which he/she has been entered, without a valid medical certificate, you will be charged for the entry cost of that examination. When attending examinations students are still members of Ormiston Bushfield Academy, even if on study leave, and as such are expected to comply with the Academy's policy and guidelines for Dress Code.

## Bursary

Some students may be eligible for a Sixth Form bursary to help with the financial cost of studies; this could help buy equipment, clothing and other resources. More information and application forms are available from Mr Bullard at the Academy reception.

## Catering

Our catering staff understand the impact of nutrition on students overall health and well-being and provide a variety of delicious meals for students to enjoy, a weekly menu can be found on the school website. Students are able to purchase a variety of hot and cold snacks at break time and have several choices for lunch time meals. The Academy operates a cashless catering system for purchasing items from the canteen. Money can be paid into a student's account online through iPay.

## Lanyards

Students are required to visibly wear their ID lanyard at all times during the school day. Upon arrival, they must sign in using the designated registration ports located near the Sixth Form corridor. Students must sign out when leaving the site at lunchtime and sign in when they return. If students lose or damage their lanyard, a replacement must be purchased via iPay. Students may also use their lanyard as a form of Student ID.

## Student Lockers

Lockers will be available for students to purchase for annual use and are allocated on a 'first come, first served' basis. Payment for a locker can be made via iPay.

## Use of Mobile Phones/Electronic Devices

In line with Academy Policy, Sixth Form students may only use their mobile phones/headphones in designated Sixth Form areas or in lessons as advised by a member of staff. These areas include the sixth form house base and the sixth form study rooms. If a student is found to be using their mobile phone/headphones outside of the designated areas, then the normal school behaviour policy applies.



# Privacy Notice – General Data Protection Regulation (GDPR) May 2018

As a result of the recent changes in Data Protection, we will communicate our updated policy to inform you of how data is collected, stored and shared once it has been ratified. Further information can be found on the Academy website.

## Use of Video/Photography

To comply with the GDPR we need your consent before taking photographs or making video recordings of your child for promotional purposes.

Please note that this permission will be deemed to last until the end of Year 13 or until your child leaves the Academy. If you wish to withdraw your consent at any time please notify the Academy in writing.

I agree that my child's photograph can be used in Academy promotional publications or on display boards.

- I agree that my child's image can appear on the Academy website.
- I agree that my child's image can be used in video recordings both for Academy use and for training purposes.
- I agree that my child's image can appear in local or national press and media.

### Conditions of use

- We will not use the personal details or full names (ie, first name and surname) of any child or adult appearing in a photographic image on video, or our website, in our prospectus or in any other printed material without good cause. For example we might however, name in full a student who has won an award.
- If we name a student in the text we will not include a photo of that student without good cause.
- We will not include personal e-mail or postal addresses, telephone or fax numbers in our Academy prospectus or website.
- We may include pictures of students and teachers drawn or painted by students.
- We may use group photographs or footage with general text, for example "a science lesson", "preparations for the show".
- We will use only images of students who are suitably dressed to reduce the risk of such images being used inappropriately.
- Please note that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

This information explains the reasons why and how Ormiston Bushfield Academy and the sponsor may take and use photographs and videos of your child.

Please read the information thoroughly and outline your agreement as appropriate by completing the consent form in the permissions booklet.

### Why do we need your consent?

We request the consent of parents/carers to take and use photographs and videos of your child for a variety of different purposes. Without your consent, we will not take and use photographs and videos of your child.

### Why do you we take and use photographs and videos of your child?



We use photographs and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote on social media, websites; and for other publicity purposes in printed publications, such as newspapers and journals. Where we use images of individual pupils, the full name of the pupil will not be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

### **Who else takes and uses images and videos of your child?**

It is common for the school to be visited by local media/press and other approved organisations, who take photographs or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, social media or websites. Additional consent will need to be sought by these organisations.

### **What are the conditions of use?**

- This consent form is valid for the duration your child attends the school and for a period two years after a child leaves the school. If further use is required, consent will be required.
- The photographs and videos taken are stored securely and when they are no longer required, they are disposed of safely and securely.
- It is the responsibility of parents/carers to inform the school, in writing, if consent needs to be withdrawn or amended.
- We will not use the personal details or full names of any pupil in any photograph or video, on websites, social media, in prospectuses or any other printed publications, unless additional consent is given.
- We will not include personal emails or postal addresses on photographs or videos, on our websites, social media or printed publications.
- We may use pictures/work created by pupils on display boards inside and/or outside of school e.g. in the local supermarket.
- We may use group or class photographs or videos with general labels, e.g. 'sports day'.
- We may use individual or group photographs and videos taken on school trips/visits if consent is given on the consent form.
- We will not ask again prior to a trip or visit.
- We will only use photographs and videos of pupils who are suitably dressed.
- We will take class images of your child which are available to purchase annually (if applicable)

## **Permission to Leave Site**

Students in the Sixth Form are allowed the privilege of leaving the site during the Sixth Form day during lunch time.

Before leaving the site Sixth Form students must sign out and leave the site via the designated exit unless otherwise stated. Attempts to leave the site via other routes are not permitted for safety reasons. Upon their return, students are to sign back in. All Sixth Form students must sign in/out individually with their lanyard - do not let another student do this for you. This is important to comply with the Safeguarding and Fire Safety procedures applied to the Academy. Should a student's attendance or punctuality fall below the required level, or should they fail to sign in and out correctly, this privilege may be removed.

# Student IT Acceptable Use Agreement

The Academy has a variety of IT devices for students; these include laptops, desktop computers and tablet devices. All devices have filtered internet access which is designed to provide a safe online environment for students. Students will be given an email account and a cloud storage area managed by the Academy which can be accessed from anywhere connected to the internet.

Students have a responsibility to follow these agreed rules to keep everyone safe whilst using technology and to help respect and be fair to others.

- I will only use the Academy computers for Academy work, homework and as directed
- I will not bring files into the Academy (on removable media or online) without permission or upload inappropriate material to my network area
- I will only edit or delete my own files and not view, or change, other people's files without their permission
- I will keep my login usernames and passwords secret
- I will use the Internet responsibly and will not visit websites I know to be banned by the school. I am also aware that during lessons I should only visit websites that are appropriate for my studies
- I will only email people I know, or those approved by my teachers
- The messages I send, or information I upload, will always be polite and sensible
- I will not open attachments, or download a file, unless I have permission and I know and trust the person that has sent them
- I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and report it to a teacher/trusted adult
- I am aware that some websites and social networks have age restrictions and I should respect this
- I am aware that my online activity should not upset or hurt other people and that I should not put myself at risk
- I understand that the use of Academy printers is for my Academy work only
- I will not attempt to do anything that may cause harm to the Academy computer systems or attempt to bypass the Academy internet filters
- I understand that my use of computers within the Academy will be monitored to ensure a safe working environment is maintained for me and all other users of the IT systems
- I will report any damages or problems with any of the IT equipment to the IT technicians
- I agree to follow the above agreement on any Academy IT equipment or any personal device that is connected to the Academy network.

## Car Park Use Agreement

Students are able to apply for permission to park in the Academy car park during normal opening hours. Any student who is granted access to park their vehicle in the Academy car

park either on a regular or casual basis must comply with the expectations in this agreement. Students must sign this agreement before they are given permission to park in the Academy car park.

The purpose of this agreement is to:

1. To minimise potential risk of injury or incident related to students using motor vehicles in the Academy car park.
2. To maximise our students' adherence to UK driving rules and regulations.
3. Monitor the allocation and availability of parking at the Academy, ensuring consideration is made for all stakeholders who use the carpark.

Requirements for all students parking in the Academy car park:

1. Students must hold a full UK driving license and have appropriate MOT, tax and insurance on their vehicle
2. Student drivers and their parent/carer must sign the permission form and the Student Agreement in order to be eligible to drive to School and park in the staff car park.
3. Students are required to drive in a safe and responsible manner at all times within the car park.
4. Students must not allow other students to drive their vehicles.
5. Any unsafe driving behaviour or breaches of road rules could be reported to the police.
6. Failure to adhere to safe driving within the car park may lead to your parking privileges being revoked.
7. Students are to park within the marked parking bays with due consideration and respect made to other car park users.
8. Students will not block in any other vehicles or obstruct entrances/exits to the car park and surrounding areas.
9. Student name, tutor group and car make/registration must be recorded centrally by the Sixth Form team.
10. Extra care should be taken when entering and exiting the car park at the start and end of the day due to the larger numbers of students using the paths and walkways in and around the Academy premises.

The Academy accepts no responsibility for the loss or damage to vehicles parked in the Academy car park. The Academy reserves the right to amend, revise, or update this policy as necessary to ensure the safety, security, and welfare of all students, staff, and visitors on school premises. The latest version of this policy will be hosted on the Sixth Form Teams site.

By completing the agreement form (included in this pack), students acknowledge their understanding and acceptance of the school car park policy and agree to comply with all rules and regulations outlined herein. If students fail to adhere to the above requirements, they will not be permitted to park within the Academy car park and will be required to make alternative arrangements.

Please retain this document for the duration of your time in Sixth Form.