



2025 - 2026

# Student Guide

## KS3 & KS4



# Daily Academy timings

Students are required to enter the Academy by 08:30

08:25	08:35	Gates open/close
08:40	09:35	Registration and Period 1
09:35	10:25	Period 2
10:25	10:45	Break
10:45	11:35	Period 3
11:35	12:25	Period 4
12:25	13:30	Lunch and Tutor
13:30	14:20	Period 5
14:20	15:10	Period 6
15:10		End of Day

## Academic Year 2025-26 Overview

Autumn Term	3 <sup>rd</sup> September - 19 <sup>th</sup> December
Half Term	27 <sup>th</sup> - 31 <sup>st</sup> October
Spring Term	6 <sup>th</sup> January - 27 <sup>th</sup> March
Half Term	16 <sup>th</sup> - 20 <sup>th</sup> February
Summer Term	14 <sup>th</sup> April - 17 <sup>th</sup> July
May Day (Bank holiday)	4 <sup>th</sup> May
Half Term	25 <sup>th</sup> - 29 <sup>th</sup> May

## Professional Development Days 2025-26

September 1/2 2025	October 17 2025	December 5 2025
January 5 2026	February 23 2026	April 13 2026



**Mr D Kirwan**  
Principal

**Name** \_\_\_\_\_

**Tutor** \_\_\_\_\_

**Head of Year** \_\_\_\_\_

**Year Support Assistant** \_\_\_\_\_

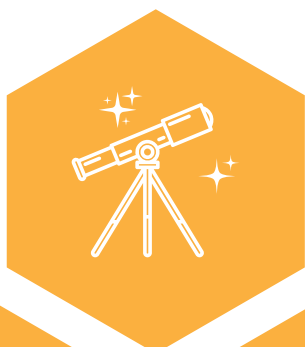
**House** \_\_\_\_\_

## Our Ethos



### Opportunity

The **opportunity** to experience a broad, balanced and relevant curriculum supported by a wide range of enrichment and extra-curricular experiences



### Belief

The **belief** in themselves that they are capable of achieving at the highest levels and can positively contribute to our Academy and the wider community



### Aspiration

The **aspiration** to push beyond perceived limitations and to challenge themselves to be the best possible version of themselves



Glue in or write your timetable here

# Your Timetable



Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Period 1	Period 1	Period 1	Period 1
Period 2	Period 2	Period 2	Period 2	Period 2
Period 3	Period 3	Period 3	Period 3	Period 3
Period 4	Period 4	Period 4	Period 4	Period 4
Period 5	Period 5	Period 5	Period 5	Period 5
Period 6	Period 6	Period 6	Period 6	Period 6

# The OBA Way

To embrace  
**Opportunity**

To have  
**Belief**

To foster  
**Aspiration**



positive attitude to learning



Books and homework



Correct equipment



On time



Correct uniform



We need eight essential skills to succeed in education, work and life:



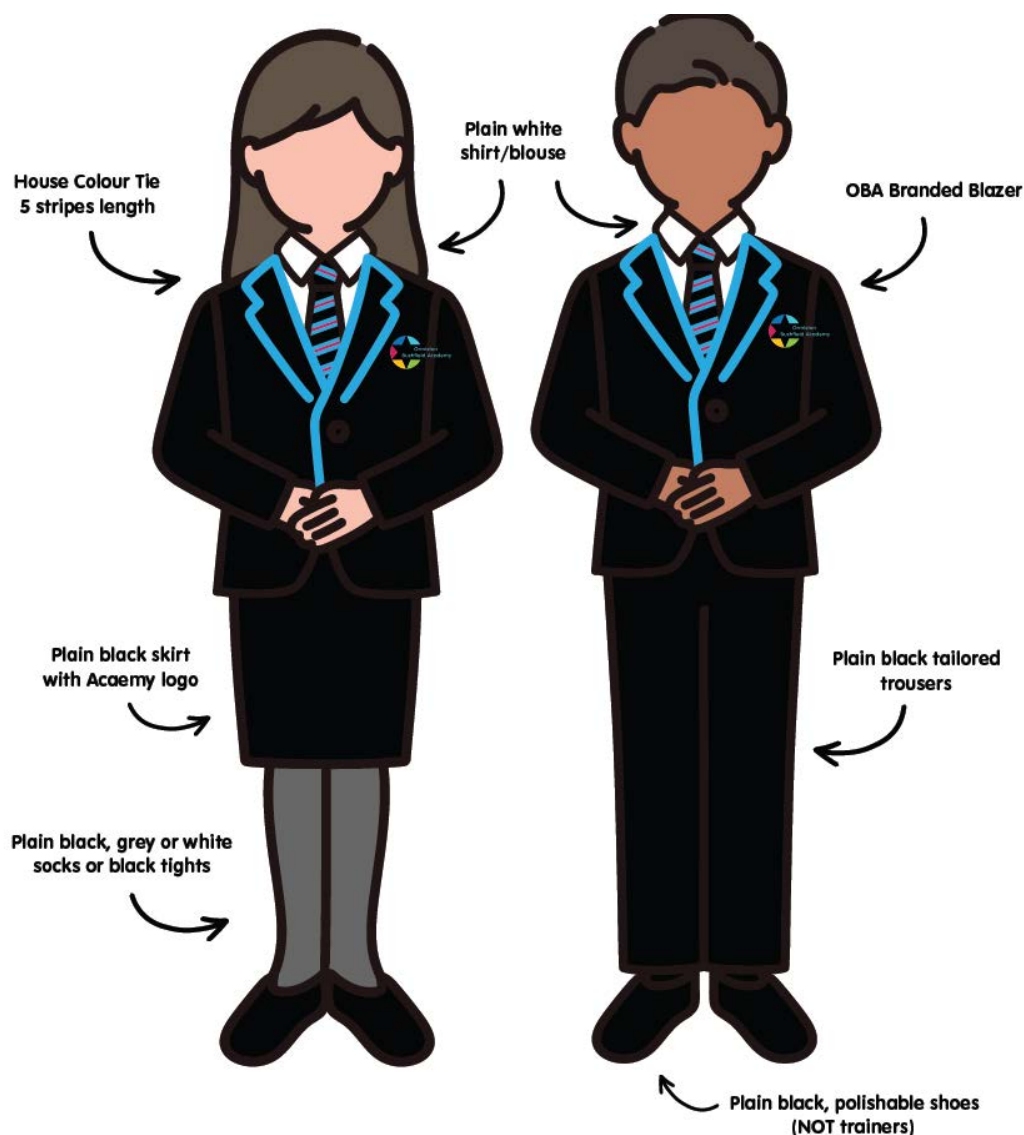


# Academy Uniform

**All students are expected to wear full Academy uniforms.**

Specialist clothing for art, drama, DT, or PE must only be worn during those lessons. Students must change back into Academy dress for all other lessons, breaks, arrival and dismissal.

## Formal Dress



**OBA Branded  
Blazer**



**Jumper  
(optional)**



**Shirt/Blouse**  
Collared, plain white  
- worn tucked in, with  
top button done up



**Tie**  
House colour, worn at 5  
stripe length. NO wide/  
half-mast ties



**Skirt**  
Plain black, knee  
length skirt with  
Academy logo



**Trousers**  
Smart, tailored, plain black  
of waist height and ankle  
length. NO jeans, chinos,  
skinny-fit, leggings or  
jeggings

# Academy Uniform

## PE



**Polo shirt  
(with Academy logo)**



**Black training top  
(with Academy logo)**



**Plain black shorts/skorts**



**Black track pants/plain  
black tracksuit bottoms**



**Blue hoodie  
(with Academy logo)  
(Year 10 & 11 only)**



**Shin pads  
(Hockey & Football)**



**Gum Shield (Hockey & Rugby) -  
*Students will not be able to participate  
in contact rugby lessons without one.***



**Black PE socks**



**Trainers  
(NO Hi-tops or boots)**



**Plain black or blue base  
layer (optional)**

## Performing Arts



**Dance pants/Academy leggings or black  
shorts - NO 'hot pants' style, nor PE skort**



**Performing Arts T-shirt (with  
Academy logo) - GCSE students only**



**Polo shirt  
(with Academy logo)**

# Academy Uniform

## Main Expectations



**Top buttons of shirts must be fastened, with the tie showing 5 stripes.**



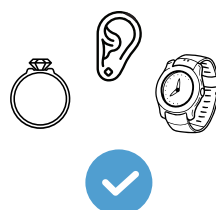
**Shirts must be tucked in at all times.**



**Top coats or hoodies must not be worn in the Academy.**

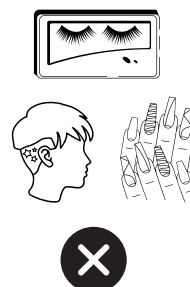
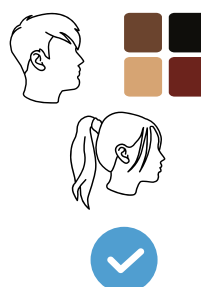
## Jewellery

One small single stud in each ear, one wrist watch and one sensible ring. No bracelets or necklaces. No hoops of any size, ear stretchers/spike earrings, or large studs. No other visible piercings or jewellery i.e. nose, lip, eyebrow or tongue. Students are not allowed to cover such piercings with plasters, nor are they allowed to wear plastic retainers.



## Hair & Makeup

The Academy will not accept students having haircuts with markings, tramlines or symbols. Hair colour must be natural in appearance. Shoulder-length hair should be tied back for all practical lessons. Students will be asked to remove excessive makeup, unnatural coloured nail varnish, false nails, and false eyelashes.



**The Academy reserves the right to enforce sanctions on students who chose to wear incorrect uniform, hairstyles, jewellery and accessories in accordance with the behaviour policy.**



# Plain black, polishable shoes



## NOT trainers



# Equipment

## Academy expectations

To ensure you are ready to learn, every student should carry the essential equipment needed for a successful school day. At a minimum, we expect all students to have the following:

### Basic equipment



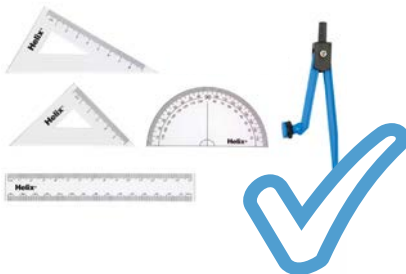
**Pencil**



**Pen**



**Rubber**



**Maths equipment**



**Ruler**



**Coloured pencils**

### Recommended equipment beyond the basics



**Highlighters**



**Glue stick**



**Scissors**



**Post-it notes**



**Sharpener**



**Calculator**

# The OBA Way

## A 'No Phone' Academy

As soon as you enter the Academy, make sure:



Phones are:  
**Off, out of sight  
& in a pouch**  
until the end of  
the day

### Some E-Safety tips:

Protect your  
privacy



Think before  
you post



Be kind  
online





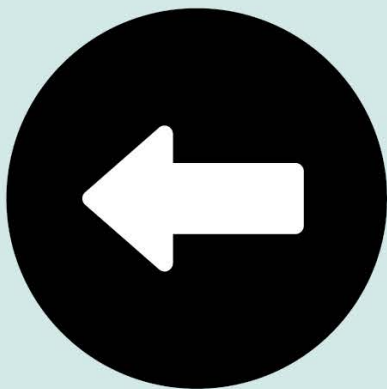
# The OBA Way

Outstanding

Behaviour

Always

Around the Academy, we:



Walk on the  
**LEFT**

And don't forget:

Always be polite



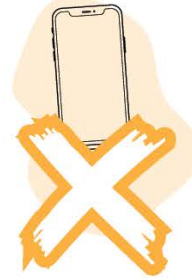
Rubbish in the bins



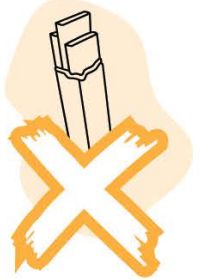
Correct uniform



No phones



No gum



## Attendance Matters

### Morning registration

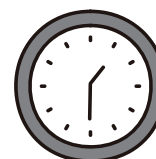
**08:40am**



### Afternoon registration

**12:25pm**

**13:30pm**



Different tutor groups register at different times in the afternoon.  
Students need to attend on time.

## What to do if...



### You are absent from the Academy?

Your parents/carers must contact the Academy by phone before 08:35am on the Academy Absence Line - 01733 404351.



### You have a medical appointment?

Your parent/carer must inform the Academy of the time of the appointment prior to collecting you. You must always sign in or out of the Academy at the front reception if you are leaving for a medical appointment.



### You are late?

The gate closes at 08:35am. You will enter through the front of the Academy and sign in. A late arrival will cause a 10 minute detention after school on the same day. If there is valid reason, parents/carers must communicate this with reception.



### You feel unwell during school?

If you are in a lesson, speak to your teacher; at break or lunchtime, go to your year base and report this.

Contact the Academy by

**08:35**

**01733  
404351**



Gates close at

**08:35**



If your attendance or punctuality becomes a concern, you, with your parents/carers, will be asked to come into the Academy and discuss this.



# Rewards

The Rewards System is linked to the number of positive **net** House Points you achieve.

You earn rewards when you reach the following positive **net** points:  
**50, 100, 150, 200, 250, 350, 450, 550, 650**

House Points are awarded for a number of reasons, including:



**Being  
'Ready, Respectful  
and Safe'**



**Good effort and  
engagement**



**Being reflective,  
committed, independent  
and resourceful**



**Making progress,  
responding to  
feedback and making  
improvements**



**Completing  
homework**



**Contributing to  
Academy life**



**Respecting the  
Academy**



**Being helpful**



**Outstanding  
work**



**Sustained  
academic  
achievement**



**100% attendance  
every half term**



You can look through a Rewards Booklet to see what items are available at each threshold. There is a copy in your tutor room, each Year Office and on the school website.

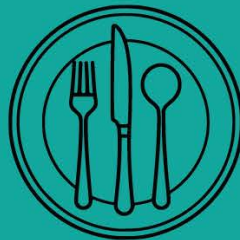
# The OBA Way

## Around the Academy:

Headphones are not to be worn in the Academy.



Food can only be eaten in the dining hall or playground.



There will be a first and second sitting for lunch. Students must attend the correct one.



Sitting 1



12:30



Sitting 2



13:10

Energy drinks/fizzy drinks are prohibited. If these are found in the Academy they will be confiscated.



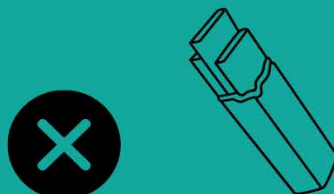
No items containing nuts are allowed on site.



No spray/aerosol deodorants or perfumes are permitted on site. Roll-on deodorant is acceptable.



Students are not allowed to chew gum, and any gum will be confiscated.



While wearing your uniform in the vicinity of the Academy, smoking and vaping is prohibited.



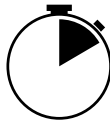
# Understanding Consequences

## When behaviour expectations are not met

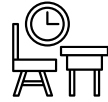
Sanctions are put in place for students who choose not to meet the required standards of behaviour and conduct. This could include:



**Loss of free time  
such as part  
of break and/  
or part of lunch**



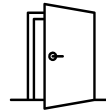
**A detention of  
up to 10 minutes  
after school  
without parental  
notice**



**A detention after  
school of up to 75  
minutes  
(parents notified)**



**Specific tasks to  
help around the  
Academy, such  
as litter duty**



**Removal  
from lessons**

Depending on the severity of the incident, a student may receive a sanction such as Inclusion. Following this, parents will be required to attend a meeting with their child to discuss the issue. Targets for improving behaviour and conduct will be set before returning to Academy lessons.

# The OBA Way

## Classroom Expectations

In the classroom, make sure you are:



Enter & Exit in  
**SILENCE**



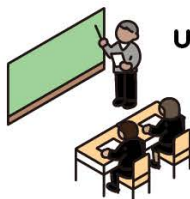
Remember to be:

**Resourceful**



Take advantage of opportunities to extend your learning

**Responsible**



Understand consequences and respect the learning of others

**Reflective**



Learn from feedback and always listen



# **OBA's** **Golden** **Presentation of Work** **Rules**



**Writing in pen  
Drawing in pencil**



**Date and title  
underlined  
with a ruler**



**Always present  
to the best  
of your ability**

## **We also expect you to:**

**Pay attention to spelling, punctuation and grammar.**

**Cross out mistakes with one line. No excessive scribbling.**

**No grafitting.**

**Always write your name on loose worksheets and stick them in your book.**

## **Things you should bear in mind**

**Your work represents a lot about who you are.**

**Neat work is easier for your teachers and examiners to read and mark.**

**Neat work is clearer for you to read back and revise from.**



# Skills Builder Partnership



## We need eight essential skills to succeed in education, work and life

In all year groups, these skills are developed through the curriculum, extra-curricular and enrichment opportunities.



### Listening

The receiving, retaining and processing of information and ideas.



### Speaking

The oral transmission of information and ideas.



### Problem Solving

The ability to find a solution to a situation or challenge.



### Creativity

The use of imagination and the generation of new ideas.



### Staying Positive

The ability to use tactics and strategies to overcome setbacks and achieve goals.



### Aiming High

The ability to set clear, tangible goals and devise a robust route to achieve them.



### Leadership

Supporting, encouraging and developing others to achieve a shared goal.



### Teamwork

Working cooperatively with others towards a shared goal.

# Reading for Betterment

## Did you know?

Students who read widely are more likely to succeed, achieve good qualifications and subsequently enjoy a fulfilling and rewarding career.

### Tutor

Students and staff have curated a diverse and wide ranging selection of books to be read during tutor time. Both tutor and Sixth Form students read aloud to their group regularly.

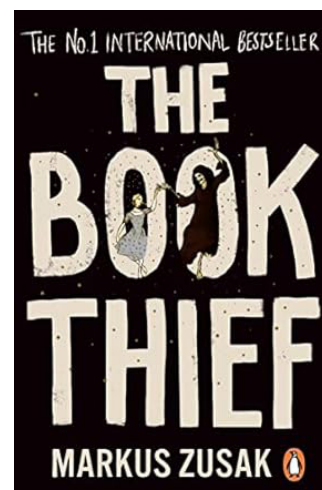
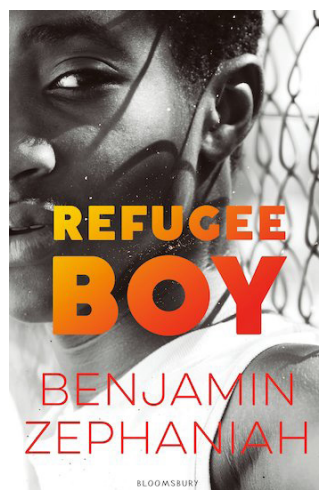
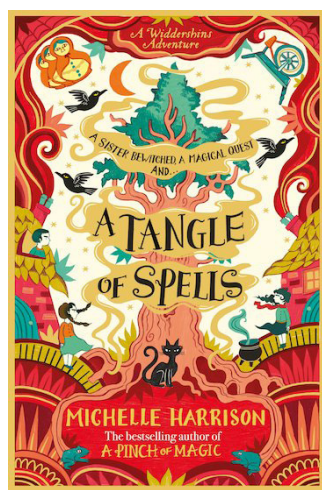
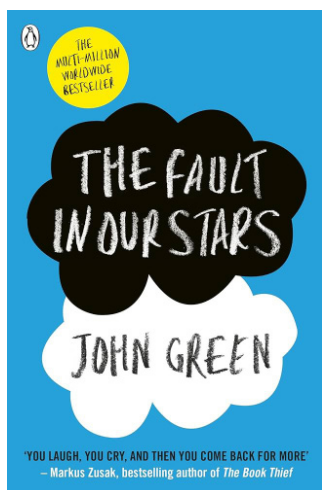
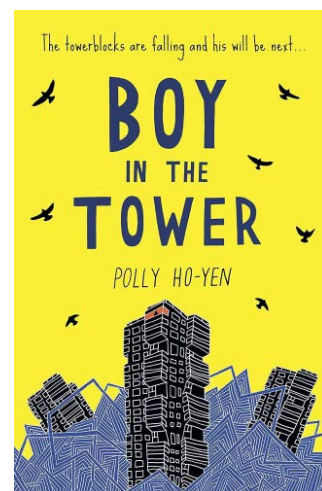
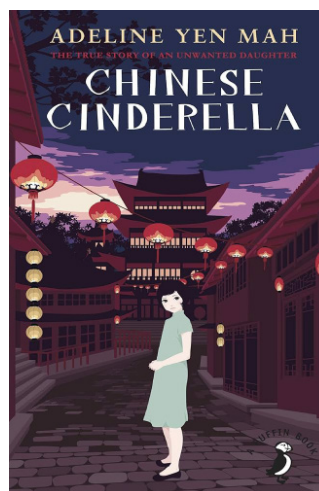
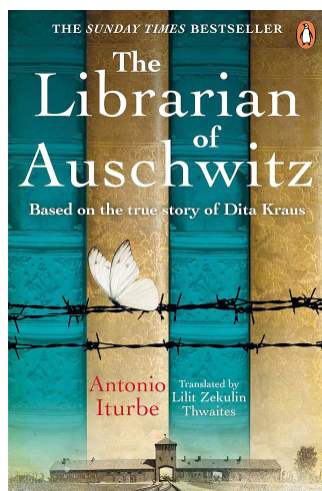
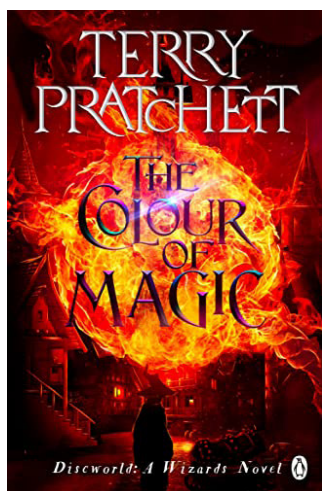


### Curriculum

Departments include group and independent reading within their lessons. This might be fictional or factual information such as journals or academic articles linked to their curriculum topic.

## Examples of books we read in the Academy

OBA Reading Ambassadors review books on a regular basis sharing these with the OBA community. A few examples are shown below:



# Study Skills

When it comes to your exams, you will find revision easier if you have been an active learner. This means paying attention and getting involved in lessons, and doing the work asked of you outside of lessons.

You might want to consider the following six ideas:

## 01.

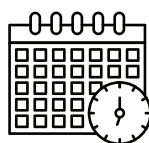


### Get yourself organised

Keep your books and homework up to date.

Allocate times for each task.

## 02.



### Stick to a regular homework rota

Don't leave yourself huge amounts of work to do at the last minute, late work is often rushed, incomplete and not done to the best of your ability.

## 03.



### Work in an environment which helps you learn

Avoid distractions!  
Log out of all social media sites if working on a laptop or computer and turn your phone off.

## 04.



### List your homework tasks

Making a list of your tasks will help you to focus on what you need to do. Check your SatchelOne regularly.

## 05.



### Ask for help when you need it!

Don't pretend to understand something. Talk to your teachers if you need clarification on a particular topic.

## 06.




### Save your work!

Yes, even when working on live platforms like Microsoft on One Drive.

# 2025-26 Exam Dates

Candidate Number:



Centre Number:

2


2

3

1

9

It's always good to be organised when it comes to exams. Whether they are in-class assessments, mocks, or the real things. In the table below, you can fill out the dates as and when you get more information to help you stay organised.

Subject/Module	Date	Time and Duration	Location
			

Subject/Module	Date	Time and Duration	Location



# Exam Expectations

## Dos and don'ts for exam conditions

### Dos



**You must be on time  
for all your exams**



**You are allowed a  
clear bottle with water  
only - remove any  
labels from the bottle**



**You must use a black  
pen unless otherwise  
specified**



**Raise your hand clearly  
if you need assistance  
during the exam**



**Return any equipment  
used from the pencil  
case on your desk**

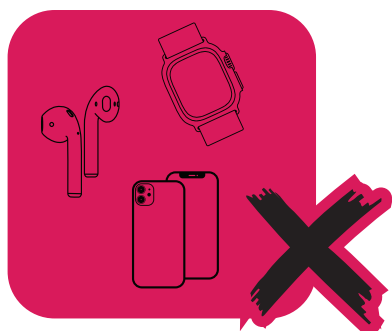


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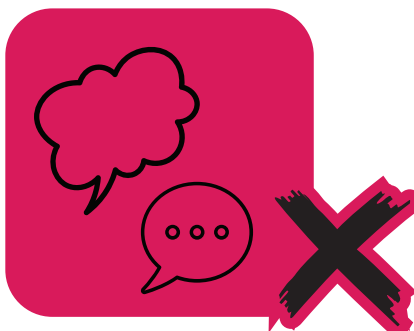
# Exam Expectations

## Dos and don'ts for exam conditions

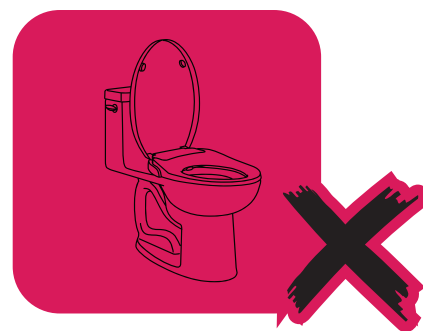
### Don'ts



**You must not have your phone, any watches, AirPods, or smart devices on your person**



**You must not talk to, attempt to communicate with, or disturb others once you have entered the exam room**



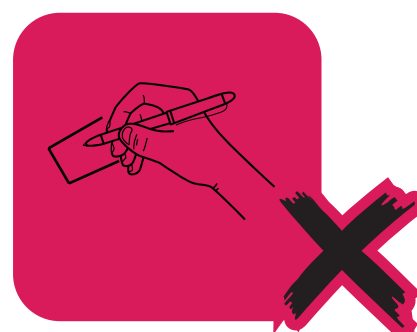
**You will not be allowed to use the toilet during the exam unless you have a medical condition**



**You must not write inappropriate, obscene, or offensive material**



**Do not write on your exam paper or open it until you are told to do so**



**Do not write on your candidate card**



**Joint Council for  
Qualifications** CIC

# Exam Expectations

## Common errors and how to avoid them

### Not reading the question properly



Examiners say that this is one of the most regular and fatal errors. They call it the 'triggered answer'. You have your pre-prepared answer ready, but you don't look at the exact wording of the question and therefore supply the wrong information in your answer.

### Not finishing the paper



Mismanaging your time within the exam can easily cost you a full grade. The biggest exam error is to leave straightforward questions unattempted. Make sure that you don't spend too much time on any question.

### Ignoring the markscheme



You must take the marking scheme into account when you allocate time to each question or part of a question. If the marks allocated to a question clearly indicate that a few sentences are sufficient, do not write an essay on the matter!

### Repeating yourself



Make the point once. There are no extra marks for repeating facts, even if you phrase them differently.

### What you can do:

Read the question carefully at least twice before answering. ✓

Highlight or underline key words to ensure you understand what is being asked. ✓

Rephrase the question in your own words to confirm comprehension. ✓

### What you can do:

Allocate time for each question based on its marks. ✓

Keep an eye on the clock and move on if you get stuck. ✓

Leave a few minutes at the end to review your answers. ✓

### What you can do:

Check the number of marks allocated to each question to determine the level of detail needed. ✓

Avoid over-explaining answers. ✓

### What you can do:

Make your point clearly and concisely the first time. ✓

Avoid rephrasing the same information in different ways. ✓



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# Safeguarding & Welfare

## Our Welfare Team

**Mrs Roberts**  
Designated Safeguarding  
Lead

**Mrs Gray**  
Senior Assistant Principal &  
Deputy Designated  
Safeguarding Lead

**Miss Cawthorne**  
Deputy Designated  
Safeguarding Lead

**Miss Thielemans**  
School Mentor

**Mrs Buck**  
Health Coordinator/  
First Aid

## A Safe and Respectful Environment

We recognise the importance of creating an environment within our Academy where every student feels safe, valued, and respected. We are committed to promoting a culture of openness and trust, where you feel comfortable to speak about any worries or concerns you may have. We want you to feel confident that when you do speak up, you will be listened to, taken seriously, and supported appropriately.



### Who you can talk to

You can speak to any member of staff about any concerns, though they may need to pass on the information. Our pastoral team includes your Tutor, Head of Year, Year Support Assistant, and the core welfare team listed above.



### In-School Counselling support

We have a School Mentor who offers a counselling service in school. All students can self refer to this service.

If your parent/carers do not wish for you to engage in counselling, they should email [safeguarding@bushfield.co.uk](mailto:safeguarding@bushfield.co.uk)



### Medication & First Aid Procedures

All medications must be kept in the First Aid room. Parents/carers must complete an administering medication form, available at the school office. Tell your teacher if you feel unwell. At break or lunch, report it at your year base.

# Equal Opportunities and Anti-Bullying Policy

Staff at Ormiston Bushfield Academy are keen for every student to achieve their maximum potential. To ensure that all students have an equal opportunity to do so, the following policy is in place:



## Equality for All

Every student is treated equally, regardless of class, gender, race, religion, sexual orientation, ability, or disability.



## Valuing Diversity

The Academy appreciates and embraces the diverse experiences of students, their families, and the wider community.



## A Safe Learning Environment

Every student has the right to learn without fear of bullying, teasing, or name-calling, which will not be tolerated.



## Zero Tolerance for Discrimination

Racist, homophobic, and sexist behaviour are forms of intimidation and will not be accepted.



## Respect for Academy Policies

All students are expected to follow Academy rules and guidelines at all times.



# Who you can talk to



If you ever need support during your time at Ormiston Bushfield Academy, here are some suggested charities and organisations that specialise in young people's mental well-being and physical health, and are free of charge to contact:



**999 for police emergency or 101 for non-emergency**  
**999 for medical emergency or 111 for non-emergency**



If you have a serious concern about a safeguarding issue, please contact the Academy immediately.



For further advice, visit:  
[bushfield.co.uk/key-info/safeguarding](https://bushfield.co.uk/key-info/safeguarding)

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# E-Safety

When using social media sites, before you post or respond, you need to THINK:

**T** Is it True?

**H** Is it Hurtful?

**I** Is it Illegal?

**N** Is it Necessary?

**K** Is it Kind?

# 10 Top Tips TO STAY SAFE ONLINE

**01.**

Keep your password safe



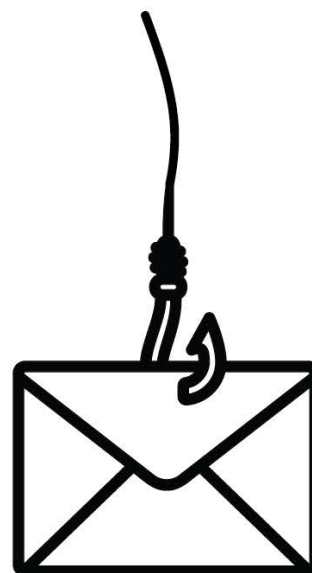
**02.**

Avoid anonymous messages



**03.**

Be cautious with emails and files



**04.**

Think carefully about your online profile



**05.**

Be mindful of what images you post



**06.**

Adjust your privacy settings



**07.**

Understand file sharing rules



**08.**

Don't meet up with anyone you have only interacted with online



**09.**

Speak to an adult if you feel unsafe



**10.**

Report inappropriate content immediately



# **2025-26**

# **Academic Calendar**



# September

# 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# October

# 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# November

# 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# December

# 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# January

# 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# February

# 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



# March

# 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31					01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

# April

# 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# June

# 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
14	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Disclaimer: This guide is reviewed regularly throughout the school year. While every effort is made to ensure that the information in this guide is accurate and up to date at the time of printing, some details may be subject to change.

For the most current version, please refer to the digital guide which is available on our Academy website.



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