



Year 7 INDUCTION
information booklet

**Contents**

School Uniform Page 3

General and Essential Equipment Page 5

Breakfast Page 6

Online Payment System and Cashless Catering Page 7

Online Payments – A Brief Guide Page 9

Lockers Page 10

Acceptable Use Policy & Network Use Permission Page 11

Ormskirk School Home/School Agreement Page 12

Free School Meals Page 15

Class Charts Page 17

Chromebooks for Learning Page 18

School Website, School App and Social Media Page 19

Term Dates and Key Dates Page 20

**Welcome to Ormskirk School**

We are very excited that your child will be joining our school community and know that they will enjoy their learning journey with us.

This booklet and accompanying documents contain all of the information you require to assist with your child’s transition to Ormskirk School and to complete the necessary forms.

**Answering Your Questions**

Alongside this booklet you should also have the following,

* Ormskirk School Forms Booklet;
* Bus Information Booklet;
* Privacy Notice for Students at Endeavour Learning Trust;
* Lancashire County Council Free School Meals and Pupil Premium Form;
* Uniform Information Letter – Uniform Update September 2022.

**Policies**

All school polices are available on our current website Home / Our School / Policies

When our new website is launched they will be available via Home/About us/Our Policies and Procedures

**School Uniform**

**Smartness and high standards of appearance are expected at all times.**

**For full details of the school uniform and the way in which it should be worn please see the ‘School Uniform and Appearance Policy’ on the school website.**

Our school uniform is important to us. It is one way in which we identify ourselves as a school family and it promotes a strong, cohesive school identity which supports high standards and expectations in all areas of school life. It promotes a genuine sense of readiness to work and a focused frame of mind.

**The essential uniform consists of:**

* White shirt (for boys and girls) with top button fastened and shirt tails tucked into trousers/skirt.
* Grey school trousers, grey skirt or grey pinafore (skirts and pinafores should be knee length) for boys or girls.
* Navy blazer with school badge
* School tie
* Navy V-necked school jumper (optional)
* Plain, grey socks in the same grey as the trouser or skirt
* If wearing a skirt, socks should be long but no higher than the knee (no patterns or bows) OR plain black tights (minimum 40 denier) can be worn
* Plain, black, smart, sturdy shoes (Traditional style – no boots, trainers or canvas shoes)

*\*With regards the length of skirt please be advised that the skirt needs to sit half way over the knee at the start of the school year. Any student starting in September with a skirt that is too short will be required to purchase a new skirt of the correct length. This is non-negotiable.*

**The compulsory PE kit consists of:**

* School badged quarter zip training top (navy)
* School badged poloshirt (red)
* School badged shorts (navy)
* Sport socks (navy with red top)
* Football boots with moulded/plastic studs/blades. (Metal studs will not be allowed on the astro turf)
* Clean non-marking soled trainers
* Rugby gum-shield
* Shin pads

**The optional PE kit consists of:**

* Under armour (red)
* School badged tracksuit bottoms (navy)
* School badged leggings (navy)

**Fashion Items / Other**

* Students are allowed to wear **one** small stud earing in the lower lobe, plain gold or silver. Earrings must be removed for PE and no other piercings are allowed
* Make up, including false tan is allowed but must be discreet
* False lashes/ lash extensions are still not allowed
* Nail varnish and false nails are still not allowed
* Hair must be of natural colouring and of an appropriate style for school (the school will decide if a style is appropriate)
* Scarves and hats denoting allegiance to outside sports teams and hooded tops/sweatshirts are not allowed

**Arrangements for Ordering Uniform**

Monkhouse have created a new Parent Guide which is available on their website at [www.monkhouse.com/parentguide](http://www.monkhouse.com/parentguide)

The guide includes details of:

* School uniform and prices
* How to order online or in store
* How to book a personalised 1:1 store appointment
* Offers and promotions on essential and accessory items
* New click and collect options
* Everything you need for back to school
* Parent newsletter
* Late night shopping times
* Extended free returns until 11th September

Should you have any queries about your requirements please contact Monkhouse’s customer service team:

**Tel: 0161 476 7216 - Monday to Friday - 8.30am to 5.00pm**

**Email:** **web@monkhouse.com**

**Compulsory Equipment**

**Essential Equipment**

|  |  |  |
| --- | --- | --- |
| Blue, Black, Green and Red Biro | Coloured Pencils | Earphones |
| HB Pencil | Ruler 30cm | Eraser & Sharpener |
| Mini Whiteboard  | Whiteboard Marker Pen | Apron |

**Faculty Essential Equipment**

Creative

* A4 Art Sketch Book (Cartridge Paper)
* 2B or 4B Pencil

Mathematics

* Protractor
* Compass
* Scientific Calculator (Recommended: any Casio scientific calculator)

Science

* Scientific Calculator (Recommended: any Casio scientific calculator)

Modern Foreign Languages

* Spanish Dictionary – Small Pocket

Physical Education

* PE Kit (labelled with student name)
* Football boots with moulded/plastic studs/blades. (Metal studs will not be allowed on the astro turf)
* Clean non-marking soled trainers
* Rugby gum-shield
* Shin pads

**Breakfast: 8.30am – 8.45am**

Every morning at Ormskirk School students can buy breakfast from 8.30am – 8.45am in the Dining Room. This is one way of making extra sure that our children are fully awake and fuelled for the day but it is also an opportunity for them to meet their friends and start the day happy and motivated.

Our current menu includes the following:

* Toast
* Crumpet
* Teacake
* Half Bagel
* Bacon or Sausage Barm
* Choice of fruit
* Choice of yogurts
* Bottled Water
* Fruit Juice Cartons

 The online payment system we use at Ormskirk School is School Gateway. This enables parents to pay for trips, incidental school expenses, equipment and school meals. The introduction of online payments allowed us to install a cashless catering system with biometric identification.

**Online Payment System and Cashless Catering**

**Online Payment System**

School Gateway is the online payments system which facilitates online payments and enables a purchase history to be viewed. Similar systems have already been installed in many schools nationally, bringing a number of important benefits to students, parents and schools:

* Simple to use internet and mobile app-based user system
* Payments are made through School Gateway so they are secure and reliable
* Parents can view what purchases have been made
* Reduce the risk of students losing cash

Please access the system, either directly via <https://login.schoolgateway.com> or via the Parent section of Ormskirk School’s website. From here you will be asked to enter the email address and mobile number that is registered with school and then you are required to press the ‘send pin’ button which, in turn, will send a text message containing your PIN. Contacts who are listed as priority 1 or 2 on their child’s record are able to make payments through School Gateway. If you have any queries then please contact the school on enquiries@ormskirk.lancs.sch.uk

**Cashless Catering**

The cashless catering facility is provided by Biostore. This is the company that manages the biometrics and canteen system. School Gateway integrates with this system.

In order to use the cashless catering system students simply place their fingertip on a scanner to make a payment for their food. The system does not record fingertips / fingerprints and an image of your child’s fingerprint is not stored. The information collected will be used solely for school purposes and held on the school system only. This technology is very secure and is commonly used within other schools across the UK and locally.

**Student’s Biometric Information**

The school wishes to use information about your child as part of the automated recognition system provided by Biostore for the purposes of using the cashless catering system. The **information** from your child that we wish to use, is referred to as ‘biometric information’. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to obtain the written consent of a parent before being able to use a child’s biometric information. Once obtained, the biometric data is used and stored in accordance with the UK General Data Protection Regulations (UK GDPR).

Please be reassured that the law places specific requirements on schools when using personal information, such as biometric information about students for the purposes of an automated biometric recognition system.

For example:

* the School cannot use the information for any purpose other than those for which it was originally obtained and made known to parents;
* the School must ensure that the information is stored securely;
* the School must tell you what it intends to do with the information;
* unless the law allows it, the School cannot disclose personal information to another person/body – you should note that the only body that the School wishes to share the information with is Biostore. This is necessary in order to implement the cashless catering system.

**Providing your consent/objecting**

As stated above, in order to be able to use your child’s biometric information, the written consent of a parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child’s biometric information. Similarly, if your child objects to the use of their biometric information, then the School cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child’s biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

We provide an alternative method of identification (e.g. card) if biometric consent is refused, rather than excluding a student from the system entirely. When your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

**WHAT TO DO NEXT**

**Please complete and sign the ‘Parental Consent for the Use of Biometric Information in School’ form which is included in the Year 7 Induction Forms booklet.**

**Please note that the form needs to be completed if consent is given or not.**

**When you have received your information regarding your online account, please register in order that you can make payments on line. This information will be sent to parents during late August, before the start of term.**

**Online Payments – A Brief Guide**

The online payment system is provided by School Gateway. In order to make a payment to Ormskirk School, you will need to use the following website address to register your account <https://login.schoolgateway.com> with your email and mobile number that the school holds on record for you.

**School Gateway – How Do I Sign up?**

Please activate your School Gateway account as soon as possible. It is quick and easy to do. Authorised parent/guardian contacts are able to sign up a School Gateway account.

***Preferred Option:***

* Download the **free app**: If you have a smartphone, please download School Gateway from your app store (iPhone and Android). The app shows the same information as the website PLUS it saves the school money when we send you a notification.

**OR**

* Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com) and click on “New User”. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

The screen will open up with your Child’s Account. If you have more than one child at the school, you can select which child you are making the payment for.

You can now pick the items you want to pay for which may include school meals, calculators and school trips.

Once you have confirmed your payment your order will be displayed, you will receive an email to confirm the payment from your bank and also to confirm the items purchased.

In addition you can use the system to check:

* Previous online transactions
* Catering items purchased in school

Some Frequently Asked Questions (FAQs) are available on the [School Gateway login page](https://login.schoolgateway.com/0/auth/login) and a Quick Reference Guide is also available on the School website under Parent Information. The School Gateway website includes help for Parents if required at <https://schoolgateway.co.uk/help/>

**Please remember to keep school updated if you change your mobile and/or email address**.

As students move from primary to high school one of the major changes they will notice is the amount of equipment they have to carry. In order to help manage this transition and avoid the need to carry heavy bags, we have a number of lockers in school available to all students to rent.

**Lockers**

The lockers are lockable, approximately 300mm x 500mm x 600mm and are located at various points around school. If your son or daughter chooses to take advantage of this storage facility, they will be allocated a locker and given two keys. In order to cover the possible loss of keys or damage caused to the locker itself, we require a refundable deposit of £10 for 2 locker keys (£5 per key which is refundable on return of each key) and £10 rental charge for the locker for the 5 years at school (non-refundable). Due to the cost of living increase, the rental cost for 5 years has been reduced for new intake Year 7.

For those in receipt of Free School Meals please contact school.

**We would strongly recommend that you rent a locker for your child.**

If you would like a locker for your child, please pay online via the School Gateway. Please refer to the School website [www.ormskirk.lancs.sch.uk](http://www.ormskirk.lancs.sch.uk) and click on the “Parents” tab at the top of the page then follow the “Online Services/Online Payments” instructions to set up your account. **Please note that we need the admission forms (email addresses and mobile phone numbers fully completed) completing and returned to school before you will be allowed to apply for a locker.**

Lockers will be allocated as soon as possible but please be aware that this process can take up to two weeks.

In the event that the locker is in a suitable condition and the key returned, at the end of Year 11 or before if the locker is no longer required, deposits will be credited back to the account.

As part of the School’s technology programme we offer students supervised access to computers including the internal network, email and the internet. Before being allowed to use the computers, all students must obtain parental permission and both they and you must sign the **Network Use Permission’ Form** as evidence of your approval and their acceptance of the School rules and associated policies. The form is included in the forms booklet.

**Acceptable Use Policy & Network Use Permission**

The Acceptable Use Policy is available on the School website in **Home/Our School/Policies** and can be found on our new website in **Home/About Us/Our Policies and Procedures**

Access to computers will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Ormskirk school has the appropriate filtering and monitoring systems in place to safeguard children.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Whilst on School premises, staff will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance related to the use of appropriate sources of information. This includes television, telephones, movies, radio and other potentially offensive media.

At Ormskirk School we are very fortunate to have supportive parents who recognise that educating young people is a process that involves a strong partnership between home and school, positive working relationships and clear lines of communication. The aim of this home-school agreement is to work together to ensure a safe and positive school environment. To confirm this agreement, the **Ormskirk School Home/School Agreement form** is completed by both parents and students and is included in the forms booklet.

**Ormskirk School Home/School Agreement**

***‘Great schools at the heart of our communities’***

**Our Schools are driven by our Trust values:**

**Truly Collaborative** - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve

**People Centred** - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest

**Inclusive** - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best

**Unique** - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools

**Aspirational** - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

**Parent Responsibilities**

**I/We agree to**

* Ensure that my child arrives at school on time and before 8.45am and that they are prepared for lessons that start at 8.50am;
* Ensure that my child wears full school uniform appropriately;
* Ensure that my child attends regularly and provide a phone call to the attendance line with an explanation if my child is absent;
* Attend Tutor and Subject Consultation Evenings to discuss my child’s progress;
* Support my child with the organisation and completion of homework;
* Support and reinforce the school’s policies and guidelines for behaviour and regularly review my child’s achievements and behaviours through the school’s Class Charts system;
* Let the school know about any concerns or problems that might affect my child’s work or behaviour;
* Work together with school staff for the benefit of children. This includes approaching the school to make appointments to discuss and resolve any issues of concern;
* Park with consideration and respect for others when delivering and collecting children from school.

**Student Responsibilities**

**I agree to:**

* Attend school regularly aiming to achieve an attendance of 98%;
* Arrive at school on time before 8.45am;
* Be fully prepared for lessons with the correct equipment;
* Wear school uniform properly and be tidy in my appearance;
* Adhere to the school rules and procedures;
* Do all my classwork and homework to the best of my ability and hand it in to meet the deadlines set by staff;
* Be polite and considerate to others in the school community;
* Respect the school environment and its wider community;
* Strive to reach my individual targets.

**Social Media**

Social media and social networking sites play an important role in the lives of many youngsters. This agreement gives clarity to the ways in which social media is used by students, school staff and parents at Ormskirk School.

* Parents should make complaints through official school channels rather than posting them on social networking sites. Parents who do this will be requested to attend a meeting at which the relationship between school and home will be discussed and parameters set;
* Parents should not post malicious or fictitious comments on social networking sites about any member of the school community. In the event that any pupil or parent/carer of a child educated at Ormskirk School is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. The school will also expect that any parent/carer or pupil removes such comments. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites;
* Cyber-bullying and the use by any member of the school community to humiliate or intimidate another by inappropriate social network entry will be dealt with as a serious incident of bullying.

**In order to support a calm and safe school environment, the school does not tolerate:**

* Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds;
* Using loud and/or offensive language;
* Threatening harm or the use of physical aggression towards another adult or child;
* Approaching someone else’s child in order to discuss or chastise them;
* Physically damaging or destroying school property;
* Abusive, threatening, malicious or inflammatory emails, phone or social network messages;
* Smoking and the consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

Did you know that your child could qualify for free school meals?

**Free School Meals**

There has recently been a number of changes to the criteria for the eligibility to free school meals. The current criteria and the implications are detailed below:

* Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods);
* Income Support;
* Income-based Jobseeker’s Allowance;
* Income-related Employment and Support Allowance;
* Support under Part VI of the Immigration and Asylum Act 1999;
* The guarantee element of Pension Credit;
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
* Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

In addition, the following students will be protected against losing their free school meals as follows,

* From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time;
* In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period;
* Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

If your child is eligible, it means they can enjoy delicious, healthy meals without the bills and fuss of making packed lunches. In addition to free lunches, those who are eligible can also have a free breakfast before school.

Ormskirk School actively encourages all families entitled to free school meals to apply. No-one else will know that your child qualifies as we use a cashless system that means that payment is discreet. At the start of each day your child’s catering account will be topped up automatically with £1.65 for breakfast and £2.30 for lunch. Please note that students cannot carry over the breakfast allowance to lunch, or ‘save up’ their allowance. Purchases beyond this amount are funded by parental 'top up'.

Claiming free school meals also helps us support your children further in school. We receive extra funding, known as the ‘pupil premium’, for every eligible pupil who is registered. The

pupil premium grant is funding provided to schools to focus additional resources on helping pupils who are eligible in this category to reach their full potential, to make sure this is in line with their peers. The more students that are registered for free school meals, the more funding the school receives on their behalf. Please remember registering for free school meals does not mean your child has to take up free school meals if they do not want to, but it does bring this ‘top up’ funding to enable us to ensure they are supported in other ways to make sure they can do their best.

If you think that you may be eligible, please complete the ‘**Lancashire County Council Free School Meals and Pupil Premium’ form** which is included in this pack and send it to the Pupil Access Team directly at: **Pupil Access Team South, Level 1, Christ Church Precinct, County Hall, Preston, PR1 8XJ Tel: (01772) 531809**

If you have any further questions or queries regarding free school meals, please contact the General Office.

ClassCharts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the key benefits of using ClassCharts is that we are able to securely share your child(s) achievement and behaviour report with you and so keep you up to date in real-time.

**ClassCharts for Parents**

ClassCharts is used to share information with parents about:

• Achievement Points

• Behaviour Points

• Attendance

• Homework

• Detentions

**What is ClassCharts for Parents?**

You will be able to use ClassCharts to keep track of your child's achievements, access behaviour reports, report an absence, view assigned homework tasks and track scheduled detentions.

If you have more than one child at the school, you can use the same parent account to view achievement data for all your children.

ClassCharts for parents can be accessed via the website, or iOS and Android apps.

**We recommend that you allow this app to send push notifications.**

You can access the parent website and links to the parent apps here:

<https://www.classcharts.com/parent/login>

**You will receive your individual parental login once your child has started at Ormskirk School.**

Further information about ClassCharts and the **ClassCharts Parents User Guide** can be found on the school website.



The school recognises the importance of IT facilities and continues to invest significantly in this area to maintain an infrastructure that allows students to access high quality resources to support their learning.

**Chromebooks for Learning Project**

Students need to be prepared for an increasingly digital world. Research has confirmed that appropriate home access to technology has a positive impact on a child’s educational achievements; it often motivates them to do school work by providing other interesting and engaging ways to learn. Research and other types of learning that do not require handwritten pieces are often better presented so their self-esteem grows and they can explore subjects that interest them in their own time.

As a reminder, the Portal is open and all of the details are on the school website. The order Portal closes on 10 July.

If you have any queries about the Chromebook for Learning Project that cannot be answered by our FAQs please contact chromebook@ormskirk.lancs.sch.uk or the General Office.

**School Website**

**Ormskirk School Website and Social Media**

Our School website is an excellent resource to see the latest news, statutory information, school letters, the school calendar and other resources and information you may need whilst your child is at Ormskirk School.

You can also submit an enquiry online via Contact Us on the school website home page.

The website can be found at this address [www.ormskirk.lancs.sch.uk](http://www.ormskirk.lancs.sch.uk)

**Social Media**

The School has both Facebook and Twitter accounts and we use these on a regular basis to update parents and students with the latest news and messages. These accounts are a great way to keep you up to date with current events and news, and celebrate the achievements of the students.

We would also politely request that if there are concerns regarding school issues, we are contacted directly rather than comments being posted through social media. Please note the relevant section of the Ormskirk School Home/School Agreement on page 14.

You can access our Facebook and Twitter accounts from the School website homepage.

**Term Dates 2022 2023**

**Autumn Term 2022**

INSET day Thursday 1st September

INSET day Friday 2nd September

Term begins for Year 7 students Monday 5th September

Half-term break Monday 24th October - Friday 28th October

INSET day Friday 25th November

End of Term Friday 16th December (12.30pm)

**Spring Term 2022**

INSET day Tuesday 3rd January

INSET day Wednesday 4th January

Open to all Students Thursday 5th January

Half-term break Monday 13th February – Friday 17th February

End of Term Friday 31st March (12.30pm)

**Summer Term 2022**

Open to all Students Monday 17th April

Bank Holiday Monday 1st May

Half-term break Monday 29th May - Friday 2nd June

End of Term for students Thursday 20th July (12.30pm)

INSET day Friday 21st July

