



Transition Booklet

Class of 2025

Principal's Welcome



Dear New Academy Student!

I am delighted to welcome you as the newest members of our school community. This year, we will start a new and exciting chapter in the Academy's history from so many points of view.

The transition from one school to another is a time of great excitement which can also be a little worrying for some at the best of times, however we have lots of experience helping people adjust to our awesome community so we know we can support you through your move up to secondary school, even if at first it might be a secondary school experience that combines some time in the Academy and some time in our Virtual Academy. Whatever the practical circumstances we find ourselves in by September, I am confident that together we will be able to forge a bright future.

We have put together this booklet of essential information for students along with virtual tours and activities to help you get into the spirit of the Academy. We hope you find it useful and that it helps to answer any questions you may have. If there is anything you think we have missed, please let us know and we will add it to future editions.

At Open Academy, we feel that what matters is that we help young people to grow into ambitious, confident and independent learners, as well as highly motivated and productive contributors to school and community life. Secondary school is a crucial factor in helping to shape young people's lives, in forming their dreams, and giving them skills and knowledge to lead happy, successful and fulfilled lives. This is what we offer you as you start with us this year, I can't wait for us to get started!

We look forward to seeing you, in person or virtually as soon as we can!

Mr J Ford
Principal



Your New School

The Academy may look very different from your old school and may be much bigger than what you have been used to. Welcome.....

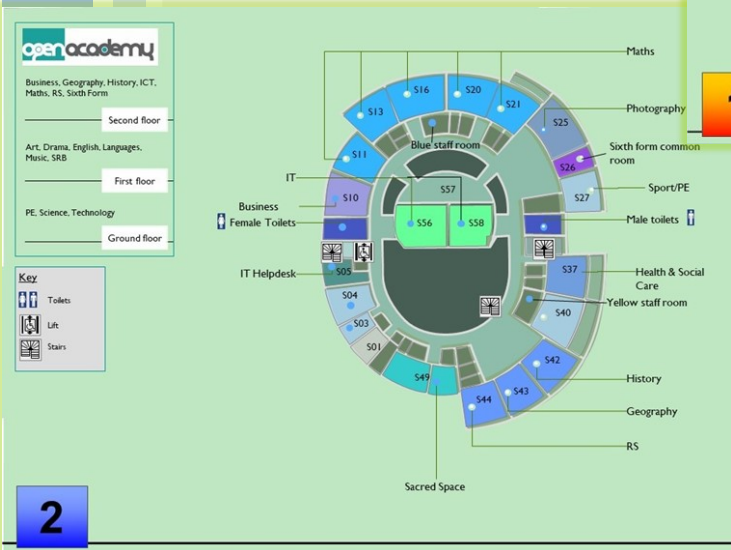
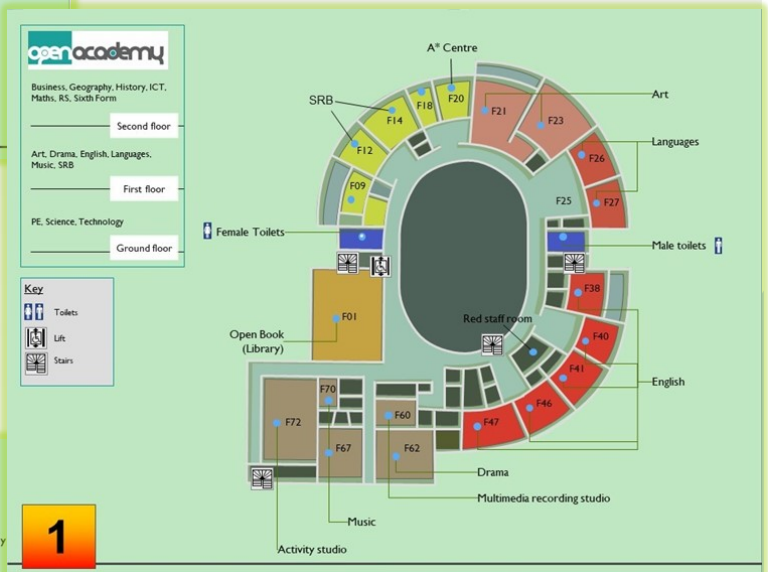
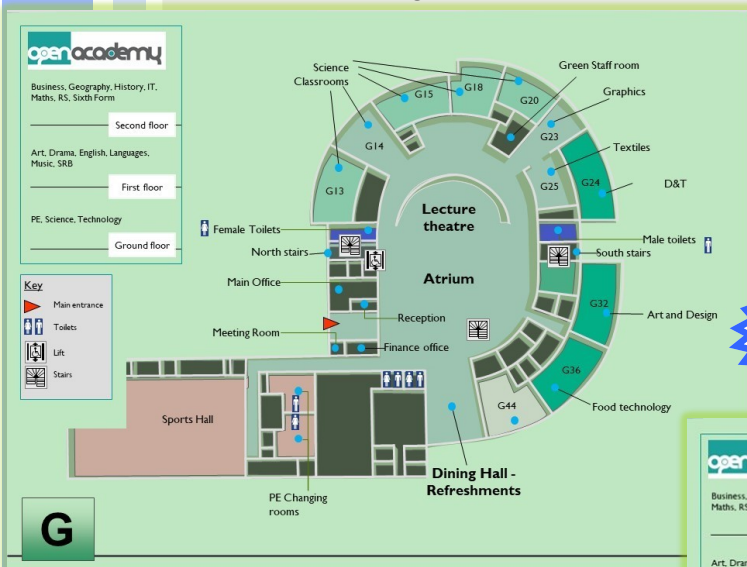


New Environment

Don't worry, you will soon get used to moving around the building and working in different departments. All classrooms and offices are labelled and can be identified by a 'G' (ground floor), F (Floor 1) S (Floor 2), followed by the room number e.g. F51. Your timetable will specify the classroom for each lesson.

Toilets are on the ground and second floor. Neutral toilets are in the atrium near the canteen.

Click on maps



Canteen and eating areas

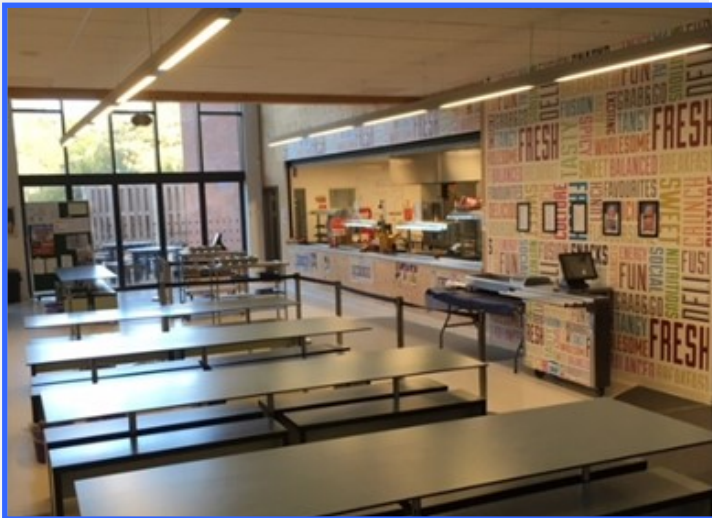


School meals

The canteen area is used for hot food during break and lunch times (please see the 'structure of the day' section for timings of break and lunch). There is a queueing protocol and a cashless catering system to pay for purchases. Please find a useful video below here to see how lunchtimes operate.

The atrium area is used for those students who bring a packed lunch or who have purchased cold food from the canteen. Please note that students must be seated when using this area.

The canteen can feel a bit overwhelming at first. Whilst we are a small school, every single student has break at the same time. This means we are probably the busiest school building in Norwich at that time. There are always teachers and helpful students around if you need help.



Uniform



[Uniform link to the website](#)

A high standard of personal appearance is expected at all times and you must wear correct uniform. Please ensure that all items of clothing have your name inside.

The wearing of school uniform makes an important contribution to the tone and reputation of the Academy and is therefore compulsory for all students in Years 7–11. Open Academy Sixth Form students may wear their own clothing but this should be safe and appropriate for the working environment.

Parts of the uniform can be purchased from the Academy. Please see our website in the above link.

Please check the website during the summer for opening times for purchase of uniform during the summer holidays.

PE kit consists of a plain white polo shirt, black shorts or skirt and plain black or white socks. Football boots should have rubber moulded studs. Shin pads are compulsory for football and rugby and a mouth guard is compulsory for rugby (this can be purchased from the PE department). Optional PE kit includes a black wet weather jacket, plain black tracksuit bottoms and a plain black thermal base layer for upper and lower body.

A wristwatch may be worn and one pair of stud earrings are permitted. No other jewellery will be permitted.

Any lost property should be handed in and collected from reception.

New Expectations



Positive Behaviour Policy

The Academy provides stimulating, exciting learning in a calm, orderly environment. You are expected to act in a responsible and respectful manner at all times.

Positive behaviour is a choice. Good choices have positive outcomes. Bad choices have negative outcomes.

The six expectations are displayed in every classroom

- Follow all instructions first time
- Stay on task
- Listen and show respect
- Keep the environment clean and tidy
- Speak politely
- Bring the right equipment to lessons

Everyone has the right to learn and feel safe. In addition to the expectations, the following are standards that are expected of students:

- Arrive at the Academy on time each day
- Enter classrooms in an orderly fashion, arriving punctually
- Show respect for the teacher and other students; show self-discipline in the learning situation
- Work to the best of your ability; work deadlines should always be met
- Maintain high standards of appearance and communication

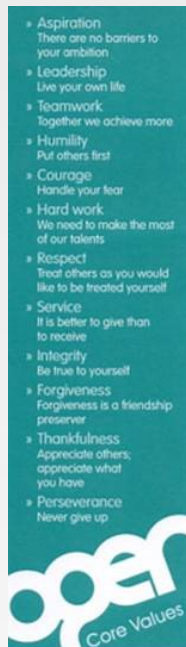
New Expectations



Core Values

Attendance has a very high profile at the Open Academy. We expect you to achieve a minimum of 98% attendance per academic year and we count on parents to support us in our aims.

You will learn about social responsibility, justice and your own importance in creating the positive climate that we all desire. The Academy believes that all experiences should be a learning experience and the Academy ethos is based on our Core Values. You will see these Values displayed around the Academy and assemblies are themed on our Values.



Our Core Values

Aspiration	Leadership
Teamwork	Humility
Courage	Hard work
Respect	Service
Integrity	Forgiveness
Thankfulness	Perseverance

Praise and Sanctions



Positive Behaviour Policy

Praise

The Academy recognises that the motivation of students is critical in achieving high standards of behaviour. This is central to our teaching and learning methods and to the way we offer rewards for good work and conduct. You will be rewarded through House Points, Celebration Assemblies and Awards Evening.

You will be rewarded for:

- Good attendance and punctuality
- Meeting class expectations
- Contributing to the Academy and wider community
- Extra-curricular work and activities
- Completing homework
- Outstanding effort
- Outstanding Achievement
- Outstanding contributions
- Demonstrating responsibility and holding a position of responsibility
- Attending revision classes

Sanctions

Rules governing the behaviour expected of you are contained in the Positive Behaviour Management Policy and there is a clear staging process for sanctioning poor behaviour. All sanctions are designed to support you in changing your behaviour and successfully accessing learning opportunities.

The Academy provides a place for students where you feel safe, secure, and cared for. You will be offered continual guidance on appropriate behaviour and will be treated in a fair and consistent way at all times.

Structure of the School Day



[Attendance leaflet](#)

The times of the Academy are as follows:

Key Stage 3		Key Stage 4 & 5	
Registration/Assembly	8:40 - 9:05	Registration/Assembly	8:40 - 9:05
Period 1	9:05 - 10:05	Period 1	9:05 - 10:05
Period 2	10:05 - 11:05	Period 2	10:05 - 11:05
Break	11:05 - 11:20	Break	11:05 - 11:20
Period 3	11:20 - 12:20	Period 3	11:20 - 12:20
Lunch	12:20 - 1:00	Period 4 KS4/5	12:20 - 1:20
Period 4 KS3	1:00 - 2:00	Lunch	1:20 - 2:00
Period 5	2:00 - 3:00	Period 5	2:00 - 3:00

Bells are sounded during key times of the day to ensure that you arrive at your lessons on time. During the working day, we operate a 'round in 2' process. This means that you have two minutes to move between one destination and the next.

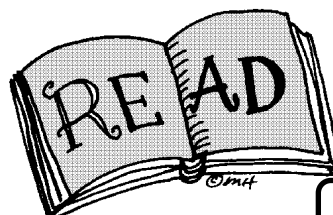
What to Take



Equipment shop

You will need to bring a bag that can carry your text books. You will also need to bring a soft pencil case containing a pencil, pen, ruler, eraser, pencil sharpener, colouring pencils/felt tips, a maths set (ruler/protractor/compass) and a calculator.

We have an equipment shop at the Academy where you can purchase stationery.



All About Me

Name : _____

Age : _____

What I am looking forward to in high school

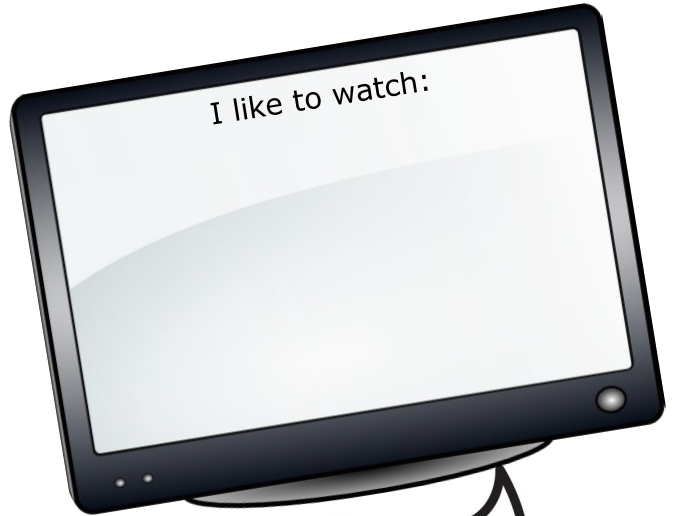
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I like to watch:



Favourite Activities:

.....

My Favourite:

Colour:.....

Food:.....

Animal:.....

My

Friends

Are

.....

.....

.....

Books I like

to read:

When I grow up I want to be.....

.....

All About Me

Name : _____

The people I live with	Things I like to do	Things I don't like
What I didn't like about lockdown	Something I learned in lockdown	What I liked about lockdown
What I am looking forward to about high school	What I am anxious about in high school	My best friend is

Quiz



What is the name of

The Principal?

The Vice Principal?

What time does registration start?

How long will it take you to travel to school?

What time will you need to leave your house?

Breakfast club starts at 8:00am. What time would you need to leave home to get a free breakfast?
(free to **ALL** students)

List three reasons why the Academy has an Appearance Policy

a)

b)

c)

Answer True or False for each of the following:

- Facial piercings are allowed in the Academy
- Long hair (for boys and girls) must be tied back for practical lessons
- Astro turf trainers can be worn on the grass, astro pitch and in the sports hall

At the Academy, we aim for high attendance. We consider 90% to be too low because this is equivalent to how many days of lost learning a week?

If you have a concern, the first person you or your parents should talk to at school is, choose one:

- Your tutor
- Your Assistant Head of Year or Head of Year
- The Principal
- A friend

What are the 12 Core Values that the Academy is built on

- | | |
|----|-----|
| 1) | 7) |
| 2) | 8) |
| 3) | 9) |
| 4) | 10) |
| 5) | 11) |
| 6) | 12) |

Timetable



	1	2	3	4	5	6
AMon		F/Fb2	10EnglishC	13E HSC	13E HSC	7 Study
ATue	10EnglishC		10P1/Pe2	13C Bus	11 Maths1	7 Study
AWed	11 Maths1	F/Fb2		F/Fb2		7 Study
AThu	13C Bus	13E HSC	10EnglishC			7 Study
AFri	10EnglishC	13E HSC	11 Maths1		F/Fb2	7 Study
BMon	13C Bus		11 Maths1	13E HSC	10EnglishC	7 Study
BTue	F/Fp1	10EnglishC		10P1/Pe2		7 Study
BWed		10P1/Pe2	F/Fb2		10EnglishC	7 Study
BThu	F/Fb2	10EnglishC	13E HSC	11 Maths1	F/Fp1	7 Study
BFri	11 Maths1	10P1/Pe2	13C Bus			7 Study

At the Open Academy we have a 2 week timetable. High Schools are different to primary schools in one main regard. At High School you move from teacher to teacher throughout the week rather than having 1 or 2 teachers all week. As you become more knowledgeable, you will need more specialist experts to help you. The teachers you will get at Open Academy are specialist teachers for the subjects that they teach you. Here is Mr Ford's (fictional) timetable. You can see he has some classes in Year 7 up to Year 13. The classes are always labelled by year group, class group and subject. Your timetable will tell you which teacher you have and in which room.

The classrooms are specialist spaces. You will find the science rooms look very different to maths rooms which look different to DT rooms.

It generally takes you about 2 days to get to know where all the classes are. It may seem daunting to Year 7's at first but don't worry, you can always ask anyone and they will help.

Year 7's love being in many different rooms with a variety of different teachers.

You will be studying:

English, Maths, Science, German, History, Geography and Music. You will have art lessons, PE lessons and cooking lessons. You will also study drama, reading, RS, STEM and skills for life.

STEM (science, technology, engineering and mathematics) is a project based subject combining the best of DT and computer science. There are so many jobs in STEM at the moment. The more technological our world becomes, the more jobs there are in this field.

Skills for life (SKL) is our name for the subjects that include sex and relationship education (SRE), personal, social, health, economic and emotional education (PSHEE) and citizenship.

Who's Who



Apart from the teachers who will be teaching you for each subject, there are a number of staff in the Academy who will be there to support you.

Form Tutor:

Each student is placed in a tutor group and has a form tutor. The tutor group is therefore important as it supports your learning. The form tutor also follows you as you move up through the year groups. They work closely with their form and there are planned activities each day, including discussions about news, PHSEE (personal, health, social, economic education lessons), reading opportunities and monitoring progress. The assemblies cover a wide variety of topics; ranging from anti-bullying sessions to work on drugs and alcohol, and feed into our SMSC and are also complemented by a wide range of visiting speakers.

All concerns, questions or queries, should be directed to the form tutor in the first instance.

Head of Year, Ms Hewitt Assistant Head of Year, Mrs Lamb:

In order to deliver holistic education, which puts great emphasis upon personal growth and development, we follow a year group structure. Each cohort is overseen by a Head of Year and a non-teaching Assistant Head of Year, who follow the year group as they move towards the senior sections of the Academy. We believe that this is important as the Head of Year knows each child individually and can plan accurately for both their academic and personal development progress. Also, parents really appreciate the fact that they get to work with a key individual within the school management structure.

SENDCO(Special Educational Needs and Disability Co-ordinator), Ms Chapman:

Ms Chapman supports our teachers along with additional support staff, as appropriate, to deliver appropriate differentiation so that all student needs are met.

We aim for all of our students to be included, and to have access to a broad and balanced mainstream education. We actively encourage students with Special Educational Needs to be fully included within school and within the wider community.

Chaplain, Mark Pimlott:

My name is Mark and I am a chaplain at the Open Academy. A chaplain is someone who looks after and takes care of people. I always like to encourage everyone and help staff and students through difficult times in their lives, as well as offering spiritual support through prayer and conversation. I also like to talk a lot about the Core Values of our Academy which are very valuable to the way we live in our world. I'm always around school and I look forward to meeting you very soon.

Please see the video of the virtual tour of the Academy earlier in this document to find out where these staff are based in the Academy.

Click on
photos



Ms Hewitt, Head of Year



Ms Chapman, SENDCO



Mark Pimlott, Chaplain

Who's Who

SLT



Our Senior Leadership Team

Click on photos



Mr Ford
Principal



Mr Ward
Vice Principal



Mr Wilkinson
Assistant Principal

Click on photos

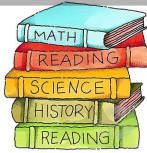


Ms Wenlock
Assistant Principal



Mrs Appleby
Business Manager

Who's Who



Heads of Faculty

Click on photos



Mrs Taylor, Head of English



Mr Fisher, Head of Maths



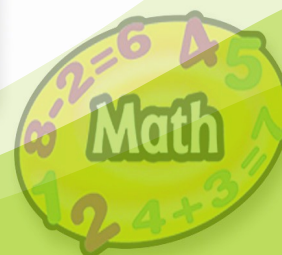
Mr Murry, Head of Science



Ms Stickland, Head of Academic Learning



Mr Richardson, Head of Applied Learning



Quiet Areas

Staff: Ms Ling

Opening times _____



Library

Library

The library is a much-loved space used by lots of students and staff throughout the Academy, not only because of the glass wall letting in loads of natural light, but also the wide selection of books on offer for everyone to borrow. The library is a versatile space with students using it for reading, homework, playing chess, colouring and taking part in special events such as National Poetry Day and World Book Day. It is open for study and quiet reading before and after school, as well as during breaks and lunchtimes.

On Mondays and Fridays, the library aims to cater for students who feel overwhelmed with the noise of the Academy and hosts 'Quiet Mondays and Fridays.' Here, we provide a space for you to read quietly, do some homework, revise or colour.

The library hosts Homework Club until 4pm every day after school. This is the perfect opportunity to complete your homework or to study in a quiet environment.



Sacred Space

The Sacred Space is another area that students can use during break and lunchtimes for reflection time. Our Chaplain, Mr Pimlott oversees this area and also holds various clubs and activities that students are encouraged to join.



As part of our aim to help every student achieve their potential, we invite Year 7 students to our learning hub on Wednesdays from 3:00 -3.45pm in the main atrium. This is a comfortable, relaxed atmosphere to either complete homework or extra learning. Laptops, juice and biscuits are available. The sessions are attended by Assistant Heads of Year and teachers are available to answer questions.

Specialist Equipment



Learning Area

You will have access to computers and laptops for various lessons. Computers are in designated classrooms and laptops can be booked by teachers for lessons. You must ensure that your passwords are kept secure at all times.

You will also be doing practical lessons such as in Science, STEM (which is a combination of computer science and DT) and Music. You will be instructed by the teacher on the correct use of any equipment.

Use of Technology in School to Support Learning

Your learning at the Open Academy will be supported by a range of technology. We have hundreds of laptops and PC's and many subjects use these devices in lessons to give you a multi-media experience!

You can expect to take part in online quizzes and competitions for example and to use technology to help you to produce and improve some of your work.

When you join the Open Academy, you will get an Office 365 account. This will allow you to download the latest version of Microsoft Office products for free on up to 5 different devices at home! That maybe a phone, tablet, laptop, PC or even a games console. All your work created on the computers at Open Academy is stored in the cloud. This means that no matter where you are, if you can get onto the internet, you can access and edit your work. Cool!

All your homework is also on the cloud, we use Microsoft Teams. This is very useful as it helps you and your family keep track of all your work.

You will study Computing in your first year at the Open Academy. This will help you become literate citizens in today's digital world. You will also learn how computers work and how to write code. This year you will be creating your very own VR headset!

SIMS Student App - <https://youtu.be/lpaU207PJqw>

The SIMS Student App helps you to see important information, such as your timetable, attendance, behaviour and reports. You can also receive alerts and reminders through the app, for example, if there is a school trip coming up or an event happening in school.

Students can access all the information they need outside of school directly from their phone, tablet or PC. Whether you are on the school bus or on your home computer, the information you need is at your fingertips.



Questions You Might Have



Below are a sample of common questions you may have.

Do I have to carry my bag and coat with me all day around school?

Yes, you do unless you rent a locker from school.

Can I go to the toilet when I like?

We would encourage all students to use the toilets at breaktime and lunchtime. If you need to go during a lesson, the teacher will issue you with a pass.

What happens if I am late for class?

There are plenty of people around to help guide you to your lessons. We have a 'round in two' policy which means you have two minutes to move between classes which works really well and is plenty of time.

How do I make new friends?

In your tutor group you will do "getting to know you" activities. You will also do things in your PSHE lessons to help you. Getting involved in clubs and activities is another way of making new friends.

Can I get help if I need it?

Yes – ask your Tutor, your teachers, your Head of Year or Assistant Head of Year, Learning Support Assistants. Any adult in the Academy will help you. Sometimes this means helping you to help yourself as you start to grow up. Other students, like Form Buddies, or members of your tutor group, will also help you.

How will I find my way around the school? Will I get lost?

The building is circular so it's not easy to get lost. Each room has a letter and a number, these will also be on the timetables. The letters refer to the floor that the classroom is situated on, if your timetable shows G18 your lesson will be on the ground floor in room 18.

What happens if I don't understand the work?

Teachers at Open Academy are more than happy to help if you need extra explanation about something you are studying. Don't be afraid to ask a question, it could be that other students in the class may also need further help. It is really important to speak to the subject teacher or your form tutor if you are finding something difficult. There is also a Learning Hub which is held after school.

Will I get a detention?

Hopefully not. You would only get a detention if your behaviour is poor and you stop yourself or others working. We would expect you to demonstrate a real effort and good attitude towards your work and others.

Knowledge Organiser



