



Welcome...

Year 7 2022

Information booklet for
beginning secondary
school in September





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Introduction

Vision Statement

*Oasis Academy Coulsdon is a family dedicated to every student and the community. Students will **achieve excellence** and a love of learning through developing **rigour, resilience and passion**.*

Oasis Habits

The Academy abides by the 9 Oasis Habits which we believe will help students and staff on their way to outstanding.

Compassionate: 'To be compassionate and kind whilst acting justly'

Compassion is the ability and willingness to place ourselves in the position of another and, as a result, be able to show kindness to them, without ignoring or dismissing the truth about their situation.

Joyful: 'To be joyful and positive and help others to be the same'

Real joy is not shallow or momentary but is rooted in a deep sense of contentment with life, free from grasping and striving. Such joy brings peace and calm to ourselves and others. It is liberating and life giving and builds resilience in our lives and the teams we are a part of.

Considerate: 'To choose to love others like you love yourself'

To be considerate is to see the intrinsic worth in others, to choose to care about them and treat them in the way that you would yourself. That is only truly possible when we understand our own self-worth and function from that place and belief. When we do this it changes the way we see, treat and respond to others.

Patient: 'To be patient and persevering'

Patience is the ability not just to tolerate delay or something not happening as quickly as we might have hoped for. It is also about the way we wait and the attitude we adopt as we do so, delaying immediate gratification and being prepared to keep going for the long haul; not giving up when things don't work out but finding ways to develop work that is sustainable and grow relationships steadily. As we grow patience we gain a long-term perspective.

Honest: 'To be honest and have integrity'

Honesty is about being truthful. Being honest includes acknowledging when we have got things wrong and taking responsibility for our actions. As we do this, we become a person of integrity - there is an alignment between what we say we are and how we behave.

Forgiving: 'To be forgiving and committed to healthy relationships'

To forgive another is to choose not to allow their actions and behaviour in the past, which may have hurt or offended us, to determine our behaviour towards them in the future. Forgiveness is never easy but it is always transforming... it always changes things.

Humble: 'To be honouring of others through serving with humility'

To be humble is to recognise that all people are created equal and are therefore of equal value. Because of this, a humble person will not laud it over others or use power to coerce, or pursue position and status but instead will choose to serve others, seeing their intrinsic worth and giving them honour and encouragement.

Hopeful: 'To be hopeful in seeking transformation'

Hope is not wishful thinking. It is a belief that causes us to find the light when everything around us feels hard or dark or challenging or without hope. Someone once said that 'you have to kick at darkness until it bleeds daylight.' So hope is about holding on and working for a better tomorrow, despite what the conditions and circumstances say today.

Self-controlled: 'To be self-controlled'

Self-control is having the ability to manage our own emotions and actions. When we have self-control we are not controlled by our own emotions but are able to maintain a right perspective on our life, our work and our relationships. It is a key part of emotional intelligence.

Our Purpose

Oasis Academy Coulsdon exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential, and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Our Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of our Academy.

This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of our Academy community.

General Practice

The Academy Day

08:20	Academy Day begins (all students must be on site)
08:25	Check in
08:30	Mentor Time
08:50	Period 1
09:40	Period 2
10:30	Break
11:00	Period 3
11.50	Period 4
12:40	Lunch
13:30	Period 5
14:20	Period 6
15:10	Check out
15.20	End of day- Intervention/Enrichment timetable *

**A list of enrichment activities on offer each term can be found on the Academy website. Students can also view the timetable on the Academy Plasma Screens. All clubs must be signed up to via MCAS in advance.*

Registration

The register is taken electronically during each lesson. This process allows us to have accurate information on each student's attendance and punctuality.

An automated text message is sent home each day when we have been unable to account for a student's absence. This reassures parents who can rely on us that we will let them know if their child is not here and we have not had a phone call from the parent/carer. It is therefore essential to have up to date contact details for parents and carers.

Family Groups and House Competition

Each year group is known as a "Family". They are led by a Family Leader from Year 7 through to Year 11:

- Year 7 Mrs S Mondo
- Year 8 Ms K Kavanagh
- Year 9 Ms E Berkeley
- Year 10 Ms A Ogundele
- Year 11 Mrs V Holt

Students are placed in a mentor group and looked after by a mentor throughout their time in the Academy. A PSHE programme is delivered throughout the year in dedicated lessons and is supported by activities in mentor sessions. Each mentor has the responsibility for the welfare, development, and general overview of the academic progress of each student in their group.

We have a House System in place which includes House Competitions. Each student will be placed in one of four House Groups: Everest, Sahara, Pacific, and Redwood. House points are awarded for attendance, effort in class, and participation in extra curricular activities and competitions. The winning house will be awarded the Oasis Academy House Cup at the end of each academic year.

Who should I contact?

In most cases the first point of contact for both parents and students is the **Family Mentor**. This can be done by telephone, email, letter or a note in your child's student planner.

The best way to contact teaching staff at the Academy is **via email**, as in most instances they will be in classrooms teaching throughout the day. Staff check their emails regularly and will aim to respond within 48 hours. You can find email addresses on the *Meet the Staff* page on our website, or call Main Reception to check if you are unsure.

Our reception staff are happy to help with other queries and can be contacted on **01737 551161**.

Please note that, whenever possible, we ask parents to make appointments to see staff rather than dropping in unannounced. We are professionals like doctors and dentists, who often cannot be seen without an appointment. A pre-arranged appointment time saves a long delay for parents and prevents disruption to students' education.



When to contact us

The Academy Reception telephone is manned from 8am until 5pm. Outside of these hours an answer phone is available for messages.

Sickness – parents **must** telephone before 9.30am on the first day and any subsequent days of illness. Please leave a message on the Attendance Officer's answerphone or email her at

Nicole.Psaltis@oasiscoulsdon.org.

We request that where possible all medical and dental appointments are made outside of Academy hours. Should your child have an appointment that cannot be moved to outside of Academy time, please ensure you provide us with proof of the appointment for us to update your child(ren)'s attendance accordingly.

Holidays – in line with Department for Education guidance, parents do not have the right to take their child on holiday during term time and the Academy is unable to authorise any holidays taken during term time. Holidays may only be authorised in exceptional circumstances and never during examination periods or if your child's attendance is a cause for concern. Any exceptional requests must be made in writing on a holiday form which is available upon request from reception and should be submitted to Nicole Psaltis, Attendance Officer. Absence of any kind will obviously affect your child's academic progress, and is to be particularly avoided in their final two years when their study is contributing to their final exams.

Homework concerns - these issues should be raised with your child's Mentor or the teacher/subject leader involved. Reception staff will be able to give you staff names if you require them.

Student relationships – if your child is unhappy or has concerns about friendship groups, please contact their Mentor or Family Leader.

Family issues – please inform the Mentor or Family Leader of any family issues that may be affecting your child. These matters will be dealt with sensitively but can be crucial if we are to support all students closely.

Damage or loss to personal property – please ensure all items are clearly labelled. The Academy keeps lost property in Student Reception; students should also report missing items to Student Reception. Please contact their Mentor if you have any concerns about items going missing.*

*Please note that mobile phones, electrical items and jewellery are not allowed in the Academy. We will not spend time that should be devoted to students' learning on investigating the loss of any such items. The Academy is not insured for the damage or loss of student or staff property.

Academy Communication

The Academy website contains a wealth of information: www.oasisacademycoulsdon.org

Academy upcoming events can be found on the calendar on our events page on our website and a weekly Bulletin is issued every week publishing activities at the Academy. The Bulletin can be accessed on our website and a link to this is emailed home. At the end of each term a Newsletter is also published celebrating the achievements of students and events from the Academy. We love to include reports written by students, and encourage all year groups to work with their teachers to create good news stories to share. The Newsletter can also be found on the website by clicking on the link emailed out once available, or by going to the Newsletter page on the Academy website.

Our preferred method of sending information is via email in line with good environmental practice. However, if you are unable to access the bulletins and newsletters online and require a paper copy, please ask your child to request one from Student Reception.

Letters from subject teachers, Mentors or Family Leaders regarding trips, events or activities may be emailed or sent home with students. If paper copies are sent home with students it is their responsibility to give them to you, though you may wish to check bags and pockets from time to time. The Academy also sends information texts to parents' mobile phones occasionally.

It is therefore crucial that we always have up to date contact details for parents on our system. This will also ensure that we are able to contact you quickly in an emergency. You can update your contact details using your My Child At School (MCAS) account which you will be issued with once our child starts with us. If you experience problems with this method then you can contact our office staff on 01737 551161 email admin@oasiscoulsdon.org

Biometrics & ParentPay

Biometrics

Our Academy building is equipped with the latest technology which not only enhances teaching and learning but also our safeguarding procedures. The new technology will also benefit you, by providing a fast, efficient and secure way to pay for a variety of items including trips and catering. Part of this new technology has been the installation of a biometrics system for our cashless catering service at the Academy.

Biometrics and Security

The Biometrics system uses an image of a fingerprint to create a mathematical algorithm. The image of the fingerprint is destroyed and only the numbers remain; these cannot be reinterpreted back into a fingerprint image. Students and Parents can therefore be assured that the fingerprint image is **not** retained and **cannot be used** by any other source for identification purposes.

Biometrics in Schools

By introducing Biometrics, our lunch service has been further improved, as it removes the emphasis on students having to remember their lunch cards and alleviates the chance of identity fraud. Students enjoy even faster speed of service as they no longer have to search for swipe cards and administrative staff save valuable time by no longer having to issue new cards.

The Biometric registration process will begin for all our new students to the Academy on their first day with us in September.*

**you have the right to opt your child out of using this system, please refer to the admission forms or contact us for more details.*



ParentPay

ParentPay allows us to accept electronic payments for all Academy items such as your child's dining account and Academy trips at www.parentpay.com.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24-7, safe in the knowledge that the technology used is the highest internet security available. You will receive login details that can be used to activate your account or add the Academy page to your existing account.

Making a payment is easy and simple. ParentPay holds an electronic record of your payments to view at a later date.

You are able to view on Parent Pay details of each item of food served, each credit made to the system, for any time period and see a current balance. There is a daily 'spend limit' programmed into the system of **£6.00**, this can be increased or decreased for an individual student by making a written request to the Academy Catering Department.

As a cashless Academy this is our preferred method of payment for all items. In line with the majority of other schools across the country, the Academy no longer accepts cheques.

If you have any queries about ParentPay please contact Academy finance via email: finance@oasiscoulsdon.org. We will be happy to discuss your queries or consider exceptional circumstances.



Uniform & Appearance

Academy Uniform

It is the policy of the Academy that all students wear the official Academy uniform and follow the expectations regarding appearance. We expect our students to wear the full Academy uniform with pride. We are preparing students for the world of work and we must all appreciate that standards of dress and appearance are important.

All starred* uniform is branded and must be purchased from Hewitt's of Croydon.

Uniform is not intended to be a fashion statement and the wearing of correct, full uniform is not negotiable.

The following items are compulsory for all students:

- Black blazer with Academy embroidered badge attached to the left breast pocket*
- House colour ribbon on breast pocket (supplied by the Academy)
- White shirt with a top button suitable to be worn with a tie
- School tie* (Year 7 students require the Emerald/White tie)
- Black trousers or a black knee length skirt~ (black knee length formal shorts are permitted in the summer term)
- Black formal polishable shoes (canvas plimsolls, boots of any kind, and trainers are not permitted)
- Hair tie/band to secure long hair
- An unbreakable reusable 500ml water bottle
- Navy PE polo shirt with Academy logo embroidered*
- Navy training shorts with Academy logo embroidered (please note: boys and girls have different types)*
- Navy games jersey*
- Navy football/rugby socks*
- White ankle length socks for indoor PE use
- Sports Trainers – **not** plimsolls for health and safety reasons
- Studded football boots / Shin pads / Gum shield

The following items are optional for all students:

- Black Amazon rain jacket with Academy logo embroidered* (although any black, Navy or dark coloured coat is permitted)
- Black V-neck cotton jumper with Academy logo embroidered* (please note that although this item is not compulsory, if students wish to wear a jumper under their blazers it **must** be the Academy's)
- Navy 1/4 zip top*
- Navy training trousers*
- Navy base layer top with Academy logo embroidered to go under PE polo shirt*

ALL CLOTHING SHOULD BE CLEARLY AND INDELIBLY MARKED.

To view the full uniform & rules for appearance policy please visit the [Uniform](#) page of our website.

~ Skinny trousers/leggings are NOT permitted. Pre-approved styles of trousers and skirts are available from Hewitt's. If purchasing from another supplier please refer to the Hewitt's styles to ensure they are compliant.

Jewellery

No jewellery is to be worn at the Academy with the exception of a wristwatch (no smart watches). Any jewellery seen on the Academy site will be confiscated and returned only to a Parent/Carer. Students are permitted to wear clear acrylic studs if needed, however, we request they are not worn if not necessary.

Hair

Hair styles must be appropriate for the Academy. Long hair should be tied back with hair bands for practical lessons. Hair must not be dyed in any other way than natural hair colours. Tracks, tramlines, designs, steps, mohawks or adornments in hairstyles (head scarves and bandanas, with the exception of religious purposes) are not allowed. Please ensure your child is fully aware of these expectations if they visit the hairdresser unsupervised.

Make-Up

No make-up, tattoos, acrylic nails, false eyelashes or brandings are to be worn to the Academy (unless for specified medical reasons and through agreement with your child's Family Leader).

As with all Academy policies, we ask parents for their full support in ensuring their child is appropriately attired. Those who arrive inappropriately dressed, or without the correct uniform and equipment, will be required to wear borrowed items from the Academy.

Equipment

Daily Equipment

Students entering Year 7 are advised to have a strong bag appropriate for its purpose and expected to have the following equipment:

- A **clear** pencil case (enabling staff to see contents clearly)
- Pens – multiple black, blue, and green pens
- Plain and coloured pencils - felt tips are not advisable
- Highlighter
- Pencil sharpener
- Protractor
- Ruler
- Rubber
- Small dictionary
- Calculator
- An A4 sketch book

Senior staff conduct equipment and uniform checks each morning at the main gate. Students are expected to arrive equipped to learn. Any student failing to bring adequate equipment will receive a demerit (see rewards and consequences on page 13 for more information).

iPads

Students will be issued with an iPad when they join the Academy. These will form an integral part of their learning in the classroom and at home. Students will access their homework, classwork, and revision resources through their iPad, and they will be directed on which apps to download from the Oasis app store in order to access everything they need.

Students will be directed on how to download and the Bromcom app and set up their account when they join us, which will allow them to see key information such as their timetable and merits points. This in place of the traditional paper student planners. Parents will also be issued with an MCAS account (see page 7) where they will be able to view similar information on timetable, attendance, rewards etc.

It is therefore essential that students bring their iPad, fully charged, daily to the Academy. Students will not have the opportunity to charge iPads at school and so this must be done at home, we recommend overnight. Students bringing iPads to the Academy not sufficiently charged will receive a demerit.

Rewards & Consequences

The Academy has a positive culture where students' achievements are recognised and celebrated on a daily basis. We celebrate our successes and hope to learn from any mistakes we make.

In order to prepare students for the adult world, we have clear rules and high expectations regarding attitude to learning and conduct in and out of the Academy. We use the expression 'purpose, not power' meaning that everything we ask students to do has a clear purpose – either relating to safety or progress. As in life, every choice has a consequence, positive or negative. If a student chooses to go against these rules, our consequences framework will be followed to ensure that such behaviour is not repeated.

To be truly excellent in every sense we see the Academy as a Family. Students will be treated with love, and support is given to overcome barriers to learning and the difficult challenges that we all face at times. We know the value and power of education, which is why there is a consistent and clear approach to rewards and consequences.

A strong partnership with parents/carers is vital and we will contact you regularly to discuss your child's progress and achievements as well as sharing any concerns. We hope that parents will contact us with any issues that arise so that they can be remedied quickly.

A wide range of rewards are used on a daily basis. Students receive merits for good work, attitude and commitment. These merits also count towards the annual House Competition – giving every student the opportunity to compete for the House Cup along with other students in their allocated House.

Rewards

A wide range of rewards are used on a regular basis. The Academy awards **Merits** for a variety of different reasons and these are recorded on the Academy online database and will be visible through the MCAS app/accounts for parents and students to view. As well as counting towards a student's own personal total, merits will contribute towards their House total competition. Below are some examples of how merits can be awarded by staff in the Academy:

- * **Good or excellent class work**
- * **Good or excellent homework**
- * **Good or excellent attitude to learning**
- * **In school service e.g. helping a teacher or another student**
- * **Out of school service e.g. volunteering in the community**
- * **Helping out at parents' evenings or other Academy events**
- * **Taking part in enrichment activities after school or at lunchtimes**
- * **Performing in school productions or music concerts**
- * **Having good or excellent attendance**

Students have four levels they must aim to achieve. When a student has received a certain level of merits they will be awarded with either a house colour, bronze, silver or gold badge to wear on their blazer. Students who achieve house points beyond gold badge criteria are awarded a certificate from the Principal in front of their peers.

Other termly awards also take place for students who have the highest attendance and have shown an excellent attitude to learning or contributed to Academy life. Examples of reward events which have taken place in recent years are trips to the Thorpe Park, Ice skating, barbeques on the field and an afternoon on an inflatable assault course.

At the end of each term, awards assemblies are held where students who have shown 100% attendance, outstanding progress or excellence in a subject, or have demonstrated their commitment to the Academy and their Family's ethos, are recognised in front of their peers and are awarded with a certificate.

Consequences

On some occasions staff will unfortunately need to set consequences for students who have made the wrong choices. Students will be given a clear warning allowing them to make the right choice and address their behaviour. If the poor behaviour continues, the teacher may issue de-merits, which will detract from the total number of merits a student receives, or issue an after-school detention (30 minutes or 1 hour). For a 30 minute detention, no notice will need to be given but for an hour detention, parents will receive a notification. This will be recorded on your child's MCAS account, which you can view from the phone app or your online account. Any student who chooses not to attend a detention will have their detention escalated. Please be aware that depending on the reason for the detention being set, the duration, and the member of staff it is held with the day it is held on will vary.

On the very rare occasion that a student disrupts others' learning, he/she will be removed from the class and placed in the Reintegration Room to be supervised for the remainder of the lesson. Repeated disruptions or more serious one-off incidents may result in a Saturday detention. Some situations may require a student to spend some time at another Academy in their isolation centre. This type of consequence is for students who require respite from the Academy and an opportunity to reflect on their actions and attitude. In very exceptional circumstances the Principal may have no other choice than to issue a fixed term or permanent exclusion from the Academy.

For full details of the Academy's Behaviour for Learning Policy, please click [HERE](#).

Attendance & Punctuality

100% attendance and punctuality is vital if students are to be successful in the Academy.

Department of Education evidence shows that missing 10% of school time (on average one day a fortnight) takes a whole GCSE grade off each subject your child studies!

Daily Attendance

Students are expected to arrive at the Academy **by** 08:25 each day to ensure they are ready for check-in. School gates are open from 07:45 so there is an ample window for students to arrive and be prepared for the day.

If the Academy has not been notified of a student absence, the 'Truancy Call System' will be used to contact parents and investigate the reason.

All absences are reported to the Attendance Officer who records the appropriate code onto the student's attendance record.

Poor Attendance

Any student whose attendance falls below 97% will be contacted by the Attendance Team either by phone or letter seeking an explanation for the drop in attendance and to find out if there are any ways the Academy can support the student/family in improving the circumstances.

For students whose attendance falls below 97%, and for whom the first step intervention does not have a positive impact, the Attendance Officer may choose to intervene in one of the following ways:

- Refer the student to our internal Education Welfare Officer (EWO)
- Invite the parents in for an attendance panel meeting, chaired by the internal EWO
- Instigate and support Fixed Penalty Notices (initially £60 if paid within 28 days, increasing thereafter)
- Support any court action taken by the internal EWO

Non-Returning Students

Any student not returning for longer than 2 days without explanation will be contacted by the Attendance Welfare Officer by phone.

Any student who after 3 days is still not able to be contacted or has not contacted the Academy will be visited by the Attendance Welfare Officer or other Academy personnel.

Any student who after these interventions is still not able to be contacted or has not contacted the Academy will be written to by the Academy informing the parents that if the Academy does not hear from the family within 20 academic days they will be removed from the register.

All actions taken by the Academy will be reported to the Child Missing in Education Officer at Croydon Council for further action.

Punctuality

The Academy Leadership Team (ALT) will meet and greet students on the gate each morning.

Any student arriving after 08:25 will receive a demerit. Any student arriving after 08:30 but less than 30 minutes late, will be issued with a 30 minute afterschool detention, on the same day. It is their responsibility to attend the detention. Failure to do so will result in a longer detention the following day. Any students arriving to the Academy more than 30 minutes late will receive a 60 minute detention, afterschool the same day. There will be further Consequences for not attending. Persistently poor punctuality will lead to Family Leaders calling a parental interview.

Punctuality to lessons

Students who are found on corridors when they should be in lessons will be challenged, and their names recorded and sent to their Family Leader. They will receive a 30 minute detention on the same day.

Leaving Academy Premises

No student is allowed off-site during the Academy day. If a student needs to leave the Academy for a specific reason, a letter from a parent/carer is required stating the reason why the student has to leave. If this is for a medical/dental appointment then the relevant original appointment card must be produced. Where possible all appointments should be made out of school hours. The letter/appointment card must be presented to Student Reception for authorisation. Students must then report to Student & Main Reception to sign out and receive a pass which they must keep on them whilst out of the Academy. Students without the required pass face being stopped by the Truancy Watch Team in Croydon.

Medical Arrangements

It is the responsibility of parents/carers to inform us of their child's medical needs. Additional information may also be provided by the feeder primary school.

Parents are required to contact the Academy Well Being Centre with any information that they feel we will need to know to care for individual students. The parent will be required to complete the Medical Form upon admission to identify any medical needs. This may require endorsement from the student's General Practitioner. Depending on the nature of the medical condition, it may be necessary to produce a Health Care Plan.

Parents are responsible for immediately informing the Well Being Centre of medical issues that arise during the student's time in the Academy (Jo.Lennon@oasiscoulsdon.org or Jill.Hackett@oasiscoulsdon.org).

Medicines in the Academy

Any medication brought into the Academy should be given to the Student Reception where it will be kept in a locked fridge or medication cupboard. No medication will be given without a signed Medical Consent Form, available on the website or from Student Reception.

Information regarding any prescribed medication, such as dose and time to be administered, should be made available to the Well Being Centre on receipt of the medication. The label on the bottle should be legible and the expiry date visible. It is the duty of parents/carers to ensure medication is in date.

In the event of any special administration of medication being required, the parent must contact the Academy so that arrangements can be made.

Illness in the Academy

If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student will be sent to Student Reception or the Well Being Centre, accompanied by another student if necessary. Parents will be contacted depending upon the nature of the medical problem.

If the teacher feels that the student is too ill or injured to be moved, then a designated First Aider will be called. First Aid will be administered, as appropriate. If it is thought that follow-up treatment is required, a parent will be contacted and/or an information leaflet sent home with the student.

In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance will be called and the parent contacted by the Academy. If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment that doctors deem necessary.

With the exception of inhalers and epi-pens, students must hand all medication into Mrs Hackett at the Well-Being Centre (spare inhalers and epi-pens should be handed in to Student reception in case of an emergency). Students must never give their medication to a friend.

Please inform Caroline Leeson or Jill Hackett in the Well Being Centre of any medical issues the Academy should know about: Jo.Lennon@oasiscoulsdon.org or Jill.Hackett@oasiscoulsdon.org

Managing specific medical issues

The Academy will advise staff on the practical aspects of management of:

- Asthma attacks
- Diabetes
- Epilepsy
- An anaphylactic reaction

The Academy will keep a record of students who may require such treatment.

The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been given to the Academy together with clear guidance on the dosage and usage of the medication. Please ensure expiry dates are noted and that the Well Being Centre is provided with current medication. A record will be kept of medicines lodged with the Academy as well as a log of medical treatment administered.

Medical issues on trips

We believe that all students are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept and also be guided by visit risk assessments.

In some situations it may not be possible to accommodate a child's medical needs on a trip or outing.

Important notes on medication:

- The Academy will not give students any medication (including ibuprofen, aspirin, antihistamine and paracetamol) without parents having completed a Medical Consent Form
- All medicines must be given in to Student Reception where they will be looked after safely
- Students must not carry tablets or medicine with them around the Academy
- Students must not give medication to friends, including asthma inhalers
- Spare asthma pumps (clearly labelled) should be given to Student Reception
- The Academy Well Being Centre will contact parents/carers with health information and vaccination programmes

IT IS VITAL THAT WE HAVE YOUR UP TO DATE, CORRECT CONTACT DETAILS IN CASE OF EMERGENCIES

Year 7 Curriculum

The vision for the curriculum at Key Stage 3 is to foster a love of learning for every student. Throughout years 7, 8 and 9, students will have the opportunity to develop the skills that they need for success at GCSE and life beyond through the delivery of a varied, relevant and personalised curriculum that is complimented by themes. The themes are chosen to make the learning experience more exciting and relevant for students as they prepare to be successful in an ever-changing world. Students will be encouraged to develop both academic and life skills like team work, presentation, independence and self motivation.

Alongside this skill development students will be stretched, encouraged and supported to make rapid progress in their knowledge and understanding of the wide variety of subjects offered at the Academy. Over the three years they will learn how to monitor their own progress so that they are able to take responsibility for their own learning journey and educational success.

In Year 7 all students experience a common curriculum as detailed below:

- Art
- Computing
- Drama
- English including literacy
- Geography
- History
- Mathematics including numeracy
- Modern Foreign Languages carousel
- Media
- Music
- Physical Education
- PSHE
- Religious Education
- Science
- Technology: Resistant Materials, Textiles and Food on a carousel

The daily act of worship/chance for reflection

The Academy provides a formal assembly for students in Family Groups once a week. These assemblies are based on a structured programme of themes for the week. A thought for the week is discussed in Mentoring time. A range of religious festivals are celebrated in RE and assemblies. There is a prayer room available for those students who wish to use it at lunch time.

Teaching Groups

When students join us they will initially have the majority of their lessons with students from their mentor group. We want to take the time to get to know our new cohort, know their strengths and weaknesses without preconceptions or by putting limitations on them. We aim to set students by January once we have had a chance to work with them. We will then use our own assessment data, judgements, and Key Stage 2 information to arrange the sets. There is a possibility that core subjects may be set earlier than others. There will also be ample opportunity throughout the year for set movement. If you have any questions regarding curriculum, please contact: Ben.Hodges@oasiscoulsdon.org

At Key Stage 4, students are grouped according to the GCSE subjects followed. Some subjects are set by ability whilst some option subjects are delivered to mixed ability groups. Key Stage 4 students (Years 10-11) will continue to study core subjects along with a range of option subjects they have chosen.



Students with additional learning needs

The additional needs of any student during their time at the Academy are the responsibility of all staff members. The Academy strongly believes in high quality teaching that ensures all students are given the best opportunity to reach their individual potential regardless of their starting point. The SEND-CO, Miss Elvin, oversees the work of the Access Team and ensures that the needs of students are taken into consideration at all times.

Please liaise with Miss Elvin if you would like to discuss your child's specific learning needs. SENad-min@oasiscouldon.org.

The Access Team use a variety of strategies to assess and identify learning needs. Where needs are identified, action will then be taken to ensure that appropriate provision is put in place. The Academy provides a comprehensive package of support along with small group work for both numeracy and literacy.

Students who join us with a reading age of below 11 will receive considerable targeted intervention across KS3 at the Academy. This recognises the fact that without a reading age of 11 students will struggle to access the KS3 curriculum.

The Support Group

The objectives of the support group is to provide extra support for students who need additional support within the core and humanity subjects in order to make the transition from Primary to Secondary school as comfortable as possible. Students will be taught in a small classroom setting with extra help catering to the student's individual needs from a dedicated team of teachers and teaching assistants. The team are highly trained and experienced in providing students with the appropriate academic and social support.

The support group is an interactive and friendly environment which provides a structured, fun and individual learning journey. The aim is to equip students with the skills needed to enjoy a productive and happy secondary education at the Academy. The staff also monitor each student and will provide extra support for students individual needs within the school day.

Monitoring & Reporting

Marking of Books

Students will be given regular feedback on their work. Our curriculum and pedagogical approach is informed by the latest research so we are constantly looking for the most efficient and productive use of assessment practices, and as such are refining our marking policy, more details of which will follow. Books will not be full of teacher marks or comments as the latest research suggests this is not helpful for students or a productive use of teacher time; instead we will utilise iPads to set quizzes for instant marking and feedback, and real-time whole class feedback to ensure we are tracking up to date student progress.

Reports

Interim reports are sent home twice throughout the year. These give an indication of the progress students are making in each of their subjects. In addition to this all years have 2 parents' evenings during the year to discuss progress with teachers. Any concerns at other times of the year should be made, without delay, to your child's Mentor or Family Leader.

Homework

Homework will be set and assessed regularly by your child's subject teachers using online platforms. The use of online platforms means students and parents can access homework and resources at any time and any place as long as they have an internet connection*. We ask parents to support their child by checking with them what homework they have to complete and when it is due.

If possible homework should be done in quiet, undisturbed conditions, free from the intrusion of the television. Please encourage and help your child but try not to do too much for them! We would expect Year 7 students to be doing approximately one hour of homework each evening. The library is also available for quiet study and homework completion.

**If you have any access issues, please contact us so that we can look into ways we can support you.*

Enrichment Activities

Lunchtime and Afterschool Activities

A wide range of enrichment activities are available to students during the lunch break and at the end of the Academy day.

Our Enrichment timetable is advertised on our website and the plasma screens. In the past, activities have included:

- A variety of sports activities ranging from basketball, cricket, dance, martial arts, boxing, netball, and badminton through to football, rugby, hockey, tennis, and table tennis.
- Subject based e.g. Design, Art, Textiles, Maths, Science, Arts & Crafts, Debate, and Games Clubs.

Students may only attend clubs if they have signed up in advance. This can be done by parents using the MCAS app/online login, or by staff upon the students request. Students are responsible for informing their parents that they will be late home.

Additional Enrichment Opportunities

Culturally orientated activities including music ensembles, dramatic and musical productions, visits to theatres (including Croydon and London theatres) take place throughout the academic year. As well as these activities the Academy organises various educational day trips; for example, trips to London museums, historic monuments and Galleries.

Previous residential trips have included visits to Paris, skiing in the USA and Europe, Football camps in Europe and much more. Students also undertake fieldwork in Geography, History and other subjects.

Other Information

Bicycles

Students may wish to cycle to the Academy. The Academy provides storage for students to securely lock their bikes during the day. However, we cannot accept responsibility for accidental damage to or loss of bicycles. Students are advised to lock their bicycles and to obtain insurance. They should also ensure their bicycles are well maintained and in good order. Students **must** wear cycle helmets for their own safety.

Parents who wish their children to cycle to and from the Academy should ensure that their child has obtained a suitable level of proficiency. The students are reminded that it is illegal for them to ride on pavements and that they should not ride within the school grounds. In the mornings the roads are very busy and good road sense is essential. Various cycling proficiency courses are held in the area during the summer. For more details contact the Road Safety Officer, at Bernard Weatherill House, Croydon CR0 1EA telephone number 020 8726 6000.



Prohibited items

To ensure everyone's safety in the Academy, certain items are not permitted:

- Chewing gum (this causes huge damage to furniture and fittings and carries a risk of choking)
- Glass bottles
- Smart watches
- Permanent marker pens
- Aerosol cans including aerosol deodorant (use of aerosols can induce asthma attacks if sprayed near sufferers. Please use roll-on if required)
- i-pods, MP3s, stereos and other electronic devices (the Academy is not responsible for the loss of such items and is not insured against such loss)
- Large amounts of money
- Expensive items
- Cigarettes, matches and lighters or any vaping equipment
- Energy drinks – including large fizzy drinks bottles/large family size fruit juice cartons
- Any item which is potentially harmful to any member of the Academy community, such as scissors and sharp combs

We appreciate that some parents wish their children to have mobile phones as a means of communication in an emergency. If your child brings a phone to the Academy, they must use check in for safe storage of the phone over the day. **Mobile phones seen or heard in the Academy will be confiscated. All items confiscated must be collected by a parent/carer after a period of four calendar weeks; they will not be returned to the student.** Clear signage is displayed at points where mobile phones are prohibited and students will go through a training and grace period so will be fully aware of the expectations.

The Academy will take no responsibility for any of these items and, if they are lost or stolen, valuable teaching and learning time will not be sacrificed to recover them.

Lost Property

Your child is responsible for their own property. All students are allocated their own locker. In a large Academy there is an inevitable amount of lost property ranging from pencils to expensive items of clothing, watches and calculators. The labelling of all personal items your child brings to the Academy will always help a prompt recovery of lost items.

If an item is labelled, it can be returned. All lost property is kept in Student Reception and students can go at any break or lunch to check for items. Items of lost property of value, such as calculators, money or watches, can be reclaimed from Student Reception. The claimant will be asked to sign a receipt for them acknowledging their return.

Any items which have not been claimed at the end of the academic year will be donated to charity.



Privacy Notice

Privacy Notice - Data Protection Act 2018

Oasis Academy Coulsdon are the Data Controller for the purposes of the Data Protection Act.

We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support teaching and learning
- monitor and report on your progress
- provide appropriate pastoral care
- assess how well you are doing

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs, and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DFE).

Academy data is also used to support the Croydon Child Index and Children in Need Census (for further information telephone 020 8726 6000 ext 63584/61646).

If you would like to see a copy of the information we hold and share about you then please contact Mr M Pelling, Deputy Principal, 01737 551161.

If you require more information about how the DFE use this information please visit their website www.education.gov.uk or contact:

Department for Education
Castle View House
East Lane
Runcorn
WA7 2GJ

Telephone: 0370 000 2288



Friends of Oasis Academy Coulsdon

FOAC welcomes you to Oasis Academy Coulsdon!

On behalf of the Friends of Oasis Academy Coulsdon (FOAC), I would like to warmly welcome you to our Academy! The FOAC is our Academy's parent/teacher association. We play an important role in Academy life by raising funds to buy additional equipment for the students; we also provide funds to facilitate their extra curricular projects and provide for the "extras" too, such as sporting trophies, medals, and enrichment equipment. We have recently been able to purchase equipment for the Duke of Edinburgh Award scheme and also two fantastic outdoor table tennis tables that are being put to great use by the students.

We run a number of events throughout the year to raise funds. Our most popular events are our annual Quiz Night, Firework Display and Christmas Fair. We are very keen to try new events too and welcome any ideas. We are pleased to receive a lot of support and encouragement from both the Academy and parents/carers. Without this support, it would not be possible to succeed in our fundraising endeavours.

You can keep up to date with us by:

- Following us on twitter at www.twitter.com/OasisCoulsdon
- Checking out our Diary Of Events on the Academy website
- Emailing us on foac@oasiscoulsdon.org
- Becoming a Virtual Member of the Friends - you can join us from the safety of your own armchair and share your views with us!

The FOAC operates through a committee and we try to ensure that each Family is represented and has a voice on how funds are spent. We also seek the view from the Student Council too as ultimately it is the students for whom we raise funds. We do rely on parents/carers joining us as either part of the committee, or just by helping and supporting us at our events. Each year we hold an A.G.M. in the autumn to vote in new members. We hold meetings about twice a term but appreciate that it can be difficult to get to evening meetings which is why we encourage people to join even though we might not see them that often! Sometimes when your child leaves primary school to start on their next phase of education, as a parent/carer you feel slightly removed as you no longer have daily contact with their school. Although joining a committee might be daunting, it is a great way to get to know how the Academy works and meet fellow parents and teachers at the same time.

If you would like to consider joining us contact us on the email address shown above.

I have just completed my seventh year with the FOAC and can confidently say that it has been very rewarding and great fun and I have made some good friends along the way. I know that we all lead busy and active lives and the FOAC might be perceived as an added burden. However, we really do appreciate any help, regardless of how big or small that help is.

If you would like further information, please feel free to contact me, and I look forward to meeting you all again soon!

Claire Taylor

Chair of Friends' of Oasis Academy Coulsdon

foac@oasiscoulsdon.org

Volunteer Opportunities

At Oasis Academy Coulsdon we have many opportunities in which you can get involved in volunteering. If you would like to become one of our volunteers sharing your skills, talents, and time to help make a positive contribution to the life of the Academy and the Students themselves, we would be very pleased to hear from you.

There are so many benefits to volunteering. Your skills and talents can be developed and it can help move you forward in your career or vocation as well as making a difference to the students and Academy.

At Oasis Academy Coulsdon we know that every single one of our students can also make a difference. We know each one of them has a talent or range of talents that can be nurtured and developed to enrich their own and others' lives. Some of our students do not even realise they have a special gift or talent and as educators, it is our duty ensure that students are encouraged to excel at their studies, take part in enrichment and contribute to Academy life so that they can flourish and mature into responsible, confident and caring citizens.

We have a strong ethos of inclusion and believe in working in partnership with parents, local community groups and support agencies to provide first-class education, the highest level of care and the widest possible choice of life experiences for our students.

If you were to become a volunteer, we understand that your time will be limited but you may be in a position to be able to offer one or two hours per week (or even on a monthly basis) to help support our students. The sort of volunteer opportunities available within our Academy are listed below, but you may have a particular skill or service that you feel would benefit our students and we would be delighted to hear from you if that is the case.

Types of Volunteer Opportunities:

- Fun day/Academy fete
- Sports day officials
- Dance show/Production helpers
- Costume makers
- Choir instruction
- Artists in residence
- Bus Angels
- Resourcing Parenting Courses –linking to positive parents/Care for the Family.
- Lunchtime supervision
- Enrichment clubs and activities
- Reading Listeners
- Mentors/LSAs
- Sports team assistants

Here are some quotes from people in the local community who volunteer with Oasis:

"I was really scared about working with this age group but I have now realised the media stereotypes are wrong. I have grown in confidence and understand more about young people". (Youth Work Volunteer)

"It's a great feeling to know you are making a difference to an individual student as you see the progress they make. It is very rewarding helping them on their journey, and it gives me a great deal of satisfaction" (Reading listener)

"I think it is important to give something back. If we all did this, even if it is only a small contribution it would make a world of difference not only to individuals but to the community as a whole" (Community Events Volunteer)

"I have learnt so much more about how to interact with people, about who I am, what I believe, what I want to be." (Gap year student)

To find out more or to arrange an informal, no obligation conversation, please contact:

Miss Hannah Suleyman, Human Resources Manager. Hannah.Suleyman@oasiscoulsdon.org

Contacts

Reception

Main Reception

01737 551161, option 0 / admin@oasiscoulsdon.org

Student Reception

01737 551 161, option 4

Special Educational Needs Enquiries

Miss G Elvin, SENCO

SENadmin@oasiscoulsdon.org

Family Leaders

Mrs Mondo, Year 7 Family Leader

Sarah.Mondo@oasiscoulsdon.org

Ms Kavanagh, Year 8 Family Leader

Karen.Kavanagh@oasiscoulsdon.org

Miss Berkeley, Year 9 Family Leader

Elizabeth.Berkeley@oasiscoulsdon.org

Ms Ogundele, Year 10 Family Leader

Adeola.Ogundele@oasiscoulsdon.org

Mrs Holt, Year 11 Family Leader

Victoria.Holt@oasiscoulsdon.org

Faculty & Department Heads

Mr O'Shea, English Faculty Head

John.OShea@oasiscoulsdon.org

Mrs Billings, Maths Faculty Head

Juliet.Billings@oasiscoulsdon.org

Mr Falvey, Science Faculty Head

Ian.Falvey@oasiscoulsdon.org

Ms Dadswell, Ebacc Faculty Head

Anna.Dadswell@oasiscoulsdon.org

Mr McAllen, Head of History

Philip.McAllen@oasiscoulsdon.org

Mrs John, Head of RE

Lorna.John@oasiscoulsdon.org

Ms Rivaldi, Head of MFL

Philippa.Rivaldi@oasiscoulsdon.org

Mr Attenborough, Head of PE

Niall.Attenborough@oasiscoulsdon.org

Mr Jarvie, Head of Art

Lee.Jarvie@oasiscoulsdon.org

Ms Killeen, Head of Drama

Charlotte.Killeen@oasiscoulsdon.org

Ms Richardson, Head of Music

Elisabeth.Richardson@oasiscoulsdon.org

Mrs Booth, Head of Textiles

Esther.Booth@oasiscoulsdon.org

Mrs Ward, Head of Food Technology

Christine.Ward@oasiscoulsdon.org

Mr Calvo, Head of Design Technology

Chris.Calvo@oasiscoulsdon.org

Well Being Centre

Mrs Hackett, Well-Being Coordinator

Jill.Hackett@oasiscoulsdon.org

Attendance

Ms Psaltis

Nicole.Psaltis@oasiscoulsdon.org

Admissions

Mrs Leeson

Caroline.Leeson@oasiscoulsdon.org

Exams

Ms Banda, Examinations Officer

Selina.Banda@oasiscoulsdon.org

Other contact details are also available on our Academy website: www.oasiscoulsdon.org/about-us/meet-the-staff



See you in
September...

