



**TENBURYHIGH**  
ORMISTON ACADEMY

# Handbook For New Pupils 2023 – 2024



**High Achievement – Outstanding Care**

**[OAT]**  
Ormiston Academies Trust  
**AN OAT ACADEMY**

# THOA VALUES





# TENBURYHIGH

## ORMISTON ACADEMY

Oldwood Road, Tenbury Wells  
Worcestershire WR15 8XA  
Tel: 01584 810304  
Email: [admin@tenburyhigh.co.uk](mailto:admin@tenburyhigh.co.uk)

Principal: Mrs V Dean  
Vice Principal: Mrs D Wall  
Assistant Principal: Mr R Davies  
Assistant Principal: Mr K Williams

**[OAT]**  
Ormiston Academies Trust  
An **OAT** Academy



July 2023

Welcome to Tenbury High Ormiston Academy. We are delighted that you have chosen our academy and look forward to you joining us as we begin our five year journey together.

We will expect you to work very hard to fulfil your potential and will offer high quality teaching and care to ensure that you work as hard as you can. We want all young people to achieve highly at Tenbury High and I promise that we will do all we can to unlock your potential.

Our standards are high. We expect all pupils to work hard, wear full uniform correctly, attend well, behave appropriately and support each other all the time. We expect you to give your best effort and participate in the full range of the learning experiences on offer.

If, after having read this booklet, there is anything else you need to know, please do not hesitate to contact me or one of the team at Tenbury High.

Best wishes

**Mrs V Dean**  
**Principal**



### SAFEGUARDING INFORMATION

The academy is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.  
The identity of all people working at the academy will be verified and qualifications and DBS checks will be carried out.

Designated Senior Member of Staff for Safeguarding Children  
Mr R Davies 01584 810304

Deputy Designated Member of Staff for Safeguarding Children  
Miss E Taylor – Head of Year 10/11

Governor with Safeguarding Children responsibility  
Mrs S Lawrence



**MANAGEMENT TEAM**

Mrs V Dean	Principal
Mrs D Wall	Vice Principal, Teacher of Science
Mr R Davies	Assistant Principal, Pastoral – Behaviour & Attendance (Designated Safeguarding Lead)
Mr K Williams	Assistant Principal, Assessment & Progress

**TEACHING TEAM**

Mrs L Aldridge	Teacher of PE
Mr I Armitage	Teacher of Music
Mr J Alton	Lead Teacher of PE and Enrichment Coordinator
Mrs K Derhe	Teacher of Geography
Mrs L Eyre	Head of English
Mr A Duggan	Teacher of Computer Science
Miss G Fergusson	Teacher of Art
Mrs M Fisher	Teacher of Computer Science/ICT
Miss K Foulkes	Head of Maths
Mr J Hawkins	Teacher of Geography and Head of Year 7/Transition Lead
Mr A Holmyard	Head of Science
Mrs K House	Teacher of Science
Mr M House	Teacher of Science
Mr D Ingham	Teacher of Maths
Mrs S Jennings	Teacher of English and Drama
Miss H Kavanagh	Teacher of RPE
Mrs S Lodo	Teacher of MFL
Mr R Morris	Teacher of PE and Head of Year 8 and Year 9
Mr K Panniers	Teacher of Maths
Mrs T Pearce	Teacher of MFL
Miss E Phipps	Teacher of History/Head of Humanities Faculty
Mrs G Prouse	Teacher of English
Mr P Shepherd	Teacher of DT and Head of Vocational Faculty
Miss E Taylor	Teacher of PSHE and Head of Year 10 and Year 11
Mrs D Taylor	Teacher of MFL & Business/Head of Communication Faculty
Mr H Watts	Teacher of Mathematics and SENCo
Mrs A Yarranton	Teacher of Science

**SUPPORT TEAM**

Mr D Bawden	Minibus Driver
Ms L Bradley	Academy Administrator - Attendance
Mrs L Bucknell	Housekeeper, Lunchtime Supervisor and Lead Cleaner
Mrs B Ciabszewska	Cleaner
Mrs A Clarke	Teaching Assistant
Mrs K Coupland	Finance Manager
Miss L Green	Cleaner
Mrs H Hawkins	Science Technician
Mrs K Howard	Academy Administrator – Reception
Mrs J Irvine	Exams Officer
Mrs N Jackson	Teaching Assistant
Miss C Jones	Pupil Support Officer - Behaviour
Mrs M Kramarz	Cleaner
Mr H Kuzminski	Data Manager
Mr C Lambert	Minibus Driver
Mrs R Millington	Academy Administrator
Mrs C Morris	Pupil Support Officer - Attendance
Mrs C Palethorpe	Student Mentor/Careers Lead
Mrs J Palmer	Assistant SENCO
Mrs G Parker	Assistant SENCO
Mrs S Pitt	Transport Coordinator/Minibus Driver
Mr O Prouse	Site Manager
Mrs C Sheppard	Office Manager and PA to Principal
Miss L Smith-Wright	Teaching Assistant
Mr M Taylor	DT Technician
Mrs E Withers	Cover Supervisor
Mrs C Wright	Science Laboratory Technician (1 day)
Mrs C Wright	Teaching Assistant
Mr T Wright	Site Supervisor

HEADS OF YEAR AND TUTORS (2023/2024)		
YEAR GROUP	HEAD OF YEAR	TUTORS
<b>Year 7</b>	Mr J Hawkins	TBC
<b>Year 8</b>	Mr R Morris	TBC
<b>Year 9</b>		TBC
<b>Year 10</b>	Miss E Taylor	TBC
<b>Year 11</b>		TBC

***NOTE: Form tutors to be confirmed for 2023/2024***

#### CODE OF CONDUCT:

At Tenbury High Ormiston Academy, children are expected to:

- Be ready to learn
  - Be on time to school and to all lessons with the correct equipment
  - Follow SLANT expectations
  - Complete all work to the best of your ability
  - Dress in correct full school uniform
  - Be responsible for your own learning, including homework
- Be respectful
  - Respect yourself, others and your environment
  - Be Respectful & Ready
  - Be polite, kind, and considerate
  - Listen to others and expect to be listened to
  - Follow instructions from staff
  - Put litter in the bins provided
- Be safe
  - Move quietly and calmly around the academy following the one-way system
  - Eat and drink in the designated places
  - Be in the right place at the right time

## ESSENTIAL ACADEMY INFORMATION

### PERSONAL PROPERTY

- ◆ Ensure that your name is on all equipment and clothing.
- ◆ Use a small bag to carry your books to protect them and always be properly equipped.
- ◆ At certain times of the year, the prefects sell a selection of pens, pencils, protractors, compasses, rulers, erasers, pencil sharpeners and notepads. They will let pupils know via the Daily Bulletin when these items are on sale.
- ◆ Keep your bag safely in your locker or with you. Do not leave bags or coats outside or in a corridor.
- ◆ Lockers are available for hire and the form for booking a locker is included in with the Data Forms.
- ◆ If you lose your locker key the academy office will open your locker before the start of the day or at break time. New keys are charged for and can be ordered from the academy office.
- ◆ Do not bring any valuables or large sums of money in case you lose them.
- ◆ If you find any property, please hand it in to the reception office.
- ◆ If you lose any property, once you have had a really good look for it, please ask at the reception office or the PE office if it's PE kit.
- ◆ You must not bring personal music players. If a personal music player is seen or heard during the day it will be confiscated and must be collected by a parent by arrangement with the Head of Year.
- ◆ If a ball is brought in for use at break or lunch time it must be kept in a bag at all other times.
- ◆ The buying or selling of personal property/goods by pupils is not allowed.
- ◆ The Governors of Tenbury High Ormiston Academy wish to draw to the attention of pupils, staff, parents and others using the academy site that they must take responsibility for their own property whilst they are on the site. The academy cannot take responsibility for the safety or security of such property.

### MOBILE PHONES

- ◆ We have strict rules about mobile phones at Tenbury High Ormiston Academy because they can cause disruption to learning.
- ◆ You must hand in your phone to your Tutor during morning registration and collect it at the end of the day. If you are caught with your phone during the day, it will be confiscated and one of your parents will have to collect it from the Academy office.
- ◆ If you keep breaking the rule with your phone, you will not be allowed to bring it to the Academy.

### ILLNESS

- ◆ If you are ill during the day, tell your teacher and they may call the Academy office, depending on how ill you are. Do not go to the office unless you have asked your teacher and do not phone home without permission as this can cause distress and confusion.
- ◆ If you have medication to take it must be left with the Academy office (with the appropriate forms completed with details of dosage etc)
- ◆ It is very important that you attend as much as possible. If you are too ill to attend, your parents should telephone reception before 9.15am, report your absence on Edulink or send an email to [attendance@tenburyhigh.co.uk](mailto:attendance@tenburyhigh.co.uk) to confirm the reason for absence.
- ◆ If you have a medical or dental appointment, a copy of the letter should be given to reception before the appointment. If you have an emergency appointment, your parents should telephone reception to give them the details. Whenever possible appointments should be made outside of school hours, if this is not possible, pupils should attend school before and after their appointments.

### ABSENCE

- ◆ The academy is not permitted to authorise holidays during term time. There is a form to be completed for any such absence which can be obtained from the academy office. These absences have to be recorded as 'unauthorised'.

### TRIPS

- ◆ All trips will be sent up on Parentpay (including free trips for the purpose of gaining consent). Parents must give their consent, up-to-date medical and emergency contact information in Parentpay in order for pupils to go on any trip. There will be a final cut off point for consent (and payment) a few days before the trip.

### EDULINK

- ◆ Edulink is THOA's home/school communication app. It keeps pupil's information in one place meaning parents are kept informed at all times. Parents and pupils will be given separate logins. These are some of the functions:
  - ◆ Messaging – Email, SMS & Push notifications (through the App)
  - ◆ View Timetables
  - ◆ View Cashless Catering Balances/ Transactions
  - ◆ View Attendance – Lesson/ Statutory
  - ◆ Review Exams Timetable & Results
  - ◆ View Achievement/ Behaviour
  - ◆ View Homework
  - ◆ Book Parents' Evening appointments

## ACADEMY RULES

- ◆ Keep your appearance smart and tidy and wear regulatory academy uniform at all times to and from the academy
- ◆ Be punctual at all times
- ◆ Bring all necessary equipment
- ◆ Hand your mobile phone to your Tutor every morning
- ◆ Follow the one-way system
- ◆ Line up quietly outside the classroom when you arrive
- ◆ Respect and look after the academy premises and environment:
  - Use litter and recycling bins
  - Do not eat or drink (except water) in classrooms.
  - Drinking anything in science labs is strictly prohibited.
  - Walk on the left and do not run in corridors
  - Do not eat chewing gum on the academy site.

The following items are not allowed in academy under any circumstances:

- ◆ Alcohol and drugs
- ◆ Cigarettes, vapes, e-cigarettes, matches and lighters
- ◆ Chewing gum
- ◆ High energy drinks
- ◆ Weapons of any kind
- ◆ Material that is inappropriate or illegal for children to have; such as racist or pornographic material
- ◆ Gambling or the sale of goods are not allowed on academy property

## ENRICHMENT

At THOA, you will be able to take part in various clubs and activities at lunchtime, including a range of PE and sports based clubs. There are also lots of visits for you to take part in. In Year 7, in particular, you will get the chance to go to Harry Potter World and a visit to the theatre. Clubs and activities will be set up on Edulink Clubs so that pupils can sign up to attend.

## OUTSIDE PLAY/BREAK AND LUNCH TIMES

At THOA we want our pupils to have the confidence and enthusiasm to try out and access the outdoor gym equipment and other outdoor areas. It is important that they stay safe at break time and lunch time by only using the gym equipment after an induction session with the PE team and that they refrain from climbing and sitting on fences and walls around the academy site.

## NORMAL CLASSROOM EQUIPMENT

Each pupil **must** provide the following equipment for every lesson:

Pens (blue or black and red)	Pencils H and HB	Highlighter pens
Pencil sharpener	300mm ruler	Eraser
Calculator (scientific for GCSE)	Coloured pencils or fine tip pens	
Protractor	Pair of compasses	

## GETTING TO AND FROM TENBURY HIGH ORMISTON ACADEMY

- ◆ **The gates to school open at 8.35 am.**
- ◆ **If you walk**, please walk up the back drive from Bromyard Road.
- ◆ **If you come by car**, please ask your parents to park in Redgate Avenue or at the Bromyard Road entrance. Please **do not use the bus bay** entrance or drive onto the academy grounds between 8.15am - 9.00 am and 3.00pm - 3.45pm as it is too dangerous. In order to avoid traffic congestion in mornings and afternoons there is an unofficial one-way system on Redgate Avenue. Please enter Redgate Avenue via the lower (Mount Orchard) entrance and leave from the upper (Redgate Avenue) exit. Please ask your parents to drive carefully on Oldwood Road and Bromyard Road – there are many pedestrians and vehicles on these roads at the start and end of the Academy day.
- ◆ **If you come by bus** you must not get on or off the bus anywhere else other than your designated stop. Every evening a member of staff is on duty and you will be told when you can get on to the bus. Please remember that your driver has a difficult job to do; it is your duty to help him/her by sitting down quietly throughout the journey. In the event of an emergency or breakdown, road closure or bad weather which means a journey cannot be continued, the following protocol will be followed:

### Bus Protocol for THOA Transport

- ◆ *All pupils must remain in the bus/taxi (if it is deemed safe) and must **not** be allowed to walk home. If it is necessary to alight, the driver must remain with the pupils in a place of safety.*
- ◆ *The driver must contact the transport provider to make alternative arrangements.*
- ◆ *The driver must take a register of pupils who are using the transport.*
- ◆ *The driver must inform the academy of the situation by phoning the following numbers and give the names of the pupils:*
  - *After 8.15 am and before 4.15 pm – the Academy Reception – 01584 810304*
  - *Before 8.15 am and after 4.15 pm – Mrs Dean or Mrs Sheppard*

- ◆ *The academy contact will then liaise with parents to update them on the situation.*
- ◆ *The driver will remain with the pupil until alternative arrangements have been made.*
- ◆ **Local Authority Transport** (for those in our catchment area and eligible for free transport) - You will need your bus pass with you every day. If you lose your pass you will have to apply for a replacement. Forms to apply for bus passes are available on line on the local authority websites; School and College Transport.
- ◆ **THOA Transport** (for those who live outside our catchment area and are not eligible for free transport) – your parents will need to communicate with the driver if you are not coming to school (more detailed information will be sent to you separately). If you have any enquiries about academy operated transport, please contact Suzy Pitt, our THOA transport coordinator – [spitt@tenburyhigh.co.uk](mailto:spitt@tenburyhigh.co.uk).
- ◆ If you behave irresponsibly or dangerously on transport to the academy you will lose the right to travel.

## LUNCH TIME

### PACKED LUNCH

- ◆ If you bring a packed lunch you will be able to eat in the dining area or outside.

### CANTEEN

- ◆ We have a canteen where you can buy hot meals, sandwiches, jacket potatoes, fruit and drinks etc.
- ◆ We operate a Cashless System – this can be topped up in school or online using ParentPay.
- ◆ Lunch Accounts must remain in credit at all times.

### PARENTPAY

- We ask parents to use ParentPay for pay for trips, events etc. Instructions on how to set this up will be given to you in a separate letter.

## ACADEMY UNIFORM CODE

### ALL CLOTHING SHOULD BE CLEARLY NAMED

- Black V-neck jumper, plain knit, with the academy badge *and/or* black blazer with the academy badge (blazers are optional but you must have either a jumper or a blazer). You can buy a jumper with the badge already embroidered from [Monkhouse School Wear Specialists](#) either online or from the shop in Hereford, or you can buy a plain back V-neck jumper from a retailer of choice and buy a jumper badge to sew onto the jumper from the Academy Reception Office (£5.25).
- Black trousers, shorts or skirts. Shorts must school style (not PE/sports shorts). **Shorts and skirts must sit a few centimetres above the knee at the top of the knee cap.** Skirts must only be the specified David Luke Straight Skirt in black (<https://www.monkhouse.com/david-luke-dl969-straight-skirt-bk>) and can be bought from [Monkhouse School Wear Specialists](#) either online or from their shop in Hereford. **Stretchy skirts are not allowed.**
- **White school shirt**, can either be long or short sleeved, **not** open necked, with a top button and with a collar large enough to allow the top button to be fastened with a clip on academy tie. **Top button must be done up and shirt tucked in at all times.**
- **School ties** can only be bought from the Academy Reception Office (£5.25)
- **Footwear must be substantive, black and polishable (suede is also acceptable).** The shoes must be **totally black** with a black sole. The upper should be made of polished leather or polished synthetic material. Please note that the shoes should provide adequate protection for such subjects as Technology, Science, etc.
- **Black socks or tights.**

KS3 pupils are not allowed to wear nail polish. KS4 pupils only may wear nail polish or gel nail varnish that is natural in colour: nudes, clear, very pale pink, French style manicure. Nails must not be extended. Acrylics are not allowed. Nail art is not allowed.

Very light make-up may be worn by pupils in Years 10 and 11 only.

Pupils' hairstyles must be appropriate to a professional/learning environment. No unnatural hair colours are permitted, or extreme styles which adversely affect the ethos of the academy. The Principal or his/her representative will be the judge of whether or not a hairstyle is deemed to be acceptable.

No more than two **ear-studs** in each ear. No other visible studs, rings or piercing adornments may be worn. Ear spacers are not allowed.

One ring may be worn. No necklaces, sweatbands or bracelets may be worn, other than one charity bracelet.

School coats must be suitably weatherproof. We do not allow hoodies or zip hoodies made of jumper material to be worn as coats, outerwear or as PE kit.

THOA PE Kit (can be purchased online from Scimitar Schools - <https://scimitarschools.com/product-category/tenbury-high-ormiston-academy/> )

- THOA Technical T-Shirt (Boys and Girls) – **Required item**
- THOA ¾ Zip Track Top - **Required item**
- THOA Sports Shorts, THOA Skort OR THOA leggings OR plain black leggings or sport style shorts (black, unbranded, no motifs) - **Required item** *Please note, shorts must not be the lycra type cycling shorts or very short shorts eg. Nike Pro. They must be a similar style to the THOA shorts. Leggings must not be see-through.*
- THOA Joggers – **Optional Item**



Example of required sports trainer

Other PE Kit (can be purchased from any suitable retailer)

- THOA Team Kit Football Socks (Black) – **Required Item**
- Sports trainers – **Required Item**
- Football boots – **Required Item**
- Swimming costume/trunks – **Required Item**
- PE bag – **Required Item**
- Shin guards – **Required Item**
- Mouth Guard – **Optional Item** but recommended
- White trainer / white sports socks – **Optional Item**

**NOTE:** We understand there are occasions when children are unable to take part in PE. A note must be brought in from parents/carers and PE kit must still be brought in as it maybe that the child can still participate in some way.

*(all jewellery must be out – tape is not accepted. Hair must be tied up and pupils must come to every PE lesson with their PE kit, even if they are unable to take part.)*

Uniform will be checked daily upon arrival at school. Incorrect uniform will be corrected at that time. Pupils with uniform matters that cannot be rectified at the start of the day will be given time to correct their uniform and this will be recorded on a uniform card. Tutors will work with families to establish the barriers and issues around individual uniform matters. Persistent breaches of the uniform policy, despite support and solutions provided, will be dealt with according to our behaviour policy.

#### THOA Uniform Suppliers:

##### THOA Black School Jumpers

Monkhouse School Wear Specialists Tel: 01432 340720  
10A Saint Peter's Square  
Hereford  
HR1 2LE  
Website: <https://www.monkhouse.com/>

##### THOA PE Kit

Scimitar Schools – [www.scimitarschools.com](http://www.scimitarschools.com)

##### Ties/Jumper Badges (£5.25 each)

Only available from the THOA Academy Office

# THE ACADEMY DAY

**2023 - 2024**

Time	Activity/Lesson
8.35 - 8.45	Pupils arrive in school and make way to tutor rooms
8.45 - 8.53	Tutor time - tutor takes register, collects phones and checks uniform and equipment
8.53 - 8.55	Movement time
8.55 - 9.55	Lesson One
9.55 - 10.55	Lesson two
10.55 - 11.15	Break
11.15 - 12.15	Lesson Three
12.15 - 1.15	Lesson Four
1.15 - 1.50	Lunch
1.50 - 2.50	Lesson Five
2.50 - 3.15	Tutor time - tutor takes register, DEAL, assembly, phones and other activities as per tutor time plan
3.15 - 3.30	End of day and buses

# REFLECTIONS

## My first day at Tenbury High

When my friends and I first arrived at Tenbury High Ormiston Academy on our first day as Year 7, we were welcomed by Mrs Dean and given our timetables by our Tutors. Luckily, our timetables were similar to each other and we were mostly in the same lessons.

As we all came from smaller schools, we were a bit worried about getting lost, but we soon knew our way around with the help of Year 11 pupils!

Our first lesson was Science with Mr Holmyard. He had us burning metals which was great fun. After that was PE. We didn't do much as we didn't know where to get changed and where anything was, but it was not long until we did! Mr Morris told us what sports we would be doing in our lessons - it's going to be brilliant!

Then it was time for break. My friends and I went to the canteen to get some delicious food. After break, we had Maths with Miss Foulkes who gave us our yellow books to write in and then we did some problem solving which everyone enjoyed. Next was English. Mrs Prouse gave us our pink books and told us to never give up!

Then it was lunch. My friends and I sat in the canteen and ate our lunch. Next, it was German with Mrs Taylor who taught us how to say 'Hello' and 'Goodbye' in German.

Finally, we had History and Mr Moyley asked us to make a list of all the things we had already learnt. I am so happy that I have already made lots of new friends from different primary schools.

## **ASSESSMENT, RECORDING AND REPORTING POLICY**

The purpose of our assessment, recording and reporting process is to monitor, sustain and challenge pupil progress. In turn preparing them fully for their end point with us in Year 11. Whilst Year 11 sounds a long time away, we need to begin the process on entry to THOA.

Prior to the September start for Year 7, Primary schools will share data with us as part of the transition process to high school. Early in Year 7, every pupil is tested using a suite of GL assessments. These include: Cognitive Ability Tests (CATs), New Group Reading Tests (NGRT), Pupil Attitudes towards Self and School (PASS) and English, Maths and Science Progress Tests. The Primary and GL assessment data is collated and shared with teaching staff to create an academic profile of pupils and allow teachers to tailor their planning to best support pupils in lessons.

NGRT and English, Maths and Science Progress Testing is conducted annually to ensure pupils are making sufficient progress for their ability. You can find more information about GL assessments here: <https://support.gl-assessment.co.uk/knowledge-base/assessments/>

Once this initial data collection is complete, each curriculum subject will have its own internal assessment arrangements and there will also be year group specific end of year/mock examinations. These assessment points will feed into our interim and annual reporting structure. There will also be the opportunity to discuss your child's progress at an annual Parents Evening where subject staff will be available.

Home and school must work together to help pupils navigate their five years with us. Communication is key. We would encourage you to contact a member of the team as soon as possible, if you have any concerns about pupil progress.

## **SETTING POLICY**

Within the constraints of a small secondary curriculum, setting necessarily varies between the particular year groups. Where the academy places pupils in sets, judgements about setting are made based on the pupil's ability, their portfolio of work as well as end of year or module assessments.

In Key Stage 3 (Year 7, 8 and 9) we set our groups in conjunction with Heads of Faculty and the data and benchmark assessments that are available to us. Teaching classes are either set or mixed ability based on a clear rationale that suits the subject and pupils.

In Key Stage 4 (Year 10 and Year 11) Core subjects (English, Maths and Science) are grouped in sets. It is occasionally possible to have sets in Option classes, but generally Options occur in mixed classes due to class size.





## Privacy Notice for Pupils

You already know that your school is called Tenbury High Ormiston Academy and that it is part of the Academy Trust called Ormiston Academies Trust.

Ormiston Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Alexandra Coughlan to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. The contact details are: [dpo@ormistonacademies.co.uk](mailto:dpo@ormistonacademies.co.uk)

1 Victoria Square Birmingham B1 1BD

\*Please ensure you include the name of the school in all correspondence with the DPO where appropriate.

A full copy of the Privacy Notice can be found on in the policy section on the school website.

<https://tenburyhighormistonacademy.co.uk/key-info/policies>

## ParentPay

The academy operates an online cashless system called ParentPay for paying for events, trips, lockers, revision guides, meals and refreshments. You will be given a letter with instructions on how to register for your online ParentPay account. Lunch Accounts must be kept in credit at all times.

All trips are set up on parentpay (even free one) – it is essential that we have consent completed for every trip in Parentpay to allow pupils to go on trips.

## Free School Meals

If you are eligible for free school meals, this will usually transfer with you from Primary School. If you live in a different local authority it maybe that you will need to reapply. Please check eligibility using the following link: <https://www.worcestershire.gov.uk/schools-education-and-learning/free-school-meals>.

## Cashless Catering

Pupils need to have a cashless catering account to be able to use the **catering service** and it is necessary to complete the application form contained in the pupil data forms pack (you may have already done this). The account will be set up by the academy and Parents/Carers/Pupils may then upload credit into the account so that meals may be paid for without using cash over the counter. Accounts must be kept in credit at all times. The account must be either biometric (thumb measurement) identification (you put your thumb onto a pad when you have chosen your food and it recognises it) or by using a PIN (personal identification number which is tapped into a keypad). We encourage children to use the biometric option as this is much faster.

Payments for meals and refreshments may be made by:

- ◆ Online via ParentPay
- ◆ Cash via the cash machine in the Orchard Suite (Dining Room)
- ◆ Full instructions will be given to pupils during the Year 6 Induction Day and during the first few days at school.

We are encouraging all parents to pay for trips, events and revision guides by Parent Pay.



