

Oxford Spires Academy

Student Toolkit

Name
Tutor Group





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Welcome

The OSA Toolkit

Dear Student

Congratulations! We are delighted that you will be joining Oxford Spires Academy.

I expect that you are excited, but also a bit worried, about how different your school days might be from September. Moving up from primary school is a big change, but a good one. The OSA toolkit is designed to help you become an expert on the school, so you feel confident and prepared for the many opportunities and challenges that September will bring.

One of the best ways of preparing for the new adventure - and moving up to Oxford Spires Academy really is a big adventure - is by being informed. So, we've packed this toolkit full of information about moving into Year 7, including answers to the questions and worries that some of you may have.

Whenever you see a picture of a smiley face, it is time to stop and think about all the different information you have read. Each smiley face will give you some things to think about and maybe discuss with your friends or family.

A booklet has also been put together for your parents, so that your whole family is ready for life at Oxford Spires Academy. However, please remember that if there is anything that you feel unsure about, you can find plenty of information on the school website. You can also email any questions to us at info@oxfordspires.anthemtrust.uk

Enjoy navigating your way through the toolkit and becoming an OSA student who embodies the OSA way which will help you to become the best you can be! I am really looking forward to working with you and helping you grow into a happy, confident and successful young adult.

Such exciting times!

Mrs Cowley
Headteacher



Year 7 Reading Lists

What could you be reading over the Summer?

This is a suggested list of books that Oxford Spires Academy has in our school library. Once you are here in September the librarian will be able to give you a more personalised recommendation based on your individual reading styles.



Fantasy

- Percy Jackson Series by Rick Riordan
- The Skandar Series by A. F. Steadman
- Amari And The Night Brothers Series by BB Alston
- The School of Good and Evil Series by Soman Chainani
- Rumaysa Series by Radiya Hafiza

Non-Fiction

- I Am Malala by Malala Yousafzai
- Super Sports Stars: Who are changing the game by Rick Broadbent
- The Garden Jungle by Dave Goulson
- Dare To Change Your Life by Lawrence Okolie
- Where on Earth? Geography without the boring bits by James Foyle

Young Adult

Our suggestions are a bit different for the young adult books, rather than suggesting individual books, or series we are recommending authors. Any of the books they have written are brilliant coming of age, young adult books.



Dystopian and Sci-Fi

- The Hunger Games Series by Suzanne Collins
- The Maze Runner Series by James Dashner
- Noughts and Crosses Series by Malorie Blackman
- Three Bullets by Melvin Burgess
- The Blue Book of Nebo by Manon Steffan Ros

- Onjali Q. Rauf
- Nic Stone
- Angie Thomas
- Jewell Parker Rhodes
- Aimee Carter

Crime and Detective

- The Murder Most Unladylike Series by Robin Stevens
- The Young Sherlock Series by Andrew Lane
- Alex Rider Series by Anthony Horowitz
- One of Us is Lying Series by Karen M. McManus
- Catch Your Death/This Book Kills by Ravena Guron





Summer Reading Challenge

How many challenges can you complete?

Over the holiday, try and complete as many reading challenges as possible. You will receive 2 house points for every row/column completed and a commendation for completing the whole grid!

Scholars Task: Create your own activity to add to the challenge.

Read a news article (e.g. The Week or a newspaper).	Read a non-fiction book.	Read a biography.	Read a graphic novel.	Read a book that has been made into a film or TV show.
Read aloud to somebody or a pet.	Read a book about a different ethnicity to your own.	Read a library book.	Read a book that has won an award.	Read a book with your favourite colour on the front cover.
Read a poem	Read a fiction book set in Oxfordshire.	Read a book that has been suggested by a friend/family.	Read a book based in a school.	Read a book set in the past.
Read outside.	Read a book set in a different country.	Read a book that was written before you were born.	Read at least 2 books in a series.	Read a book with over 100 pages.

To give you some help here are some suggestions to support your book choices.

If a series is what you would like to try, why not give one of these a go:

- Harry Potter
- A Series of Unfortunate Events
- The Hunger Games
- The Breakfast Club Adventures
- Stadium School
- Alex Rider



Historical books are very popular, if you want to try a book set in the past, why not go for:

- Over the line by Tom Palmer
- Rosie Raja by Sufiya Ahmed
- Viking Boy by Tony Bradman
- Windrush Child by Benjamin Zephaniah
- The Raven Master's Boy by Mary Hoffman

Why not try one of these authors with a range of experiences and cultures:

- Angie Thomas
- Alice Osman
- V. E. Schwab
- Jewell Parker Rhodes
- Khaled Hosseini

School before September, why not try:

- Wonder by R. J. Palacio
- One of Us is Lying by Karen M. McManus
- Matilda by Roald Dahl
- Vote for Effie by Laura Wood
- Unstoppable Dan Freedman

Lots of books have been made into films/TV shows, why not try:

- Wolf King by Curtis Jobling
- Divergent by Veronica Roth
- The Hobbit by J. R. R. Tolkien
- The Book Thief by Markus Zusak
- The Hate You Give by Angie Thomas



Moving to Year 7

How will OSA be different to my primary school?

Your primary school teachers have been working with us throughout this term to ensure that your transition to Year 7 is as smooth as possible, but there will be some big differences. Life in Year 7 will feel more grown up and we expect this is something you may well be looking forward to. However, it is perfectly normal to be getting a touch of the 'what if's?'

Starting at Oxford Spires Academy is very much like going on an adventure, and worries are a natural part of every new adventure. Some people handle them better than others, and some people hide them better, but everyone has them – and that's good. Because worries are nature's way of making you prepared.

So, what are the big differences?

In general, we will expect you to be more independent, self reliant and organised.

- You might have to travel further and probably make your way to school independently. This might involve going on the bus or train or riding your bicycle.
- You will have to wear a full OSA school uniform.
- Instead of one teacher, you will be taught by different teachers for each subject. You will have to travel between classrooms for each lesson, carry your bag with you and get to your next class on time.
- You will need to follow a timetable for each day and each week so that you go to the right lessons at the right time – and hopefully with the right equipment.
- You will need to use our online learning platform, Sparx and your Scholar's Guide to manage your learning and hand homework in on time.
- Break and lunchtime will be organised differently. You will be choosing and buying your own lunch and snacks.

Which of these changes are you really looking forward to?

Which of these changes worry you a bit?

Where might you need some extra help from school or home?

Where might you already be very confident and able to support others?





A Chance To Meet New People

Making new friends

By this point in Year 6 you probably know everyone in your school really well.

Going up to secondary school means that, for the first time in years, you are starting again in a group of people where you don't know everyone. You've got the chance to make lots of new friends. So, does that mean you're going to lose the old ones? Not at all!

We will support everyone in making new friends through tutor time activities and team building games. However, these are some top tips worth trying out to make new friends:

- Get involved in sports teams
- Join in with performing arts clubs
- Meet up at break time with friends in different classes and meet their new friends
- Visit the library at break times
- Join clubs and activities
- Get involved in House events.

Everyone is different with different skills, talents and interests, and everyone has got a different idea about what sort of friendships they want. Some people are happy with one best friend, and others want to be in the middle of a big group; some people don't need any close friends at all but like to be on the edge of several groups.

Making friends is not about having a particular personality; it is about having good friendship skills. You might find this helpful:

- Smile – it's a scientific fact that when you smile people are inclined to like you!
- Expect everyone to like you – why wouldn't they?
- Talk about yourself confidently, but don't boast or grumble.
- Listen to other people.
- Know the difference between joining in and taking over.
- Enjoy the fact that everyone is different.
- Remember that even though you are doing all the right things, not everyone will want to be friends. Don't take it personally.

What to expect from your new tutor

Your tutor will...

- welcome you every morning and set you up for a successful day.
- make sure you are ready for the day by checking your uniform and equipment every morning.
- build confidence through positive reinforcement and encouragement in your academic and enrichment endeavours.
- meet your family at the 'Meet the Tutor' event.
- ensure you are prepared and have key information about OSA house events, enrichment and school updates.
- communicate and meet with you and your family to support and ensure you attend school regularly.
- check your House points and talk to you about your progress, dreams and aspirations.
- be your point of contact for any concerns, will listen and support you.

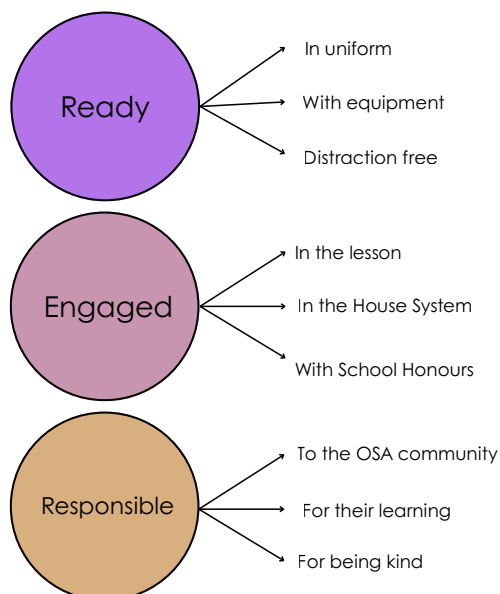
Daily Life and Expectations

How will my day be organised?

At OSA we want to enable you to be the best version of yourself and we therefore expect students to follow the OSA Way.

THE OSA WAY

OSA students are committed to being...

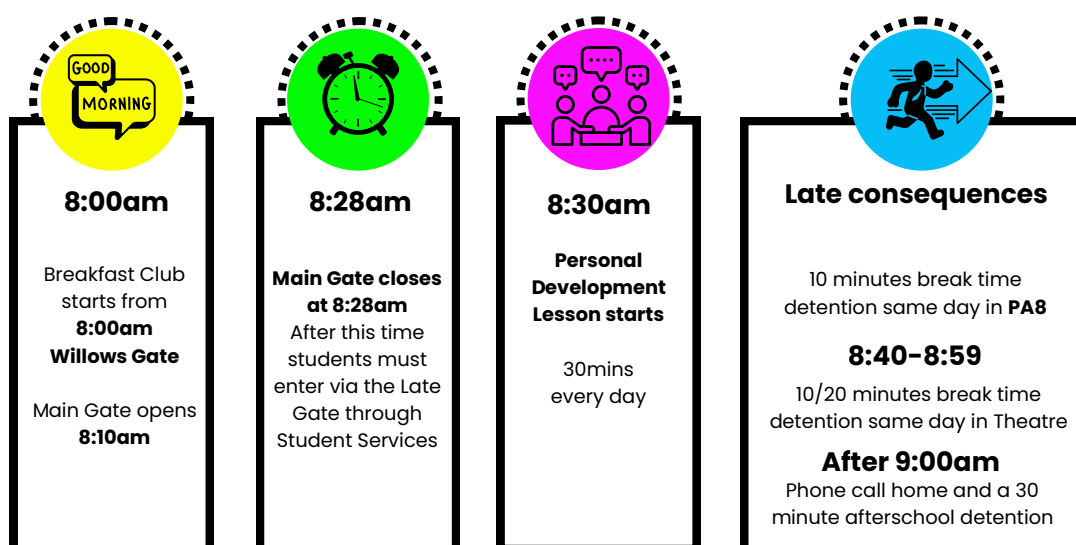


Be the best you can be!

Timings	Activity
8:30am-9:00am	Tutor Time
9:00am-10:00am	Period 1
10:00am-11:00am	Period 2
11:00am-11:30am	Break 1
11:30am-12:30pm	Period 3
12:30pm-1:30pm	Period 4
1:30pm-2:00pm	Break 2
2:00pm-3:00pm	Period 5

Arrival to school each morning.

You should arrive by 8.20am each morning ready for a prompt start to morning personal development at 8.30am with your tutor. Getting your bag ready the night before is always a good idea! You will be given a timetable in September which will tell you when and where your lessons are.



How do you feel about having a timetable?

What obstacles might you face that you need to prepare for?





Curriculum

What subjects will I be studying?

In year 7 you will study the following subjects:

- English
- Mathematics
- Science
- Art
- Character Education
- Computer Science
- Creative Arts - Drama and Music
- Design & Technology / Food Technology
- Foreign Languages - French/German/Spanish
- History & Geography
- Physical Education
- Religious Studies

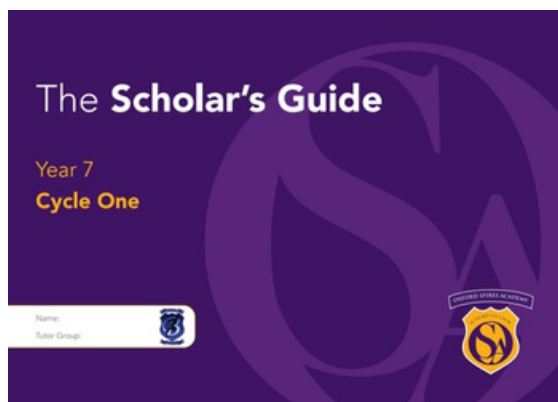
At secondary school, lessons take place in a variety of learning environments including classrooms, laboratories, dance studios and the sports hall.



Which subjects are you really looking forward to?
Which subjects do you find harder?
Which subjects will be new to you?

Scholar's Guides

Our Scholar's Guides share a week by week guide to the curriculum taught in each subject. All students are provided with a physical copy at the start of each cycle. An electronic copy of this can be found on our website.



12 week cycle of learning

- **Week 1- 9** focused on learning new material in the classroom.
- **Week 6** informal in class mid point assessment.
- **Week 10** Assessment Week.
- **Week 12 SuperTeaching Week** - your teachers will go through any misunderstanding and reteach key information and skills. Reports are then published to parents/carers.

Your new teachers know how hard you worked throughout Year 6. We want to make sure that you make excellent progress in all of your subjects and that you always feel confident about what you need to do to improve.

Your OSA teachers will talk to your primary school teachers about you and discuss the areas that you do well in and the things you find more difficult. We will use this in addition to your SATs and reading test (NGRT) results, to help us plan your new learning and set your individual learning targets.

Your teachers will assess your progress regularly throughout the academic year and they will talk to you about your levels and give you targets to help you move forwards.

During week 10 each cycle you will sit assessments in each subject. It is important that you know how well you are doing in each subject from lesson to lesson.



Getting Organised

What homework will I get?

Homework is often something that children worry about when they move into Year 7. There will be more homework at Oxford Spires Academy than you have had at primary school, and this will take some getting used to. The key to managing your homework and not getting stressed by it will be in being organised. Your Scholar's Guide, emails and the student portal will help you organise your homework.

Homework is important because it helps you to develop strong independent learning habits. It allows you to demonstrate your understanding of the work you have done at school, prepare for new learning and learn how to manage your time and meet deadlines. We will help you to develop confident, independent learning strategies through activities at school. Homework expectations will increase steadily each year in preparation for your GCSEs.

What if I need help with my homework?

There will be lots of help available to you at school to support you with your homework. We have a Homework Club which runs after school and Sparx interventions at break. Going to Homework Club regularly will mean that you have less work to complete at home in the evenings and at the weekend.

What will happen if I don't do my homework?

It is important that you complete your homework and submit it on time. If you are ever unsure of or unclear about your instructions, speak to your class teacher.

Top tips for homework:

- Have a folder in your school bag to store any worksheets and instructions for homework tasks
- Have a clear and quiet space at home to complete your homework
- Come to homework club or Sparx interventions
- Don't leave homework until the last minute
- Ask for help if you need it.



Sparx Learning

To support you in making progress in Maths and Science, you will be issued Homework every Monday. This is due on Sunday and is completed online using SPARX.



CAROUSEL LEARNING

To support you in making progress and being able to recall core knowledge in English you will be issued homework every Monday. This is due on Sunday and is completed online using Carousel Learning.



You will be set weekly homework in languages (such as vocabulary tests) to help consolidate learning and make progress.

Are you worried about homework? If so, make sure you talk through this information with someone at home.

What will you need to make sure you are organised with your work?

Would you find going to Homework Club helpful?





Enrichment

What enrichment opportunities are available?

We are keen to provide our OSA students with as many exciting learning opportunities as possible. We also feel strongly that life outside the classroom is very important and want to encourage you to discover your hidden talents and develop a range of personal interests and skills.



Enrichment Clubs

Look out for the Enrichment Club timetable shared at the start of each cycle. The variety of clubs include:

- Creative Writing
- Christian Union
- Dungeons and Dragons
- Chess
- Snake club
- Coding
- Art
- Poetry
- Board games
- Music ensembles
- Cooking
- Debating
- Drama and Dance
- and lots of Sports!

Leadership Opportunities

 STUDENT ADVISORY COUNCILS Who: A group of 16 students per year. 2 students nominated by each tutor group. What: Students will offer feedback from their perspective, so we can capture students' voice and continue to improve. When: Will meet termly with their student council link. Link: Student Council & Ms. Clay	 READING LEADERS Who: Reading leaders What: Paired reading with students in Year 7 and 8 to boost reading fluency. When: Weekly Link: Mr. Sheppard	 TIMI CHAMPIONS Who: A group of students (ideally a pair from each year group). What: Students complete termly TIMI reports to Anthem and represent student voice to the ACC. When: Friday Tutor times Link: Ms. Clay
 INSPIRE MAGAZINE Who: Lead by 6th formers but a group of students across years What: Students create an OSA half-termly magazine that is read in tutor time. When: Fortnightly Link: Ms. Har & the English Department	 OSA BROADCAST Who: Students in year 8 and above. Student switch out every cycle What: Students produce weekly OSA broadcast with key events for the week ahead. Special features for whole school events. When: All year round Link: Ms. Clay	 HOUSE AMBASSADORS Who: Two year 12 students for each house What: Student who lead their house- they lead assemblies, go to house competition, and help ensure active engagement in the OSA house system. When: Weekly Link: Ms. Chaffey

The choice of activities on offer changes each term, so there is always something new and exciting to try! You will be shown a timetable at the start of term in September. You will certainly have lots of fun and be very busy!

Are you looking forward to enrichment?
Which opportunities do you think you will choose?





Uniform and Equipment

What will I wear?

What do I need to bring?



We want every OSA student to wear their uniform with pride. The uniform was designed with parents and students to ensure that it is smart, simple and practical.

Students with missing uniform or equipment should report to Student Services from 8:10-8:25am where they will be supported to correct their uniform or allowed to borrow equipment without any sanction. We respect the ownership the student has taken to be ready before the school day starts.

OSA Uniform

- **Black branded blazer**
- White shirt & plain black jumper tucked in
- Kilt, black trousers, or black knee length shorts
- Plain black trainers or black shoes

PE Kit - PE Lessons Only

- **Purple branded polo top**
- Black round neck unbranded sweatshirt or
- Optional branded reversible rugby shirt
- Plain black jogging bottoms or shorts
- White socks and trainers

Appearance

Every OSA student should arrive at school smartly dressed and ready to learn.

- One stud earring in each ear – plain gold or silver only.
- No rings, bracelets, facial piercings or necklaces are allowed in school.
- No tube skirts or leggings.
- No nail varnish, acrylics or gel nails – keep nails natural.
- False eyelashes are not allowed.
- Natural makeup only.
- Shoes or trainers must be plain black and have no visible logos or branding.

Equipment

In September we will provide all students with a full learning and equipment kit, we also provide all art materials and DT product design materials.



- If you're missing any uniform or equipment, you can go to Student Services from 8:10am- 8:25am to borrow what you need without any sanction or negative points.
- During tutor time each morning, your uniform and equipment will be checked. If something's missing or not right, we'll help you fix it – but you'll also receive a R3 Sanction (-3 points)
- Let's start the day ready and in the right kit – it helps us all stay focused and successful!

Mobile Phone Policy – Oxford Spires Academy

- **We are a Smartphone free school** - Smartphones are not allowed on the school site
- If a smartphone is seen or heard during the school day, it will be confiscated, a parent/carer must collect it, and -5 points will be issued.
- If a student needs a phone for travel, you may bring a simple "basic" phone (no camera, no internet or apps). These must stay out of sight and off during the school day. If seen or heard, it will be confiscated until the end of the day.
- If a student must bring a smartphone, it must be handed in at Reception before school starts and stored in a locked box. You can collect it at the end of the day.
- Let's keep our school calm, focused, and smart phone-free.



School Life

The House system

Each student and family will belong to one of our 4 houses: **Bannister**, **Earhart**, **Seacole** and **Tolkien**, led by tutors. Membership to a specific house is not only apparent through the colour of your Blazer or jumper embroidery but through your behaviour, energy and positive contributions to your learning and the community.

Through the house system you will be recognised and rewarded for your commitment, contributions and good attendance and punctuality. You will receive house points, commendations, half colours and full colours, which count to the overall house points. Each year the House trophy will be awarded to the house with the most points. Therefore, every contribution you make matters for you, your tutor group and your house.



Rewards

What rewards are available?

Celebrating Success

At Oxford Spires Academy we are passionate about praising our students and their endeavour's both in and outside of the classroom and we are committed to sharing these with parents and carers. There are a number of ways students can gain 'House Points' from their teacher in every lesson and outside of lessons too!

Awards Assembly

At the end of each academic cycle (there are three per year), there is an awards assembly. There are a variety of awards given out, including progress in subject, excellence in subject, and honours awards!

TOP 25 STUDENT AWARD

At the end of each cycle, the top-performing 25 students in each year (based on the OSA score) will receive a celebration to recognise this wonderful achievement!

FRIYAY - 100% ATTENDANCE

FriYAY randomly selects 4 students from each year group who had 100% attendance that week for a video shown during tutor time on Friday. The winning students pull a surprise treat from the FriYAY box at break 1!

MARVELLOUS MONDAYS

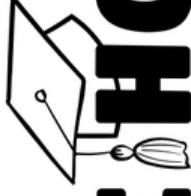
Each Monday, a different group of 30 students is rewarded with a choc ice from the Hub at the end of the day. The metric for winning changes each week in order to reward as many students as possible throughout the year!

COMMUNITY LEADER AWARD

Our Community Leader Award is presented fortnightly at assembly to students who have gone out of their way, either in or out of school, to demonstrate community leadership. Staff nominate these students throughout the year.

YOU'VE GOT MAIL

A set of 5-7 postcards addressed to individual students are delivered weekly in tutor time. These postcards are written by staff and share a positive message.



OSA HOUSE HONOURS



How to earn:

Half Colours - Three items from each category

Full Colours - Six items from each category

Honours - Nine items from each category

Academic

- Book report
- Attend meet the tutor evening
- Attend Student Progress Evening
- 98% attendance in Cycle 1
- 98% attendance in Cycle 2
- Improved attendance - pizza party invite
- OSA Score 80+
- Improved OSA Score by +20 between two cycles
- House points +750
- Top 25 Cycle 1 or 2
- Any department award
- All purple for engagement on cycle report in cycle 1 or 2

Community

- Litter Pick (6 times)
- Support OSA Together event
- Volunteer at school event
- On a Student Advisory Board
- Community Leader Award
- Speak at an assembly
- Questionnaire completion
- Attend breakfast club x6
- Be a house ambassador
- Attend an Open Doors event
- Write a thank you letter to a teacher
- Volunteer for a teacher for 30mins

Extra Curricular

- Cheering on OSA at a sporting event
- Attend a trip
- Attend 3 different clubs over the year
- Attend Extra Curricular club 6+
- Compete for your school
- Attend 6 House Competitions
- Timi Champion
- Join the INSPIRE paper
- Recorded for the broadcast
- Attend a careers event or clinic
- Participate in the school play



Behaviour

What are the expectations about behaviour?

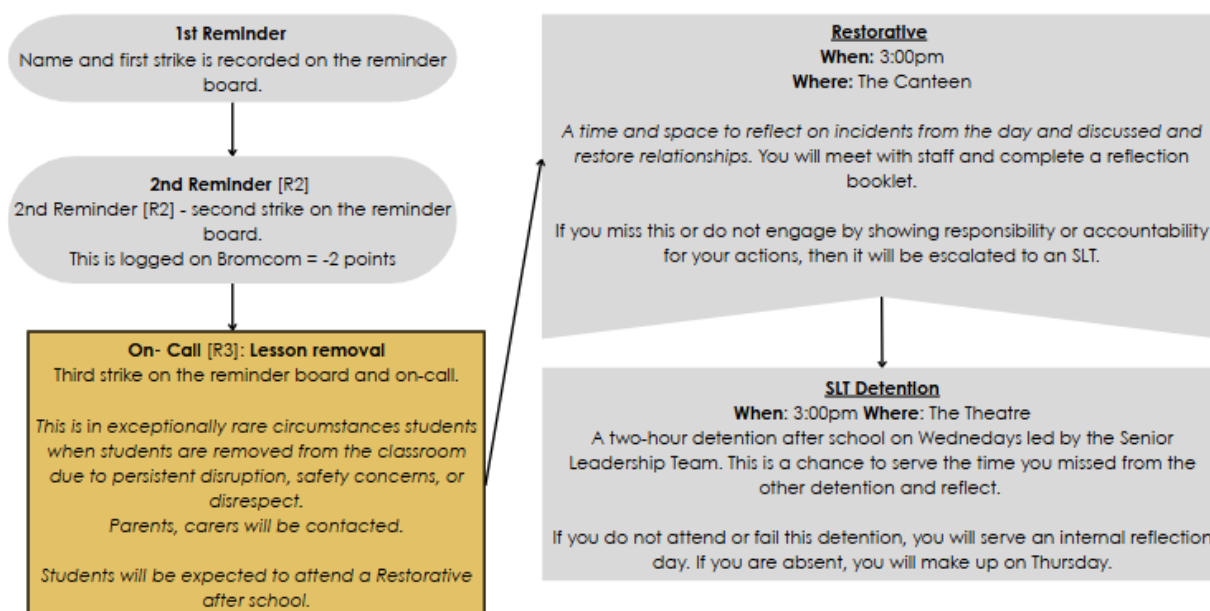
We want all OSA students to be able to learn in a safe, secure and calm environment. We have very high expectations about the behaviour of all students. Rules are kept to a minimum but are in place for good reasons.

You are responsible for your actions! When you make a poor choice, we are committed to ensuring that you have the time to reflect, make amends, and for us to learn how we can support you.

We have a reminder system used in class to help support you meet the OSA expectations and succeed in your lessons so you can be the best version of yourself:

CLASSROOM REMINDER SYSTEM

In lessons, sometimes we need a reminder to get back on track.



Detentions

- If students receive 15 negative conduct points in a week, they will have a 1hr detention after school on Wednesday.
- If they miss a restorative meeting or a detention, they will have a 2hr SLT detention after school on Wednesday.
- Students will also have detentions at break time if they are late to school.



Extra Help

What if I am finding my work difficult or have other problems?

Everyone finds school difficult sometimes, it is perfectly normal. The important thing is that you talk to someone if you find yourself struggling or becoming anxious.

At school the first person you should talk to should be your form tutor or head of year. They will listen to you and might ask you some questions to help get to the bottom of the situation. Your form tutor or head of year will then either talk through some strategies with you to help you solve the problem or put some support in place to help you.

Alternatively, you might want to talk to someone at home first. Your parents/carers can then help you by arranging a meeting with a teacher at school, or they might be able to talk through some strategies with you to help you sort things out.

The key is not to let a problem build up, whether it is school work or friendship issues. Your teachers and family all want to support you and will do anything they can to help you be happy and successful.



Are there any things that are playing on your mind that you might like to share with your family or teachers now?



Safeguarding

At Oxford Spires Academy, we have a wonderful network of support available to all students, your tutor, Head of Year, subject teachers, trusted adults, support staff, leadership team and the Safeguarding team. You can also report concerns in the whisper box (Library) or the online whisper box on the student portal or school website.

The welfare and safety of our students will always be our priority. We do everything possible to secure our students safety in school and outside school. We work with relevant agencies to address any issues related to child protection as well as doing all we can to secure student safety within our community.

Oxford Spires Academy has specialist staff and a number of trained staff who have been designated to act and liaise with social service in cases related to child protection.



Ms Baker
Designated
Safeguarding Lead



Ms Henry
Deputy Designated
Safeguarding Lead



Ms Richardson
Deputy Designated
Safeguarding Lead



Ms Dyer
Family Support Worker

Welcome to Oxford Spires Academy

