



Ormiston Victory Academy

Sixth Form

Prospectus



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From the Principal

I don't make promises lightly, but here's one. Our sixth-formers will achieve the very best results possible.

We will support you every step of the way to get to university, follow your chosen career or make your mind up if you are undecided. Your success is our success.

Our sixth-formers are high achievers. We are determined that every single student gets the best start in life.

But there's more than academic qualifications alone. We concentrate on life skills too. You will wear smart business dress, ready for the office in years to come.

We challenge you and give you responsibility, whether it be helping in the classrooms or getting involved in major decisions for the Academy. All our sixth-formers achieve a first-aid qualification. There's always plenty to do.

Outside activities and sport are also high on the agenda, particularly with our Director of Sixth Form's passion for outdoor activities.

We are rapidly transforming Ormiston Victory Academy into the flagship school in the Eastern Region, a valuable addition to your CV.

I look forward to welcoming you to the Academy's sixth-form, a major step on your path to success.

Rachel de Souza

Rachel de Souza

Principal



The Academy Offer



- A wide range of A-Level subjects arranged in combinations to suit the needs of most students.
- Highly qualified specialist teachers committed to achieving the best possible results.
- Full advice and guidance on careers and higher education in Year 12 followed by expert assistance with presenting your UCAS application in Year 13.
- Opportunity for private study and research using the well resourced Learning Resources Centre run by an experienced and helpful Librarian and the Sixth Form Study Centre; both equipped with computers for private study.
- Our Extended Curriculum includes studying for accredited qualifications such as First Aid.
- Broadening your horizons: we are in the process of extending our Academy trips programme and other Sixth Form activities.
- Developing your capacity for leadership through serving in the Student Leadership, mentoring younger students or assisting in the classrooms.
- Enrichment activities in the larger life of the Academy (traditionally musical, dramatic, and sporting) or by becoming involved in activities within the local community such as charity projects and primary schools.

Above all, intellectual stimulation and personal growth in a challenging and friendly environment.



A stand-alone Sixth Form Block with study areas and a Sixth Form common room.



Because we cultivate a professional environment within the Sixth Form as a preparation for the workplace, students will dress smartly and professionally.

Life in the Sixth Form

Life in the Sixth Form is a mix of freedom and responsibility. Responsibility involves 100% attendance, conforming to our smart dress code and participating in the full range of the curriculum.

Freedom is a more relaxed relationship with teachers. You treat others with respect and courtesy as you expect to be treated yourself.

You will have time for private study and research. In addition teachers may allocate some lessons as research time under supervision. Homework is increasingly based on longer-term projects rather than tasks to be completed within a week.



Students will not generally have a homework timetable, but should expect to organise their own time outside of school to complete reading and preparation of material as the course requires. A minimum of two hours each evening should be set aside

for homework and independent learning.

During your time in the Sixth Form, your work will be regularly monitored and assessed including practice modules for the AS and A2 exams. Parents will be informed about progress and invited to Parents' Evenings. We have an academic review day when you and your parents meet with teachers to discuss progress. Parents can also ask for an interview with teachers and the Director of Sixth Form at any time.

Sixth-formers are invited to join the Student Leadership, help in classrooms and mentor younger students or get involved in many other projects.



Man at the Top

At 29, Mr Ball is one of the youngest Directors of Sixth Form in the country. The key post follows his appointment as Assistant Principal at 27, again one of the youngest on record.

Last year, students achieving C-grade A-levels and above jumped an impressive 8.3% to 65%.

"I am passionate about the quality and the range of education we provide our sixth-formers. I am passionate about developing leadership qualities and life skills and I am passionate about supporting our students get to university or pursue their chosen careers."

Under Mr Ball's leadership, achievement has improved dramatically. Last year, students achieving C-grade A-levels and above jumped an impressive 8.3% to 65%.

Mr Ball, who also teaches PE and sport, is a rugby enthusiast, playing at national and European level and twice making an appearance at Twickenham.

"I am passionate about supporting our students get to university or pursue their chosen careers."

Mr Adrian Ball in discussion with Sixth Form Students

Ormiston Victory Academy World of Information

The Academy's well-stocked LRC is a place where sixth-formers can seek out answers, expand their knowledge and learn with independence.

We offer first-class computer facilities for research, homework, or coursework, which can be booked in advance.



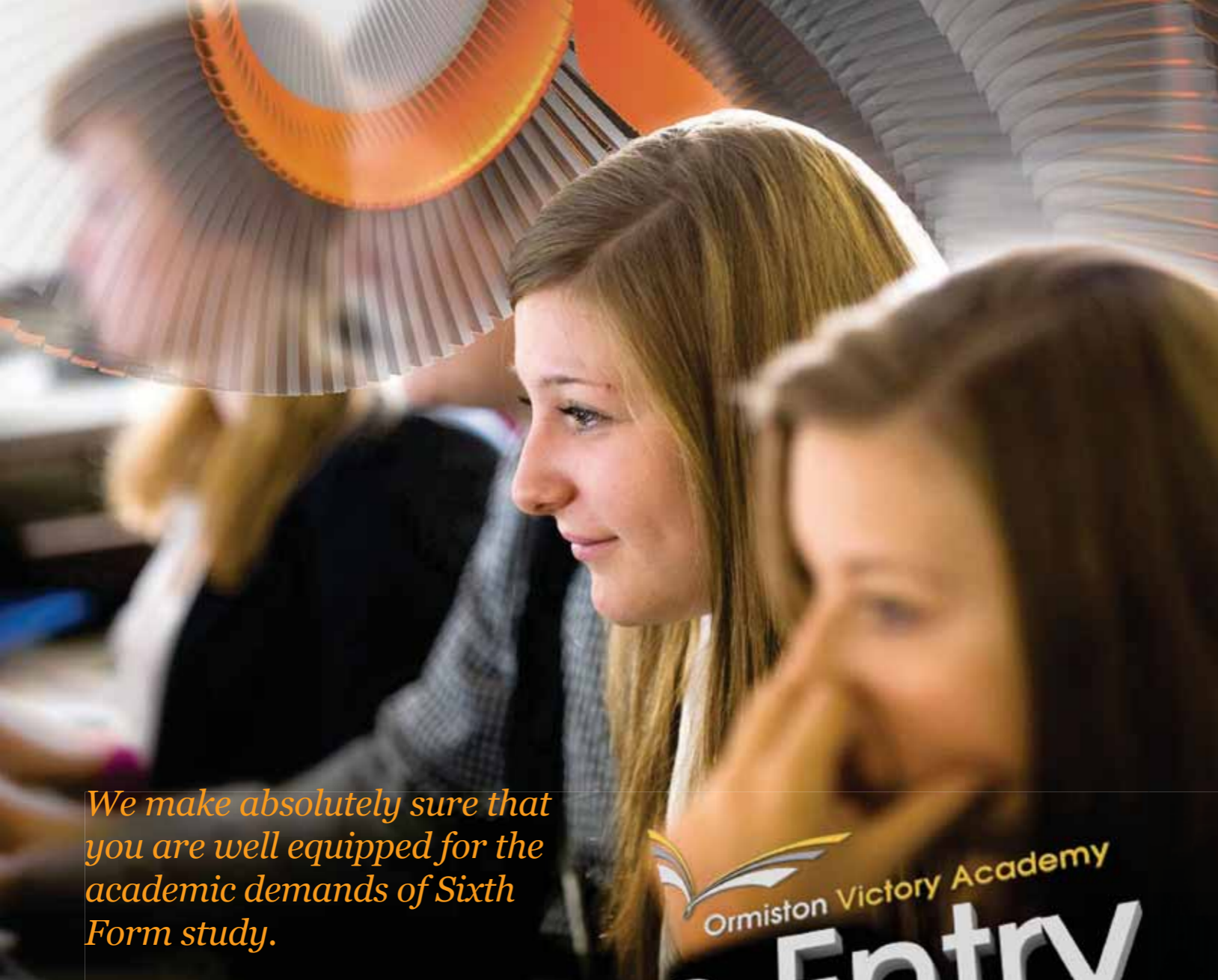
Whether you are looking for a place to sit and read the latest Darren Shan novel or curriculum texts, the LRC aims to provide a comfortable environment for everyone.

The LRC, which is open from 8.40am to 3.30pm every day, offers a wide range of both fiction and non-fiction books and resources. Students are able to borrow up to three books for two weeks.

Specific Sixth Form stock is located on the upper level in the LRC.

The Library is run by a popular Librarian, well-known for being helpful and friendly.

Resources are geared towards meeting the needs of the curriculum allowing for development and changes in courses and the introduction of new courses. Relevance and content are continuously monitored to provide the best possible service. Links are also encouraged with outside organisations, including local Public Libraries, University Libraries, the British Library and local bookshops.



We make absolutely sure that you are well equipped for the academic demands of Sixth Form study.

Sixth Form Entry



Year 12

A-Level and BTEC

Seven grade Cs or above at GCSE level including English and Mathematics.

NVQs and CACHE

Five Grade Cs or above.

A good record of behaviour and attitude to study.

Participation in the Sixth Form induction course.

Applicants from other schools will be expected to reach similar levels of qualification and will also be interviewed and a school reference sought.

Year 13

Each student's work is reviewed at the end of Year 12 and progress into Year 13 is dependent on satisfactory performance in the AS examination.

Innovative Partnership

Our innovative partnership with the Norfolk and Norwich University Hospitals NHS Foundation Trust, with its world-class training facilities, provides ground-breaking learning opportunities for our sixth-formers.



Science students use the modern laboratories of this renowned teaching hospital and study at lectures alongside medical students.

There are special opportunities for mentoring by hospital staff and joint courses with the prestigious School of Nursing.

There are special opportunities for mentoring by hospital staff and joint courses with the prestigious School of Nursing.



Subject Listings Available

BTEC Applied Science

The Level 3 BTEC National Award in Applied Science (Environmental Science) offers students an alternative route to the traditional AS/A2 level that is currently on offer academically. It is designed with the workplace in mind, but also offers an alternative route into higher education.

All work is assessed by portfolio work. There are 6 units of work to complete. Fundamentals of Science, Working in the Science Industry, Physiology of Human Body Systems, Using Science in the Workplace and Scientific Investigations

The BTEC is designed to lead directly into employment. However, the BTEC National Award in Applied Science (Environmental Science) has the equivalence of one GCE A-Level. It is possible to progress into higher education, as successful BTEC National qualifications give UCAS points for university applications. Examples of qualifications students can progress to include BTEC Higher National qualifications (HNCs and HNDs) or Foundation Degrees.

Art, Craft and Design

A-level Art is an opportunity to develop the creative processes learnt at GCSE. It is about having an adventurous and enquiring approach to Art and developing the skills to express it. You will develop an understanding of past and contemporary art and design and be able to produce personal responses embracing a range of ideas and techniques. You will develop the skills to investigate, analyse and experiment using art, craft and design.

You begin with an initial intensive induction to the course to equip you with the skills and concepts to embark on a personal assignment. You then build on the learning from this stage to develop your own personal response to the assignment theme. This body of coursework is worth 60%. The exam will be issued after Christmas and you will build up a body of preparatory work based on a set theme which will culminate in an eight-hour exam worth 40%.

Potential Careers

Fine Art, Animation, Graphic design, Fashion/textiles, Film & video, Interior design, Design Management, Media, Metal work & Jewellery, Product design, Photography, Furniture design, Illustrator, Art therapy, Teaching, Printmaking, Car design, Art History, Museum curator, Conservation, Theatre design, Computer game design, Costume design, Special effects, Photo journalism, Publishing, Landscape design, Computer aided design, Architecture, Engineering, Beauty Services.

NVQ Beauty Therapy (VTCT)

In the first year, you will learn a variety of subjects including facials, manicure, pedicure, make up, eyelash and eyebrow treatments, waxing and reception work. You will also learn the importance of health & safety, working as a team and retailing.

In year two you will study electrical treatments to the face and body, Swedish body massage, electrical epilation, massage using pre-blended oils, figure diagnosis and self tanning treatments.

Assessment:

There are four types of assessment, demonstration of practical competence on members of the public, short assignments and projects, oral questioning and written end of unit tests. A portfolio of work is built up during the course.

Progression:

As a fully qualified beauty therapist you could be employed in a salon, health spa (in the UK or abroad), cruise liner, hospital, leisure centre or clinic, for a cosmetic company, to start your own business or work as a mobile therapist. You could work as an educator/trainer for a skin care company, an in-flight beauty therapist on long haul flights or in airports or within photographic studios/model agencies and the field of beauty journalism.



CACHE Level Two Diploma in Childcare and Education, CACHE Level Three Diploma in Childcare and Education

These qualifications prepare you to work with children and their families in a variety of settings and give you the qualifications required to move on to further or higher education. Throughout the qualifications you will have the opportunity to participate in professional practice in a variety of childcare settings. Your placements will take place two days per week.

Assessment

Your work will be assessed mainly by written assignments and practical evidence from your placement experience. There is also a written test paper.

Units of study include An Introduction to Working With Children, Development from Birth to 16 Years, Supporting Children, Keeping Children Safe, Promoting a Healthy Environment for Children and Play and Learning.

Potential Careers

Primary School Teacher, Nurse/Paediatric Nurse, Midwifery, Speech and Language Therapist, Social Work.

Biology

The course is divided into biological topics, each containing different key concepts of biology. Once the key features of a biological topic have been developed, applications are considered. The topics covered are cells, exchange and transport (F211), molecules, biodiversity, food and health (F212), communication, homeostasis and energy and control (F214), genomes and environment (F215).



Assessment

AS:

Unit 1: (F211) External exam 90 marks

Unit 2: (F212) External exam 150 marks

Unit 3: (F213) Internally assessed practical exam 60 marks

A2:

Unit 1: (F214) externally assessed 90 marks

Unit 2: (F215) externally assessed 150 marks

Unit 3: (F216) internal assessed practical exam 60 marks

Potential Careers

Doctors, Dentists, Physiotherapists, Nurses, Environmentalists, Marine biologists, Teachers, Researchers, Forensic Scientist, Botanist, Zoologist, Conservationist.

BTEC National Diploma in Business Studies

The BTEC National Diploma in Business Studies is equivalent to two A-Levels. The course will give you an excellent understanding of business practice and a broad knowledge of business-related skills. The vocational course is based on practical content and real experiences of the business world.

The course is assessed through coursework assignments including written reports presentations and role-plays.

To achieve the qualification students must be prepared to undertake independent research. The course will suit students who enjoy coursework as an alternative to exams.



Potential Careers

Accounting, Administration, Finance, IT, Personnel Sales.

Chemistry

The course is divided into chemical topics, each containing different key concepts of biology. Once the key features of a chemical topic have been developed, applications are considered. The topics covered are Atoms, bonds, and groups (F321), Chains, energy and recourses (F322), Rings, polymers and analysis (F324) and Equilibria, energetics and elements (F325)

Assessment

AS:

Unit 1: (F321) External exam 90 Marks

Unit 2: (F322) External exam 150 marks

Unit 3: (F323) Internally assessed practical exam 60 marks

A2:

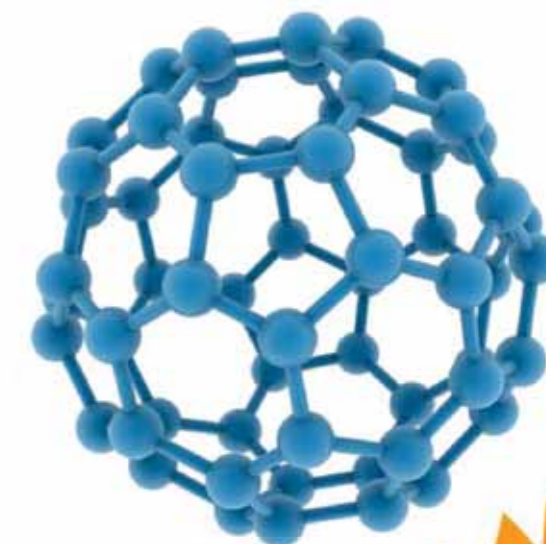
Unit 1: (F324) externally assessed 90 marks

Unit 2: (F325) externally assessed 150 marks

Unit 3: (F326) internal assessed practical exam 60 marks.

Potential Careers

Ethnobotany, Environmental Law, Patent Law, Technical Writing, Pharmaceuticals, Oceanography, Software Design, space Exploration, Government Policy, Forensic Science, Biotechnology, Metallurgy, Ceramics Industry, Plastics Industry, Paper Industry, Medicine, Teaching, Engineering, Geochemistry, Agrochemistry, Military Systems.



Design & Technology Product Design

There are two pathways within this qualification – Resistant Materials Technology and Graphic Products. Students follow a course which seeks to develop knowledge, understanding, skills and application for designing products. A wide range of design disciplines are covered that focus on the skills required to design and make high quality products. Students can choose to focus on graphic products or resistant materials and each focus area has its own specific content.

Assessment Advanced Subsidiary (AS) first year

Unit 1:

Creative Skills (covering designing and making)
60% of the total AS marks - 30% of the total GCE marks

Unit 2:

Design and Technology in Practice (1 hour 30 min examination)
40% of the total AS marks - 20% of the total GCE marks

Advanced GCE (A2) second year

Unit 3:

Designing for the Future (2hr examination)
40% of the total A2 mark - 20% of the total GCE

Unit 4:

Commercial Design (designing and making a product in either graphic products or resistant materials) 60% of the total A2 - 30% of the total GCE.

Potential careers

Industrial Design, Graphic Design, Manufacturing industries and Engineering.

Geography

AS: four taught units of study

1. Rivers, Floods & Management
2. Population Change
3. Coastal Environments
4. Energy Issues

A2: three taught units of study

1. Weather, Climate and Associated Hazards
2. World Cities
3. Development and Globalisation – with one of these areas extended with Fieldwork Investigation.

Assessment

AS: Unit 1:

2hr written examination (70% of AS) Physical and Human Geography – structured short and extended questions AS

Unit 2:

1hr written examination (30% of AS) Geographical Skills – structured skills and generic fieldwork questions

A2: Unit 3:

2hr 30min written examination (30% of A-level) Contemporary Geographical Issues – as Unit 1, plus an essay A2

Unit 4:

1hr 30min written examination (20% of A-level) Fieldwork Investigation – as Unit 1, based on fieldwork investigation and skills

Potential Careers



Environment & Sustainability, Physical Systems, Society, The Business World, Geographical Techniques, Development & Global Issues, Settlement, Travel, Tourism, Leisure and Culture

Employers include local government, the armed forces, private companies, environmental consultancies, environmental protection agencies, utilities, charities, information systems organisations, education authorities, further and higher education institutions, commerce, industry, transport, tourism and the civil service.

English Literature

The course includes the study of poetry and prose, including texts from 1800 to the modern day. Students study one prescribed core literary heritage novel and one further novel or novella. They will also study a range of drama texts, from 1300 to 1800, including Shakespeare. Studying Literature at A-Level requires



determination, organisation and a willingness to discover things for yourself, particularly at A2.

Assessment

Students are assessed by a combination of essay based coursework (50%) and examinations (50%). At A2 you will carry out an independent study into either. You will also study poetry, prose or drama.

Potential Careers

Journalist, teacher, writer, careers in publishing, advertising, public relations, journalism, law, business and industry, public services, teaching, banking, marketing and police work.

French/German

“English is simply not enough. We cannot understand the world in English, we need to be aware as never before of other languages and of the ways in which they identify and represent their cultures” - Footitt, October 2001

“Languages enable you to travel to other countries and feel part of the culture, respect the people living there by making an effort to communicate and not feel like a tourist”

“A language expands your range of thinking”

You will study Media, Culture, Relationships, Healthy living and lifestyles

Study a language at AS level and join the exchange program among other trips throughout the year.

Unit 1: Listening, Reading & Writing
70% of AS, 35% of A-Level. 2 hour written examination

Unit 2: Speaking Test

30% of AS, 15% of A-Level. 35 minutes speaking test (including 20 minutes preparation)

Unit 3: Listening, Reading & Writing
35% of A-Level. 2 hours 30 minutes written examination

Unit 4: Speaking Test

15% of A-Level. 35 minutes speaking test (including 20 minutes preparation)

Government and Politics

The course comprises of four units. In Unit 1 you will study People, Politics and Participation introducing issues like how is voting behaviour changing in elections? Unit 2 will look at Governing Modern Britain. This covers issues such as, what is parliament's role in the UK political system? Units 3 and 4 consider The politics of the USA, Ideologies in action and Perspectives on modern politics.

Assessments

Each year you will have two written papers to complete on the themes which you have studied. Each 90-minute paper contributes to 50% of your marks for that year. At the end of the first year your pass will be recognised with an AS level, and at the end of year two the full A-Level.

Many students who have taken the A-Level in Government and Politics study Politics at university. You might become a researcher, join local or national government, journalism or the media, teachers or the legal profession.

History

The course comprises of four units.

Unit 1: Focuses on the Russian Revolution 1881-1924 and Stalin's Russia 1924 -1953.

Unit 2: Considers Henry VIII and his quest for authority in Europe 1509-1540.

Unit 3: Focuses on Germany 1900-45, assessing the change from Kaiser to Fuhrer.

Unit 4: Involves the study of medieval medicine.

Assessments

Unit 1: 1 hr 20 mins examination (25% of overall grade)

Unit 2: 1 hr 20 mins examination (25% of overall grade)

Unit 3: 1 hr 20 mins examination (30% of overall grade)

Unit 4: Coursework (20% of overall grade)

An A-Level in History gives you knowledge and skills which will prepare you for higher education

Potential Careers

Historical researchers, work in heritage organisations or teachers. History also supports careers like journalism, politics, law, social work and public services.



Information Communication Technology

The Edexcel GCE in Applied ICT aims to develop effective, discerning ICT users who:

- Can select and use appropriate ICT tools and techniques to help them carry out investigations, capture and handle data, solve problems, make decisions, and present and communicate information.
- Are aware of the benefits and drawbacks of ICT and its impact on the way in which people live their lives.
- Can plan and manage projects and work effectively with others

Summary of the AS and A2 Units:

Single Award AS GCE: Units 1, 2, 3

Single Award Advanced GCE (6 units): Units 1, 2, 3, 7, 8, and 10

Double Award AS GCE

Double Award AS GCE

AS:

Unit 1: The Information Age

Internally assessed - In this unit you will learn about the information communication technologies that enable people to access and exchange information and to carry out transactions anytime, anywhere.

Unit 2: The Digital Age

Internally assessed - In this unit, you will investigate how organisations are responding to the pressures of the e-marketplace by using transactional websites to:

- Present their products and services
- Gather information
- Provide a personalised service.

Unit 3: The Knowledge Worker

Internally assessed - In this unit, you will investigate how organisations are responding to the pressures of the e-marketplace by using transactional websites to:

- Present their products and services
- Gather information
- Provide a personalised service.

A2:

Unit 7: Using Database Software

Externally assessed by practical exam

Unit 8: Managing ICT Projects

Internally assessed

Unit 10: Using Multimedia Software

Internally assessed

Assessment

Through a combination of internal and external coursework and examinations - 66.6% coursework. You will be assessed in Units 3 and 7 by assignments set by Edexcel that ask you to carry out practical, hands-on tasks. You will collect evidence of your work for the other units in an e-portfolio. This is designed to be viewed on screen and will showcase your achievements. It will be assessed by your teacher and moderated by Edexcel.

You will enjoy this course if you would like to:

- Be able to select and use appropriate ICT tools and techniques to help you carry out investigations; capture and handle data; solve problems; make decisions; present and communicate information.
- Increase your awareness of the benefits and drawbacks of ICT and its impact on the way people live their lives.
- Learn how to plan and manage projects and work effectively with others.

Media Studies

The course covers a diverse range of media, including film, TV, advertising and music video. Students will complete production coursework and also analytical, theory-based examinations. During the course, students will develop their own knowledge about modern media and learn technical, film-making skills and also study and research skills.

Assessment

Students are assessed by practical coursework, including both a film production and in-depth independent research (50%) and also an examination (50%). This is the case at both AS and A2, however at A2, the research element is much more substantial.

Potential Careers

Web designer, teacher, production assistant; TV/ radio researcher, journalist, film maker, broadcast journalist, careers in public relations, marketing, publishing and advertising, continuing studies at degree level.



BTEC National Diploma in Performing Arts

A 12 Unit qualification, it is broadly equivalent to 2 A-Levels.

The course provides a work-related programme that covers the key knowledge and practical skills for students who wish to pursue careers in or have an interest in the performing arts and cultural industries. It also provides a progression route to higher vocational qualifications such as BTEC Higher Nationals in the Performing Arts or related degree programmes.

The two-year course will be assessed in accordance with BTEC requirements.

National Level 3 Diploma

There are 3 Mandatory Units

Unit 1: Performance Workshop

Unit 3: Performing Arts Business

Unit 7: Performing to an Audience.
In addition, the following units will be undertaken

Unit 8: Rehearsing for Performance (double unit)

Unit 9: Devising Plays

Unit 13: Contemporary Theatre Performance

Unit 14: Musical Theatre Performance

Unit 17: Developing Voice for the Actor

Unit 19: Principles of Acting

Unit 45: Developing Contemporary Dance

Unit 49: Developing Movement Skills

These units are subject to change depending on the cohort.

Assessment

Each unit is assessed by the course tutors who will set assignments to be completed. Each assignment will contain a number of tasks which will be linked to the specification objectives for that particular unit. The assignments are internally verified before they are set and a sample of the completed and graded assignments will also be internally verified to ensure National Standards are applied. Marks awarded for each



unit will be based on Distinction, Merit or Pass.

End of course grading will be Distinction, DD, DM, MM, MP, or PP. External verification will take place each year to ensure compliance with National Standards.

Nearly all practical course units will culminate in public

Performance Showcases or Shows/Concerts which will form part of the assessment.

Regular tutorials will be held with each student to assess their progress in the course. This will provide an opportunity for an open exchange of ideas from all involved to help each student fulfil their potential.

Mathematics

A6 module A-Level course. 4 Core modules (C1, C2, C3 & C4) which must be completed and 2 optional modules, completion leads to the A2 full GCE A-Level Award, completion of C1, C2 and any other module leads to an AS Award. Traditionally the Mathematics Department offered Decision Mathematics D1 and Statistics S1. From September 2010 the Department is offering Statistics S2 and Mechanics M1. This means that Students can complete A2 Mathematics with a variety of profiles. eg. C1 C2 C3 C4 S1 S2 or C1 C2 C3 C4 S1 M1. AS will be C1 C2 S1 / D1. The exact combination of modules taught will vary according to class size and requirements. A grade B at GCSE is the minimum requirement for acceptance onto the course although individual circumstances will be taken into account.

Assessment

End of module exams. Available in January and June each year. Successful completion of AS is necessary before progression to A2.

Potential Careers

Aeronautics, Astronomy, Bio-medical Sciences, Civil Engineering, Mechanical Engineering, Accountancy, Statistical Modelling and Analysis, Education, Mathematical Modelling and Research, Computer Programming, Communications Theory and Modelling, Materials Research.

BTEC National Diploma in Sport

The course is divided into a variety of units covering every aspect of sport and health. Each unit within the qualification has specified assessment and grading criteria which are to be used for grading purposes. A summative unit grade can be awarded at pass, merit or distinction:

To achieve a pass a student must have satisfied all the pass assessment criteria.

To achieve a merit a student must additionally have satisfied all the merit grading criteria.

To achieve a distinction a student must additionally have satisfied all the distinction grading criteria.

Students who complete the unit but who do not meet all the pass criteria are graded unclassified.



Assessment

The BTEC National course is assessed in different ways, including written assignments, presentations and practical assessment. All assessments are graded into one of three level categories, pass merit and distinction, with all providing the opportunity to develop, explore and further understand all of the different areas contained within the sport and health remit.

Potential Careers

Sport, within one of its occupational areas including exercise and fitness, coaching and leadership, sports development and the outdoors.

Psychology

Psychology is the scientific study of mind and behaviour. At AS level students will research the topics of Memory, Attachments, Stress, Social Influence, Abnormality and Research Methods. At A2 level students will apply the knowledge gained at AS to the topics of Biological Rhythms and Sleep, Intelligence, Aggression, Phobias, Addictions and Further Research Methods.

Assessment

100% exam based. Students at AS and A2 will sit modular exams in January and June. AS results gained are worth 50% of the overall A-Level grade achieved.

Potential Careers

Psychology A-Level will prepare students for a range of university options and careers which include chartered psychologist (counselling, educational, forensic, clinical, sport and occupational), health and social work, teaching, police force and personnel.

Physics

This course at AS and A-Level specification includes core physics topics: mechanics, materials, waves, particles, quantum phenomena, electricity, fields nuclear physics and thermal physics. There is also an option to study one of the following topics: astrophysics, medical physics, applied physics and turning points in physics.

Unit 1: PHYA1 Particles, Quantum Phenomena and Electricity Written Examination . 70 marks, 6 or 7 structured questions

Unit 2: PHYA2 Mechanics, Materials and Waves Written Examination 70 marks, 6 or 7 structured questions.

Unit 3: PHYA3 Investigative and Practical Skills in AS Physics Centre Assessed Unit 50 marks.

Unit 4: PHYA4 Fields and Further Mechanics Written Examination 75 marks.

Unit 5: One of Units PHA5A, PHA5B, PHA5C, PHA5D Written Examination 75 marks.

Unit 6: PHYA6 Investigative and Practical Skills in A2 Physics Centre Assessed Unit 50 marks.

Potential Careers

British Energy, nuclear power stations - electricity generation and supply. Shell and BPAmoco recruit scientists for research, and the processing and distribution of oil. Geophysics jobs include seismologist/mudlogger. Working on seismic surveys and carrying out analyses of oil fields.

BTEC National Diploma in Travel and Tourism

The BTEC National Diploma in Travel and Tourism is equivalent to two A-Levels. The course introduces and develops skills and knowledge for a career in Travel and Tourism. It is a vocational course based on practical content and real experiences of the Travel and Tourism industry.

The course is assessed through coursework assignments including written reports presentations and role-plays. To achieve the qualification students must be prepared to undertake independent research. The course will suit students who enjoy coursework as an alternative to exams.

Potential Careers

Retail travel, tour operators, transport providers, tourist attractions or holiday representatives.

Ormiston Victory Academy



Ormiston Victory Academy

is proud to be associated with:

www.ormiston.org **Ormiston Trust**

 **ormiston education**
Leading education - Improving schools - Transforming learning
www.ormistoneducation.co.uk

Norfolk and Norwich **NHS**
University Hospitals
NHS Foundation Trust

 **Norfolk** County Council

www.ormistonvictoryacademy.co.uk



Ormiston Victory Academy

COMPLAINTS POLICY

This Policy was created in:	July 2010
It was ratified by the Board of Directors on :	3 August 2010
This policy will be reviewed on:	Summer Term 2011

Introduction

The aim of this policy is to ensure that a complaint, should cause arise, is handled sympathetically, efficiently and at the appropriate level, and resolved as soon as possible. Doing so is:

- good for relationships
- good education practice
- good business practice

We need to know as soon as possible if there is any cause for dissatisfaction. Parents and students should never feel, or be made to feel, that a complaint, made in a reasonable and appropriate way, will be taken amiss or will reflect adversely on the student or his/her opportunities at this Academy. We will investigate and try to resolve every complaint in a positive manner and will treat every complaint as an opportunity. Through this policy, we aim :

- To put right any matter which may have gone wrong.
- To review our systems and procedures in the light of the relevant circumstances.

We recognise that a complaint which is not resolved quickly and fairly can soon become a cause of resentment, damaging to relationships and also to our internal culture.

Procedures

Complaints Form: Every concern or complaint notified to a member of staff must be noted, together with the action taken, on a standard form known as a "Complaints Form". A sample of the form is attached to this policy.

Minor Concerns: In many cases, a concern can be resolved quickly and informally and will not reach the stage of becoming a formal complaint. Even so, the member of staff will complete a Complaints Form noting the action taken, and will send it to the Designated Officer.

Acknowledgement: A formal complaint in writing will be acknowledged by telephone on the date of receipt if practicable or in writing within three working days. A letter of acknowledgement will state the action being taken and the likely time scale.

Designated Officer: The Governing Body has appointed a member of the SLT.

- To be responsible for investigating and resolving complaints.
- To be the first point of contact while the matter remains unresolved.
- To co-ordinate the complaint procedures in the Academy.
- To maintain an ongoing training programme for all Academy employees in relation to complaints.
- To monitor and maintain the keeping, confidentiality and storage of records in relation to all complaints.
- To report regularly to the Principal with respect to complaints.

How to complain

Education Matters: If the concern relates to the classroom, the curriculum or special educational needs, please speak or write to the Vice Principal (Learning).

Pastoral Care: If the concern relates to matters outside the classroom, please speak or write to the Vice Principal (Inclusion).

Financial Matters: A concern or complaint about a matter relating to financial matters should be stated in writing to the Finance Director.

Permanent Exclusion: Parents who are aggrieved by a decision of the Principal to permanently exclude a student have the rights of representation and appeal as outlined in the Exclusion Policy (this will be sent to parents of any child permanently excluded).

Other Complaints: A parent who is dissatisfied with an aspect of the Academy's policies, procedures, management or administration should write to the Principal with details of the complaint. The Principal will investigate and will do his/her best to resolve the dispute. If the parent is dissatisfied with the outcome, he/she should renew his complaint in writing to the Chair of Governors. The Chair may:

- delegate the investigation to the Designated Officer;
- convene a panel of Governors to hear the complaint
 - The panel will consist of at least 3 people not associated with the complaint, one of whom will be independent from the management and leadership of the academy.
 - The parents/complainant may attend the hearing and be accompanied if they wish.

The outcome of any complaint will be notified to the parent/complainant in writing, by post or electronic mail, giving the findings and recommendations.

ORMISTON VICTORY ACADEMY - COMPLAINTS FORM

This form should be made available on request to any person who wishes to make a complaint. It should be passed to a Vice Principal.

- 1. What is the nature of the complaint? (Please tick)**
- | | |
|---|--|
| <input type="checkbox"/> Staff Conduct: | <input type="checkbox"/> Parental Conduct: |
| <input type="checkbox"/> Teaching Standards : | <input type="checkbox"/> Pastoral Care: |
| <input type="checkbox"/> Condition of Premises: | <input type="checkbox"/> Time Tabling: |
| <input type="checkbox"/> Matters of Regime and Routine: | <input type="checkbox"/> Access to or Regulation of Extra Curricular Activities: |
| <input type="checkbox"/> Other (please give details): | |

2. Please give details of your complaint:

Date/s of Incident:

Time/s:

3. If you are complaining about someone's behaviour please give the name(s) of any witness(es) to the incident(s):

4. Action Taken:

Complaint Resolved **Y/N**

If no, complaint referred to:

Name:

Contact Details:

Signed:

Date: