



# Ercall Wood Academy

Empower | Respect | Aspire

Principal: Mr Richard Gummery

Deputy Headteacher: Miss Karen Athawes

Deputy Headteacher: Mrs Lisa Fraser

## **Information leaflet**

## **My School Uniform**

- Pale Blue Shirt – long or short sleeved
- Ercall Wood Tie
- Black formal style skirt (no shorter than 10cm above the knee) or
- Black Formal Straight Legged trousers for girls – *see Appendix*
- Black Formal trousers for boys– *see Appendix for images*
- Black sensible shoes – leather / leather type - *see Appendix*
- Academy blazer with Ercall Wood logo
- Outdoor coat

Students with specific religious requirement regarding school uniform should agree details with their Student Support Manager according to individual circumstances. Freedom to manifest a religion or belief does not mean the right to do so at any time, place or in any particular manner. We are clear that the needs of safety, security and effective teaching and learning are paramount. Examples of religious requirement might include the following – Muslim Head Scarf (black), Sikh Kara, Jewish Kippah, Hindu Bindi.

### ***The following items are not part of school uniform and must not be worn***

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- 'Fashion' shirt/trousers/shoes/leggings/jean style/ skin tight trousers
- Trainers or canvas pumps
- Boots – knee length or ankle
- Non-school sweatshirts and cardigans even if plain black
- Hoodies/baseball caps/tracksuit tops/casual jackets
- Body piercing – other than 1 plain stud in each ear lobe
- Jewellery - except a watch

### **The following items are also not allowed**

- Excessive make-up
- Nail Varnish
- Extremes fashion hairstyle (including colours; patterns and lines cut into hair)

If in doubt with any of the above please contact your Student Support Manager, especially before purchasing items of uniform.

### **Personal Devices**

Please note mobile phones or personal entertainment equipment are not permitted in the academy. Pupils may bring a device to and from Ercall Wood but its use within the grounds is strictly prohibited. Items such as these are carried at the owner's risk. The academy will not accept liability for any loss, damage or theft. Any pupils seen using a phone for any purpose for example texting; making calls; taking photos, videos or posting items online while at school, will be in breach of our acceptable use policy. This will result in confiscation of the item and further disciplinary measures may result due to the individuals actions.

### **Break/Lunchtime - conduct**

Students must stay on the Academy site during break and lunchtime.

Students should only drink or eat in the designated areas –Main Forum on the Ground floor and the lower Hellerups.

Student should conduct themselves with respect; demonstrating safe behaviour towards themselves and all others around the school site.

## Uniform Appendix

Appropriate	Inappropriate
	
	
	
	
	
	
	
	
	
	

Appropriate	Inappropriate
	
	
	

## **My Behaviour and School**

***The important thing is for us all to show respect for other people and their property.***

1. In order to promote safety during movement around school I must:
  - a) Walk on the left in corridors, follow the one-way system and give way to others at crowded points e.g. in doorways, in narrow corridors and at junctions.
  - b) Line up in a quiet and orderly manner while waiting to enter or leave classrooms.
  - c) Be considerate and carry my bag so that I avoid injury to others.
2. In order to make the best use of my time at Ercall Wood and to make the best of my opportunities; I will:
  - a) Attend school regularly. The target is Attendance of 95%+ for all pupils
  - b) Arrive in school between 0830 and 0840 every day and sign in if late.
  - c) NB. Direct staff supervision of students does not commence until 8.30am
  - d) Be ready to start each lesson on time, with the correct equipment and uniform.
  - e) Be fully involved and on task in lessons at all times.
  - f) Not leave a classroom during lesson time without a permission pass.
  - g) Use the 'ShowMyHomework' App to support the completion
  - h) In order for us all to develop a supportive, positive community spirit, I will:
3. Be pleasant, polite and show respect towards all staff, other pupils and visitors including journeys to and from school both on foot; bicycle and public transport.
  - a) Show respect for other people's property.
  - b) Consume food and drink in the designated areas around school.
  - c) Use the litter bins and keep the school clean and attractive for us all.
  - d) Never chew gum on the school premises ..
  - e) Only bring in a water bottle which I can refill with the fresh water provided in school and will not consume ANY energy drinks or cans/bottles.
  - f) Respect that it's not suitable to spray aerosols in classrooms or Corridors due to the effect on other people
  - g) Understand that the school is always at a comfortable temperature therefore I will not need to wear an outdoor coat or hoodie around school.

## **Detentions**

At Ercall Wood we pride ourselves on a culture based on mutual respect. However, mistakes are made from time to time and sanctions are necessary. While acting as a deterrent they also demonstrate that you have taken responsibility for your actions.

“We all make mistakes, but the measure of a person is in how we put it right”.

## **Detention Types**

There are two levels of detention at Ercall Wood:

C2 - is a morning break or lunch time detention for low level issues that occur in the classroom. These are run by subject teachers. Failure to attend may result in escalation to the next level.

C3 - is an after school detention, usually issued for persistent or higher level concerns, these are held for between 30 to 60 minutes after the close of school.

Parents/Carers receive notification in advance by email which gives the date of the detention.

Details of detentions can be found on 'My Child at School' section of School Website.

If there is a problem completing a detention you must make sure your parent/carers contacts the school to avoid unnecessary escalation.

In detention you are expected to work independently and in silence for the duration. Work can be provided, however, you should try and use this time to complete work relating to your lessons.

## **Bullying**

At Ercall Wood we believe that everyone has the right to be educated in a safe environment where there is mutual respect and cooperation. It is important to maintain an environment that is **free from bullying of any kind**. Bullying and racist incidents are recorded in accordance with Local Authority Policy.

### ***What is bullying?***

- Bullying is when someone deliberately hurts, threatens, frightens or abuses someone else.

### ***Bullying can include:***

- Repeatedly invading someone's personal space so they are uncomfortable.
- Deliberate attempt to intimidate through physical proximity or through crowding around them
- Physical violence including hitting, kicking, pushing and shoving
- Name calling and taunting
- Sexist or racist comments
- Damaging someone's property or belongings
- Pressurising someone to do something they don't want to do
- Isolating a person by ignoring them or pushing them out of the group
- Homophobic, transgender and bisexual bullying.

**All students at Ercall Wood should be confident that all reported incidents of bullying will be dealt with.**

Bullies have to be punished, but it is just as important to make them see why bullying is wrong and get them to change their behaviour.

**One way to reduce and cope with bullying is to talk to other students and staff.**

Bullies rely on people not telling on them. Make a stand by telling someone so we can try to make the bullying stop.

### **REMEMBER**

Your parents/carers, friends, tutor, Student Support Manager, Key Stage Leader or Transition Coordinator can help if you are coming under pressure. **If you report bullying you will not be ignored.**

**DON'T LET BULLIES HAVE THINGS THEIR WAY**

**IT IS SAFE TO TELL**

**IT IS SAFE AND EASY TO TALK**



### **ESSENTIAL**

1. Pens - blue or black ink
2. Pencils
3. Ruler
4. Rubber
5. Pencil sharpener
6. Scientific Calculator
7. School Bag

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### **EXTREMELY USEFUL**

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1. Coloured felt pens, or pencils
2. Dictionary
3. Glue stick
4. Green pen
5. Mathematics Geometry equipment
6. Clear plastic pencil case for examinations
7. Coloured highlighters

## **Punctuality**

Punctuality is an important and essential aspect of self-discipline and is the key to good time management.

Always make sure that you are in the appropriate classroom on time and ready to learn.

If you arrive after 08.50 then you must sign in at Reception. You will be marked late in the register and will need a late slip for late arrival to Tutor time or lessons.

If you attend any after school clubs or revisions sessions, you need to be supervised by a member of staff who will make a record of your attendance for safeguarding purposes.

## **Attendance**

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School opens for students at 8.30 am.

The proper place for you to be on a school day is at school. If you are not in school then you must have a justifiable reason and your parents should telephone the attendance officer before 08.40 on the first day of absence.

The contact telephone number is 01952 387336

Please note the **school cannot authorise absence during term time for the purpose of holidays**. In the event an absence during term time is unavoidable, a request for a leave of absence should be made in writing well in advance of the date using the form available from reception.

## **Wise up to “Attendance”**

Aim for “GOLD” attendance this year. Everyone will start the new academic year with 100% attendance, it’s your chance to keep it the highest it can be. You will find this system clear to follow and you will reap the rewards for good attendance.

“WISE UP” colour codes your school attendance percentage and tells you how your attendance is impacting on your chances of achieving at school. You have a chance to gain attendance awards and progress to higher levels.

Your form tutor will keep you informed on how you are doing on a weekly basis, by telling you your percentage of attendance. You will use the weekly attendance tracker to monitor your own school

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	How wise is your attendance?	What happens?
<b>GOLD</b>	<ul style="list-style-type: none"> <li>Your attendance is above 97%</li> <li>You are absent less than six days in the school year.</li> <li>You are 'WISE UP' on attendance</li> <li>As well as being an excellent attender you will almost certainly achieve the best grades for your ability, giving you real opportunities in further education and the world of work.</li> </ul>	<ul style="list-style-type: none"> <li>Stamp from tutor every full week.</li> <li>'Gold' praise letter sent home to parents. Every half term</li> <li>Personal praise from the Headteacher.</li> <li>3 golden tickets.</li> </ul>
<b>SILVER</b>	<ul style="list-style-type: none"> <li>Your attendance is 95% plus.</li> <li>You are absent less than 10 days in the school year.</li> <li>We know you are 'WISE' regarding attendance.</li> <li>You are likely to achieve grades that will give you real opportunities to continue your studies and the world of work.</li> </ul>	<ul style="list-style-type: none"> <li>Stamp from tutor for every full week.</li> <li>Aim for Gold.</li> <li>'Silver' target letter sent home to parents. Every half term</li> <li>2 golden tickets.</li> <li>Personal Praise from the Head of year.</li> </ul>
<b>BRONZE</b>	<ul style="list-style-type: none"> <li>Your attendance is 90-95%</li> <li>You are missing up to 20 days of the school year. A full month of school lost!</li> <li>We think you 'SHOULD BE WISER'</li> <li>Your absences will make it difficult for you to achieve your best.</li> </ul>	<ul style="list-style-type: none"> <li>Stamp from tutor for every full week.</li> <li>Tutor will discuss your absence with you.</li> <li>Aim for silver.</li> <li>'Bronze' target letter sent home to parents. Every half term</li> <li>1 golden ticket.</li> </ul>
<b>PURPLE</b>	<ul style="list-style-type: none"> <li>Your attendance is between 80-90%</li> <li>You are missing up to 40 days of the school year.</li> <li>EIGHT WEEKS absent!! YOU NEED TO 'WISE UP'</li> <li>You are missing so much time from school that it will be difficult for you to keep in touch with lessons or work.</li> </ul>	<ul style="list-style-type: none"> <li>Stamp from tutor for every full week.</li> <li>Below 85% - meeting with Head of Year, Education Welfare Officer and parent.</li> <li>Absences <u>will not be</u> authorised without a medical note.</li> <li>'Purple' target letter sent home to parents.</li> <li>Aim for Bronze.</li> </ul>
<b>WISE UP!</b>	<ul style="list-style-type: none"> <li>Your attendance is below 80%</li> <li>You need to 'WISE UP' and TAKE ACTION NOW!</li> <li>You are missing so much time from school that it will be almost impossible for you to keep in touch with lessons or work!</li> </ul>	<ul style="list-style-type: none"> <li>Aim for purple.</li> <li>The Local Authority will be informed.</li> <li>Education Welfare Officer will start formal action against your parents, unless you have a medical note or condition. This could result in a maximum of £2,500 fine or 3 months in prison.</li> <li>'Wise Up' letter sent home to parents.</li> </ul>

## **Illness, Accidents & Signing Out**

### **Illness and Accidents**

If you feel unwell or have an accident you must tell a teacher straight away.

Normally you will be sent to reception where a trained first aider will take care of you. If you are too ill to remain in school or if hospital treatment is necessary then your parents or carers will be contacted to make suitable arrangements. This is why it is **imperative to have an emergency contact number**. Under no circumstances should you leave the school or go home without permission. Reception will contact home to arrange for you to be collected.

### **Medicines**

If you need to take medicine at school you should bring a letter from your parents stating when you need to take it. If you have an inhaler for asthma you must carry it with you. A spare may be left in Reception for emergency use and please ensure you are registered in line with the school asthma policy.

### **Signing Out**

It is best to make medical appointments outside school hours. If you must leave school during the school day for any reason then please bring a note from your parents in advance of the date. You must sign out at Reception. If you return to school later on the same day then you must sign in again at Reception.

### **Reception Office (Ground Floor) & Pastoral Office (First Floor)**

Reception and Pastoral staff will help you if you have lost your bag in school, can't find your class, need to see a member of staff, or any other problems that may be quite easily solved.

### **School Nurse**

If you should have any concerns or require advice on health matters, including sexual health you should contact the school nurse, via Reception. She can come into school in an emergency and you can request via your Student Support Manager or through Reception staff.

## **Physical Education**

Welcome to Ercall Wood Academy. During your 5 years here you will have the opportunity to participate in a variety of sports activities, during lesson time, after school clubs inter-house competitions and by representing the school teams.

The PE department have extremely high expectations in terms of behaviour, participation and performance. You do not have to be outstanding or the best in a specific sport but we do ask you to:

- Bring your kit to every lesson (even if excused)
- Do your best in every lesson.
- Show mutual respect for yourself, other pupils and teachers.
- Try for a personal best—you can then do no better!

### **PE KIT**

- School PE t-shirt or polo shirt
- School PE shorts /skort and royal blue socks.
- Tracksuit is advisable if your child is outside for their lesson.

## **ISSUES IN PHYSICAL EDUCATION**

**Rugby and Football** - Studded boots and shin pads should be worn for both of these lessons when on grass. Telford & Wrekin Authority view the wearing of boots as a necessity. It is also recommended that for rugby lessons (boys only) a mouthguard should be worn in contact lessons.

**Jewellery** – No jewellery should be worn during physical activity, including ear studs. Pupils getting new ear piercings for the first time are advised to do so during extended holiday periods to ensure they have healed and do not interfere with lessons.

**Long Hair** - Must be tied back, bring your own hair tie with you.

**Chewing Gum** - At no time must you chew either in the lesson or around the School.

**Body Sprays / Aerosols** – **These are not permitted** in the changing rooms or in any part of the school building.

**Valuables** - Changing rooms are locked but students valuables are left at their own risk.

**Non Participation** - If for some very good reason you are unable to take part in the lesson then you must bring a note from your parent/carer to the lesson explaining why. The letter must be signed and dated; the PE department will keep it. Failure to bring a note will result in a detention being given. If non participation is longer than three lessons then a doctor's note will be required.

You must still bring your PE kit (including tracksuit) as you will take part in the lesson in some capacity (coach, scorer!).

**Warm up/Cool down** - Always warm up before an activity and cool down afterwards to prevent injury and improve performance.

**Safety** - From the moment you enter the changing rooms, safety is vital. This means that you need to be quiet and sensible. Never go into the gym or sports hall unless you are told to do so by your teacher. Always be aware of safety to yourself and others when using equipment.

**Use of Changing Rooms** - Get changed quickly and sensibly, do not interfere with any other people's property. At no time are you to eat or drink in the changing room or use spray deodorants. Before returning to the changing rooms from outside, make sure that all muddy footwear is removed.

### **School times**

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Registration -8:50am-9:10am

Lesson 1 -9:10-10:10am

Lesson 2 -10:10-11:10am

Break -11:10am-11:30am

Lesson 3 -11:30am-12:30pm

Lunch -12:30pm-1pm

Lesson 4 -1.00-2.00pm

Lesson 5 - 2.00-3.00pm

### **Homework club**

This is located in ICT Science at the end of the school day for 1 hour.  
Students are able to work on the computers in order to complete homework. The club is fully supervised each night.

### **Clubs**

There is a variety of after school clubs from 3.15pm– 4.15pm,  
ranging from PE, Music, Drama, Art, D&T, Mind storm Lego, coding  
and more...

## **2020-21- Proposed dates**

### **PD Day**

Tues 1<sup>st</sup> Sept

### **AUTUMN TERM 2020**

Weds 2<sup>nd</sup> Sept - Fri 18<sup>th</sup> Dec 2020

### **Half Term**

Mon 26<sup>th</sup> Oct - Fri 30<sup>th</sup> Oct

### **Christmas Holiday**

Mon 21<sup>st</sup> Dec - Fri 1<sup>st</sup> Jan

### **PD Day**

Mon 4<sup>th</sup> Jan

### **SPRING TERM 2021**

Tues 5<sup>th</sup> Jan – Thurs 1<sup>st</sup> April 2021

### **Half Term**

Mon 15<sup>th</sup> Feb - Fri 19<sup>th</sup> Feb

### **Easter Holiday**

Fri 2<sup>nd</sup> Apr - Fri 16<sup>th</sup> Apr

### **SUMMER TERM 2021**

Mon 19<sup>th</sup> Apr – Fri 16<sup>th</sup> July 2021

### **May Day**

Mon 3<sup>rd</sup> May

### **Half Term**

Mon 31<sup>st</sup> May - Fri 4<sup>th</sup> June



