



# Student & Parent Information Booklet



# Ercall Wood Academy

Empower | Respect | Aspire

# Principal's Welcome

Dear Students,

I am really pleased to welcome you into our team at Ercall Wood Academy. I am looking forward to meeting you all in person as soon as we can and making you feel at ease about the transition into secondary education.

I have an amazing team of staff, who will be working alongside you to make your transition as smooth and worry-free as possible. They are available to answer any questions or queries you have.

Ercall Wood Academy is an excellent place to learn and be the very best version of yourself; we have very high aspirations for all our students and you will be pushed and supported to achieve your full potential and contribute positively to the culture of our school.

Mr N Murphy  
Principal  
Ercall Wood Academy



# **Who we are**

At Ercall Wood Academy, we have three core values and we ensure that we are always striving to be the best version of ourselves.

## **Empower**

We strive to empower ourselves with the knowledge, skills, habits and routines necessary to make a positive difference to the community and the wider world.

## **Respect**

Excellence is built on a culture of respect. Respect for oneself, for others, and for the environment.

## **Aspire**

We have high aspirations for ourselves and each other. We work hard every day both in and out of the classroom to achieve our dreams.

## **Student culture at Ercall Wood Academy**

We encourage a positive, calm and purposeful atmosphere where everyone feels safe, everyone can learn to the best of their abilities and everyone feels valued and treats others with respect. We want you to take responsibility for your behaviour and we celebrate high standards in learning and behaviour. Any disruption to learning is discouraged and managed through our straightforward behaviour system. This allows your teachers to deliver high quality lessons and for you to learn. We expect an environment where all members of the academy treat each other with respect. Respect at Ercall Wood Academy means:

- Clear routines as we move around the academy, enter and leave lessons and at the beginning and end of the day. Clear routines in lessons are important too.
- Using our manners when we talk to each other at all times. For example, we expect all members of our academy to say 'please', 'thank you' and hold the door open for others; we treat our young people with kindness and respect to model how we should talk to each other and we will expect you to show the same kindness and respect in return;
- Celebrating each others' successes, contributions to Lessons, and academy life as well as celebrating diversity and the importance of treating each other equally.
- Building positive relationships; we know that some of the most important and inspirational relationships can happen in school and they will help you thrive. Strong, positive relationships built on mutual respect will help you feel empowered and confident to achieve your very best.

## **Student Culture at Ercall Wood Academy**

Your teachers will have the highest expectations of you and will challenge you to achieve your potential. We want you to share the same aspirations, whether it is academic success, sporting prowess or excellence in the arts. There are no limits to what can be achieved with hard work, resilience and determination.

Your engagement with your education will create long lasting positive memories of your time at Ercall Wood Academy. If you are happy, confident and successful, you will become a life-long learner who will always seek feedback to improve and progress. We want you to take an active and successful role in our community to secure a brighter future.

To support this, we encourage and expect:

- A positive, calm and purposeful environment where everyone feels safe;
- All young people take responsibility for their behaviour;
- All young people achieve high standards in learning and behaviour;
- Celebrations of achievement and discouragement of negative behaviour;
- Incidences of behaviour that do not meet academy expectations are dealt with fairly and effectively;
- Teachers to be allowed to teach high quality lessons;

## Rewards at Ercall Wood Academy

Rewards are an important part of academy life and are given for recognition of outstanding effort, contribution or commitment to academy life, and every child, without exception, has opportunities every day to achieve rewards. The main rewards are STAR points and ERA points and are given in the following ways:

**STAR points**—it is possible for you to achieve a STAR point (or a +1 point) in every lesson if you meet the academy expectations of respectful thresholds, purposeful routines, learning expectations and excellent exits. If you meet these expectations in every lesson, you could gain 25 STAR points in a week. Prizes are available each week for the students with the most STAR points in a year group.

**ERA points**— ERA points represent the academy values of **Empower, Respect and Aspire** and can be awarded to you by any member of staff at any point of the academy day. They are worth more than STAR points at +5 and are given to recognise outstanding contribution or achievement.

Every half term each year group will have a rewards assembly that provides a range of awards and prizes for the students in each year with the most STAR points and the students with the most ERA points. At the end of the year, there is a prize-giving awards assembly with prizes, cups and certificates for students who have achieved the most STAR points and ERA points over the year.



## Pastoral care

At Ercall Wood Academy, we encourage high aspirations, high achievement and high motivation for all our young people, without exception. We believe that your journey with us from year 7 to year 11 is like climbing a mountain and that our job is to support you with climbing to the summit successfully so you can go on with your journey in life successfully and choose the life and careers that you want. Often the journey is incredibly rewarding and we recognise that through rewards and recognition. Sometimes our young people need a helping hand and that is where our Mountain Rescue team come in. The Pastoral team is for all students and provides support based on individual need.

The Pastoral team includes:

**Pastoral Support**—you will be supported firstly by your Pastoral Year Lead for your year group. This person is a very important part of your academy life and will often be the person you will go to if you are worried about anything or need to discuss something you want help with. You are also supported by your tutor who will register your tutor group every morning and will also be another person looking after throughout your time with us.

**Academic Support**—sometimes our students needs some additional support such as with literacy or numeracy and we have staff trained to support with this.

**SEND Support**—we are a fully inclusive academy and have highly trained staff who support our young people with disabilities, learning needs or mental health issues to ensure that all our students are able to learn, be successful and feel safe and happy in the academy.

**Further support**—we also have a number of specialists such as behaviour mentors, a counsellor, a nurse and a PCSO to provide a wide range of range of individual support if needed.

# **Punctuality & Attendance**

## **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 between 8.50-9.00am then you must sign in at our senior leadership managed late gate, and will be marked late in the register. If you arrive after 9am then you need to sign in at reception, and will receive a detention.

If you attend any of the academy 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**

The academy gate is open for students from 8.30am. All students should report to their Pastoral year lead in their designated line-up area by no later than 8.45am.

Excellent attendance is crucial to providing you with the best education. If you are not in the academy, you must have a justifiable reason, and your parents are required to telephone the attendance officer before 08.40 on everyday of your absence. The contact telephone number is 01952 387336

Please note the **academy 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 submitted in writing, well in advance of the required date using the form available from reception.

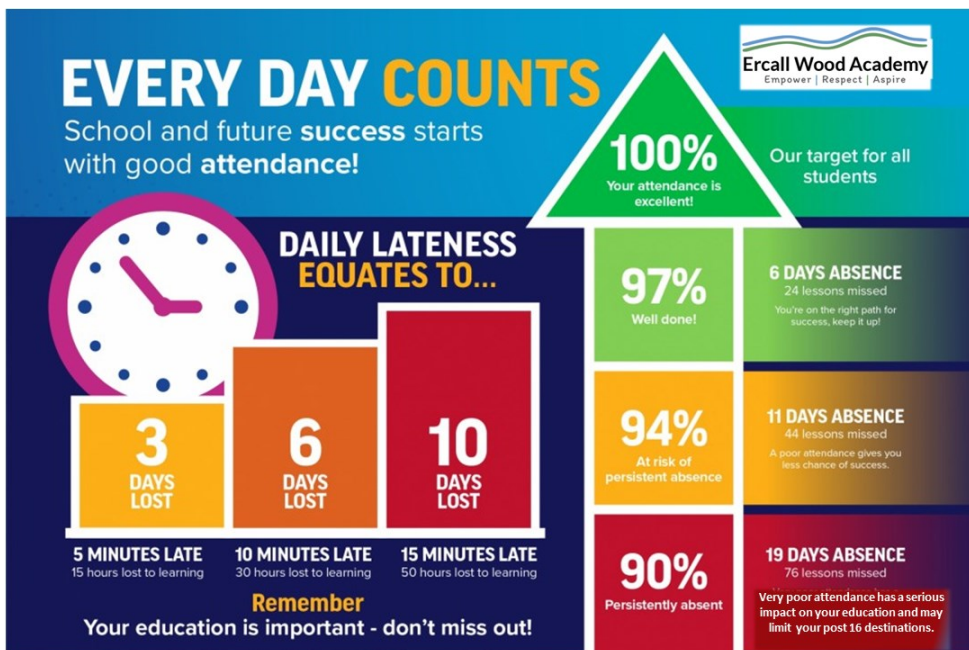


## Wise up to “Attendance”

Aim for 100% 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.

All students in school with 100% attendance (for the academic year) are placed in a raffle to have the chance of winning a significant reward. Regular attendance & punctuality focus weeks take place throughout the year with additional opportunities to be rewarded for good attendance and punctuality.

Your form tutor will keep you informed of how you are doing on a weekly basis, by telling you your percentage of attendance. Parents can use the weekly attendance tracker to monitor your academy attendance via the My Child at School App.



## My Academy Uniform

- Pale Blue Shirt – long or short sleeved
- Ercall Wood Tie
- Black formal style skirt (to 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– **No trainers or canvas style shoes** - *see Appendix*
- Academy blazer with Ercall Wood logo
- Outdoor coat
- We are a culturally inclusive school, and we will always strive to meet cultural and religious requirements within our school dress code policy. Please note we would request parents provide written confirmation should they wish for their child to continue to wear religious jewellery during PE sessions due to the risks associated in wearing jewellery in sport.

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

- 'Fashion' shirt/trousers/shoes/leggings/jean style/ skin tight trousers
- Trainers or canvas pumps
- Boots – knee length or ankle
- Non-academy 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—**Smart watches with links to mobile phones are not permitted.**

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

- Make-up, including false eyelashes
- Nail Varnish and nail extensions
- Extremes fashion hairstyle (including colours; patterns and lines cut into hair), this will be at the discretion of the Principal and wider senior leadership team.

If in doubt with any of the above please contact your Pastoral Year Lead, especially before purchasing items of uniform or selecting certain hairstyles.

## **Personal Devices**

Please note mobile phones or personal entertainment equipment are not permitted in the academy. Students 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 the academy, 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

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

## Appendix

Appropriate



Inappropriate









# Illness, Accidents & Signing Out

## Illness and Accidents

If you feel unwell or have an accident you must tell a teacher straight away. Normally your teacher will ask for a trained first aider to come and 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 academy or go home without permission. Reception will contact home to arrange for you to be collected.

## Medicines

If you need to take medicine at the academy 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 academy asthma policy.

## Signing Out

It is best to make medical appointments outside the academy hours. If you must leave the academy during the academy 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 the academy later on the same day then you must sign in again at Reception.

## Reception Office (Ground Floor) & Pastoral Offices

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

## Academy Nurse

If you should have any concerns or require advice on health matters, including sexual health you should contact the academy nurse, via Reception. The nurse can be available to attend the academy in an emergency and you can request this via your Pastoral Year Lead or through Reception staff.



## PE Kits and expectations

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 academy 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 students and teachers.
- Try for a personal best—you can then do no better!

### PE KIT

- Academy blue t-shirt or polo shirt
- Academy black shorts /skort and black socks
- Jumper, leggings or joggers (All pe Kit must be Ercall Wood Academy branded)
- Students will need to bring ear tape to cover earrings and hair bobbles to tie long hair back where possible.

**Rugby and Football** - Studded boots (preferable) and shin pads (essential) should be worn for both of these lessons when on grass. It is also recommended that for rugby lessons a mouthguard is advised to be worn in contact lessons.

**Jewellery** – No jewellery should be worn during physical activity, including ear studs. Students 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.

## Physical Education– Continued

**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 academy

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

**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, 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 provide a note will result in a detention being given. If non participation is longer than two lessons, 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!).

**Expectations** - Every student is expected to bring their full PE kit to every scheduled PE lesson. Should you forget your PE kit, staff will lend you appropriate sports wear to allow you to complete lessons as required. Subsequent sanctions may be applied at the discretion of the PE team.

## **Lesson Equipment**

### **ESSENTIAL**

- Pens - blue, black, red and green ink
- Pencils, ruler, eraser,
- Pencil sharpener, Scientific Calculator, School Bag

### **USEFUL**

- Coloured felt pens, or pencils
- Dictionary
- Glue stick
- Mathematics Geometry equipment
- Clear plastic pencil case for examinations
- Coloured highlighters

### **Clubs**

There are a variety of after school clubs and we actively encourage you all to attend. It is essential for character development to engage in the wide range of opportunities we have outside the traditional classroom environment. The termly extra curricular and clubs calendar will be shared with you by your form tutor and the start of each term.

### **Homework club**

To support with your child's independent study and completion of homework we run homework club every evening 3.15-4.15pm.

**Ercall Wood Academy  
proposed term dates for  
2024-2025 can be found on  
our website  
[www.ercallwood.co.uk](http://www.ercallwood.co.uk)  
under **Our Academy.****



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