



# Information Booklet

2020-2021

[www.astreaernulf.org](http://www.astreaernulf.org)

# Welcome

## From the Principal, Avin Bissoo:

Dear Parents and Carers,

It is with great excitement and enthusiasm that I offer you a very warm welcome to Ernulf Academy!

The move to a secondary school is an important milestone in your child's education and I am delighted that your child will be joining us at Ernulf for the next stage of their learning journey. We nurture a special sense of community which firmly aims to ensure that all of our students are encouraged to grow and become the best versions of themselves.

Empowering our students with the knowledge, compassion and integrity so they can stride confidently into the world is our aim.

This is a truly exciting time for your child as they grow into more independent and responsible learners. At Ernulf we are committed to make this important move up to secondary education as smooth and positive as possible - through an enjoyable, enriching and informative transition experience with a detailed handover from primary colleagues, with students spending two days at the Academy and the Parents' Evening in July.

A vital component to ensure student's academic success and a positive school experience is the partnership between the school and parents/carers. Thus, I am really looking forward to meeting you all over the forthcoming months and working with you to ensure your child's happiness and success.

Kind regards

Avin Bissoo

**Principal**



## Key Staff

Principal

Mr A Bissoo

Vice Principal

Mr M Neesam

Senior Assistant Principal

Mrs A Blacow

Assistant Principal

Mr J Murphy

SENDCo

Ms L Bramley

Student Well-being Officers: Years 7, 8 & 9

Mrs A Webb

Years 10 & 11

Mrs F Biddiscombe

# Academic Dates

## Term Dates for Academic Year 2020/21

### Autumn Term 2020

**Tuesday 1 September 2020—Friday 18 December 2020**

Tuesday 1 September 2020 – Staff Training Day. No Students in school.

Wednesday 2 September 2020 – Staff Training Day. No Students in school.

Thursday 3 September 2020 – Year 7 in school

Friday 4 September 2020– All students in school

**Half term: Monday 26 October to Friday 30 October 2020**

There will be a further Professional Development day during the Autumn term, date to be confirmed

### Spring Term 2021

**Tuesday 5 January 2021 to Friday 26 March 2021**

Tuesday 5 January 2021 – All students in school.

**Half term: Monday 15 February 2021 to Friday 19 February 2021**

### Summer Term 2021

**Monday 12 April 2021 to Tuesday 20 July 2021**

**May Day: Monday 3 May 2021**

**Half term: Monday 31 May 2021 to Friday 4 June 2021**

Monday 19 July 2021 – Professional Development Day. No students in school

Tuesday 20 July 2021 – Professional Development Day. No students in school

# The Learning Day

## The School Day

08.45 am — 09.00 am	Tutor Time
09.00 am — 10.00 am	Lesson 1
10.00 am — 11.00 am	Lesson 2
11.00 am — 11.20 am	Break
11.20 am — 12.20 pm	Lesson 3
12.20 pm — 1.20 pm	Lesson 4
1.20 pm — 2.00 pm	Lunch
2.00 pm — 3.00 pm	Lesson 5
3.00 pm — 3.10 pm	Tutor Time



# The Curriculum

At Ernulf Academy we organise the curriculum on a 2 week timetable consisting of 5 x 1 hours periods each day providing 25 teaching periods each week. The table below shows the number of periods students are taught per subject over the 2 week timetable.

## Year 7 Curriculum

The Year 7 Curriculum	
Subject	Lessons
English	8
Maths	8
Science	6
Art	2
Humanities (History, Geography & Beliefs Philosophy and Ethics )	10
French	4
Information Technology	2
Music	2
Design Technology	2
Physical Education	3
Drama	2
PSHCE	1

# Home - Academy Agreement

At the Academy we have an agreement which outlines the expectations of students, staff and parents in this important 3 way relationship.

## Student Expectations

As a student, you can expect the Academy to:

- provide a supportive and caring environment for you and other students
- promote a positive approach to learning, and value and celebrate all forms of achievement
- support your educational achievement and personal development
- encourage high standards of behaviour and a sense of personal responsibility
- set, mark and monitor class work and homework
- let your parents know about any concerns or problems that may affect your work or behaviour
- send home regular assessments
- arrange opportunities for your parents to meet staff, during which your progress will be discussed



## Academy Expectations

The Academy can expect the student to:

- attend Academy and lessons regularly and on time
- complete classwork and homework/coursework on time and to the best of their ability
- bring all the equipment, books and kit needed each day
- wear the Academy uniform and take pride in their appearance
- be polite and helpful to others
- be respectful to other students, staff and the fabric of the building
- keep the Academy and its neighbourhood free from litter and graffiti
- impress people in and out of the Academy with their good behaviour
- observe the Academy 'Ready to Learn', 'Attitude to Learning' and 'Anti-Bullying' policies.



# Parental/Academy Communication

## Planner

In September all students will receive a Planner. *This should be treated with care and always kept free of graffiti.* The purpose of the Planner is to enable students to organise their Academy work and affairs in such a manner that they can perform efficiently and effectively. It is specifically designed to help them note down and monitor their Home Learning. We expect that parents will take an active part in assisting students with this task and sign it weekly to show they are monitoring homework.

The Planner also contains information for the student about the use of the Planner and information for the parent. It includes some pointers for students with regard to everyday behaviour and it would be very helpful if you could discuss these with your son or daughter. The Planner contains the Home Learning policy, a number of Home Learning pages to be completed on a daily basis, a uniform list and a timetable which indicates which lessons students have, where and with whom, along with Home Learning they can expect to receive on each night of the week.

**The Log Book is the main means of communication between home and Academy and for keeping track of how your son or daughter is getting on.**

<b>Students</b>	Copy the Home Learning timetable issued at the start of term in September into your log book.
	Show urgent notes to parents or teachers in your log book.
	Use the log book as a reminder for important dates and events.
	Write down full details of all Home Learning set in your log book. Complete all Home Learning to a high standard and meet deadlines.
	Keep the log book neat and tidy, <b>without graffiti</b> . Lost log books or log books in poor condition will have to be replaced at a cost of £2.50
<b>Tutors/ Teachers</b>	Use log books to write praise, concerns and comments to parents.
	Sign log books regularly.
	Set and mark Home Learning regularly.
	Monitor that Home Learning is recorded.
<b>Parents</b>	Encourage your child to do their Home Learning in a well-lit space without distractions.
	Encourage your child to get into a regular routine for Home Learning e.g. when they come home from Academy or before dinner.
	Check Home Learning has been completed and sign the log book weekly.
	Take an active interest in what your child is doing at Academy.

# Parental/Academy Communication

## Up-To-Date Information

It is very important that our database carries essential up-to-date information about the students for whom we have responsibility. It is important that changes in family circumstances e.g. names, telephone numbers etc. are passed on to the Academy as soon as possible. To this end, please ensure that any appropriate details that have been changed are handed to the Academy within the first two weeks of the autumn term. Should further changes occur throughout the year, please let us know as soon as it is convenient.

## Emergency Telephone Numbers

**IT IS CRITICAL THAT WE HAVE EMERGENCY TELEPHONE NUMBERS FOR EVERY STUDENT IN OUR CARE AND THAT WE ARE ABLE TO CONTACT EITHER A PARENT, OR SOMEBODY ON THE PARENTS' BEHALF, TO INFORM THEM OF ANY URGENT SITUATIONS.** On rare occasions, we need to be able to contact a parent or relative urgently, e.g. because of an accident that may have occurred. We therefore require a reliable person we can contact to act on behalf of parents, if parents themselves are not contactable.

## Special Family Circumstances

If there are specific, personal family circumstances of which you feel the Academy should be aware, please state these details in writing and address the letter to either your child's personal tutor or the Attendance Officer. The Attendance Officer will make a note of this in the student's file and record any necessary details on our database. The types of situation where this might occur may involve: a change of name; an issue of access by a parent to a child; a parent who does not live with the family, but who wishes to receive, and has the right to receive, correspondence and their child's annual report etc. If an issue is particularly sensitive and you wish to discuss this on a one-to-one basis with either your child's personal tutor or Attendance Officer please do not hesitate to telephone the Academy and make an appointment.

## School to Home Communication

Here at Ernulf, we use The Astrea App as the main form of communication with our parents. This is an excellent communication system, that allows us to send you important updates directly to your phone and ensure you stay in touch with what is going on at the Academy. The app gives you direct access to your child's attendance, timetable, achievements, behaviour, reports and much more. We also have links with ParentPay, Doodle and Parents Evening Booking System on the App so you will have everything you need in one place.

We send messages directly to the App relating to important information about your child's education and to remind you of events that are taking place at the school. This means less chance of losing paper copies of letters and we will become more environmentally friendly by saving paper. You will receive a notification on your phone if we send you a message and there is no charge for the messages that you send to us. You are also able to message us to report absences rather than calling the absence telephone line.



# Catering

## Healthy Eating at Ernulf Academy

The Canteen provides a range of food for the students at lunchtime and at break. We work closely with our catering staff to ensure food is healthy and nutritious.

All staff and parents will be keen to encourage students to make appropriate food choices. We work hard to ensure students understand how to establish and maintain a healthy diet, including the nutritional value of food.

In order to reinforce the healthy eating agenda, and to comply with the Government's nutritional standards, the Academy does not supply or sell sugary, carbonated drinks.

## Lunchtime Arrangements

All students are expected to be on the site at break and lunchtimes.

## Cashless Catering/ Biometric Data

At Ernulf Academy we run a cashless catering service called 'VeriCool for Academy's'. Students are enrolled when they join the school, subject to receipt of a signed agreement from parents which is included in the Ernulf Academy Admission Form.

**Payment can be made online through Parent Pay or by using a Parent Pay Card** at selected local retailers, details of which will be provided when your child starts at Ernulf Academy.

**These are some of the benefits of the system:**

- money credited to your child's account can only be spent at Ernulf Academy;
- students are not aware of who does or does not receive a Free School Meal (FSM) allowance, which obviously removes any potential embarrassment for the student. If your child is entitled to a FSM, an allowance will be automatically credited to his/her account daily and you may also credit additional money to the account in the ways detailed above. Please note, any amount remaining of the FSM daily allowance is not carried over to the next day;
- all transactions are recorded by day, terminal, child, food type etc. so we can produce a report to show you what your son or daughter has eaten if you wish;
- it has increased the speed of service for students at break and lunchtimes..

### How the System Works

When enrolled, having made their choice in the canteen, each student places their finger on a scanner to make a payment for their food. No cash or swipe card is required. During the enrolment process the software captures a digital signature of your child's middle fingertip, which is then broken down into data points, similar to reference points on a map. VeriCool then turns these into an alpha numeric string which is then encrypted (jumbled so no-one else can read it) and stored on our own Academy ICT server.

No-one, other than the Administration Department, has access to this information and the stored data points can never be viewed as anything other than a string of numbers and letters, so please be assured this software is very secure. It is *not* the same as fingerprinting.



## LUNCH MENU WEEK ONE

### MONDAY

Italian Meatballs, Tomato & Basil Sauce & Whole wheat Pasta  
Sticky Garlic Chicken with Rice  
Smoky BBQ Bean Enchilladas

**VEGETABLES:** Jacket Wedges, Green Beans, Carrots and Peas, Baked Beans, Mixed Garden Salad

### TUESDAY

Chicken Rogan Josh and Wholegrain Rice  
Smoky BBQ Pork Enchiladas  
Butternut Squash & Chickpea Tikka Masala & Wholegrain Rice

**VEGETABLES:** Herby Diced Potatoes, Broccoli, Carrots, Baked Beans, Mixed Garden Salad

### WEDNESDAY

Roast of The Day with Traditional Accompaniments  
Homemade Lamb Kofta Pitta Pockets  
Oven Baked Vegetable Wellington

**VEGETABLES:** Roast Potatoes, Seasonal Greens, Mixed Vegetables, Baked Beans, Mixed Garden Salad

### THURSDAY

Shepherd's Pie Topped with Sweet Potato & Rosemary Mash  
Turkey, Ham & Leek Pot Pie  
Shepherd less Veggie Pie

**VEGETABLES:** New Potatoes, Sweetcorn, Peas, Baked Beans, Mixed Garden Salad

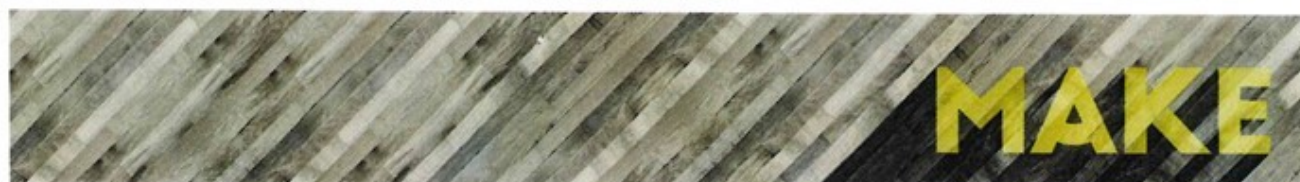
### FRIDAY

Crispy Fried Fish or Salmon Fishcake, Lemon & Tartar Sauce  
Pizza Selection (V)

**VEGETABLES:** Chipped Potatoes, Mushy Peas, Baked Beans, Mixed Garden Salad

### AVAILABLE DAILY

Filled Jacket Potatoes, Assorted Snacks, Various Filled Sandwiches, Rolls & Wraps, Fresh Salads  
Hot Sweet of the Day or Fresh Fruit Salad, Hot and Cold Drinks



## Uniform Details

The compulsory items of uniform are stocked by our supplier – Sportswear International. The Academy has samples of the uniform, so should you wish to check on sizes, please visit reception between 8.30am – 3.30pm, Monday – Friday term time only. Uniform samples will be available at the Academy during the New Parents' Evening in the summer to enable parents to look at the uniform.

You will see a range of items available on the website. As well as the compulsory items there are other garments, such as trousers and skirts listed for your convenience. We must stress that it is ***not*** compulsory to buy these items from this company, however this does provide reassurance to parents that the items purchased are appropriate Academy uniform. If you choose not to purchase trousers or skirts from our supplier, then we must insist you purchase as close a match as possible to the garments pictured on their website.

### The compulsory items are:

- trousers must be grey, tailored and with a finished hem. **Trousers must not be tight fitting. Skinny trousers, jeans or trousers which have the appearance of jeans or have zips or studs are not acceptable;**
- skirts must be grey and of knee length;
- shoes should be black, low heeled and in a suitable style e.g.: no sling backs, high heels or high platform shoes. Boots must not be worn, and trainers are not acceptable;
- outdoor coats may be worn outdoors, but not in place of a blazer. They should be plain without prominent logos.
- make-up, the wearing of make-up is discouraged as inappropriate within the Academy. Only natural hair colouring is permitted and no extremes of style.
- work shop apron, all students are strongly recommended to have a work shop apron. Students must cover their Academy uniform in the workshops.

# Academy Uniform

The compulsory items of uniform are stocked by our supplier –

**Sportswear International.**

Orders must be placed directly with the company at [www.swi.co.uk](http://www.swi.co.uk). Delivery of uniform should be made to your home address. We will not be accepting deliveries of uniform at the Academy during summer 2020.

## The compulsory items of Academy uniform are:

- School blazer.
- School jumper.
- Shirt (white, long sleeves).
- School tie.
- School trousers / Skirt.
- Black/Grey socks /tights.
- Smart black school shoes — trainers are not permitted.

Students should refrain from:

- Wearing jewellery.
- Unconventional hair styles / non-natural colours.
- Facial piercings of any kind.

Please refer to the schools behaviour / appearance policies for further details.

Students who arrive at school without the correct uniform risk spending time within the reflection room until this can be resolved. Wherever possible the school will contact parents to remedy an issue with uniform to ensure students are dressed appropriately to attend lessons.



## The PE kit essentials are:

- Navy blue PE top, with Ernulf Academy logo
- Shorts, plain navy
- Socks, full length navy and with Ernulf Academy wording
- Reversible rugby shirt for boys (optional for girls)

# Equipment

Every Student will require an appropriate school bag and pencil case to carry the following basic equipment:

- ♦ Pens (black ink)
- ♦ Green pen
- ♦ Pencils
- ♦ Colouring pencils
- ♦ Rubber
- ♦ Ruler
- ♦ A pair of compasses
- ♦ Protractor
- ♦ Scientific Calculator
- ♦ Glue stick
- ♦ Re-fillable water bottle

**NB: Tippex is not permitted**

# Extra—Curricular Activities

## Clubs and Sporting Activities

The Academy offers a wide variety of activities outside the timetable including Sporting, Drama, Arts and other subject specific events. These are announced both on a termly timetable and as they arise through classroom displays and personal tutors.

Below is an example of a timetable for extra-curricular activities for the PE Department.

Day	PE Breakfast Club (8am Start)	PE Lunchtime Club (1.20pm Start)	PE After School Club 3.10pm Start)
Monday		Tennis KS3 Futsal Newsletter Team	Athletics Cricket/Softball Club Trampoline
Tuesday	Futsal	Tennis KS3 Handball KS4 Maths Challenge	Rounders Year 7 & 8 Futsal League
Wednesday	Cricket	Tennis KS4 Futsal	Girls Fixtures Film Club
Thursday	Basketball	Cricket Nets Tennis News Team	Trampoline
Friday	Dodgeball	Basket Ball Tennis French Spelling Bee	

Music lessons are also available on a number of instruments. Students in receipt of FSM may receive these at a subsidised rate.

## Trips and Visits

A range of trips and visits are organised each year. Financial support for curriculum related trips may be available for those students in receipt of Free School Meals. Parents are informed at the beginning of each academic year which trips will be subsidised for those students. If you think your child may qualify for Free School Meals and are unsure how to proceed, please contact our Finance Office who will be pleased to assist you.



## Attendance Guidelines

Ernulf Academy gives high priority to school attendance and punctuality. Our aim is to raise student and parent awareness of this issues and highlight the benefits of good attendance. There are clear links between high levels of attendance and high levels of attainment. Ernulf Academy promotes and celebrates school attendance and expects all students to strive for 100% attendance.

Going to school on a regular basis is important for your child's future. Parents are responsible for making sure that child received a full time education and are legally responsible for ensuring they attend the school at which they are registered.

### **If your child is unexpectedly unwell or unable to attend the Academy**

- Please phone/leave a message on the absence line on 01480 374748 by 8.45am.
- If we have not received a phone call we will attempt to contact you to verify your child's absence.
- When your child returns to the Academy please provide a note (addressed to your child's personal tutor) to explain the reasons for the absence and stating the days missed.

**Your child may need to be absent for a known reason such as a medical/dental appointment, family matter, day of religious observance. Please ensure that you adhere to the following;**

- Please book all medical/dental appointments out of Academy hours or during school holidays.
- Please provide a note to explain the reason for the absence and stating the days that will be affected.
- If you forget to let us know in advance, you will need to follow the same procedure as for an unplanned absence.

Whilst we understand the compelling reasons why families may consider holidays during term time, we ask you to avoid making such arrangements because of the negative impact on your child's education.

Due to the Government legislation, we are unable to authorise any holidays during term time.

In the case of exceptional circumstances, a Leave of Absence Request form must be completed at least 4 weeks in advance. Please send the completed form to the Attendance Department at the Academy.

For further information please see:

<https://www.gov.uk/government/publications/leave-of-absence-children-missing-Academy-during-term-time>.

## Lateness

- Parents have a duty to ensure that their child arrives at the Academy punctually for both the morning and afternoon sessions. Students should arrive at the Academy, ready for a prompt start at 8.40am. Breakfast club is held in Academy canteen from 8am and is free to all students.
- Students are expected to be punctual to all lessons. Failure to do so risks interrupting learning and will be dealt with as an internal disciplinary matter.
- If students arrive late, but before 9am they should go straight to their tutor room where their late arrival will be recorded, or to the Student Administration Office to sign in if Assembly is in progress.
- Students who arrive late for school will be expected to attend a lateness detention on the same day.
- Persistent lateness will be dealt with as an internal disciplinary matter. Should the situation not be quickly resolved we will involve parents in developing an improvement strategy.
- Students arriving after 9am must report to the Student Administration Office and sign in. Persistent lateness at this level is monitored by both Ernulf staff and our EWO with, of course, the full involvement of parents.

## Leaving and Arriving at the Academy during the day

- Students arriving at or returning to the Academy during the day must sign in at the Student Administration Office.

## Policy Statement: Use of Images

This policy document concerns the safe and appropriate use of images of students and staff. The term 'images' includes photographs, video footage, mobile phone images, images on webcams and other related or similar technologies.

One of the most important features of the Academy ethos is to celebrate the achievements of our students. We hope that parents, carers and students will continue to support practice that underpins this principle, which is very well established at Ernulf Academy.

We pride ourselves on supporting the use of new technologies within the curriculum and beyond. Responsible use of this kind should also be encouraged and supported.

The use of images can be divided into four categories:

- images taken by Academy staff or students for educational, examination or publicity purposes;
- images taken by parents at Academy events;
- images taken by third parties;
- images taken by students of students on their own recording equipment.

### Images taken by the Academy

Ernulf wishes to inform parents that the use of modern technologies is part of everyday life in the Academy. Examples include use of: computers, video and still image cameras, radio/TV recording and editing equipment, sound and stage equipment. This list is not exhaustive. The technology continues to develop rapidly as, indeed, does the range of its use within the Academy.

We seek the general consent of parents for any public use of images and names on the Partnership websites and in newsletters and other Academy related publications. Parents are invited to sign a general consent form when their child joins Ernulf. Parents may withdraw consent at any stage but will need to do so in writing. **In the event of an incomplete form, the default assumption will be that consent is given.**

The recording of images is necessary for some examination courses, e.g. Media Studies. Images of students will be recorded and sent to the relevant examination board. These images may then be used for examination training purposes. In these circumstances, the names of the students will not be available to those viewing the images.

To ensure the safety of students, only the first name of any student will be published with their photograph unless specific consent has been requested and granted by their parent/carers. This consent may be requested by telephone, letter or a note in the student log book and will be in addition to the general consent form.

Images maintained by Academy staff are for authorised use only and will be disposed of at an appropriate time. Particular care is taken in relation to vulnerable children such as those who are in public care or recently resettled following domestic problems.

Whenever possible, students will be made aware of why their image is being recorded and how it will be used in advance of images being captured. (Exceptions will usually be group images or videos where individual students are featured only briefly to illustrate a general theme). Images will be kept securely.

# Use Of Images

## Images taken by Parents/Carers

The Academy seeks to ensure that the taking of images at our events is in accordance with the protective ethos of Ernulf. Images taken by parents or carers must be for their personal use only and must not be made publicly available. Any other use would require the consent of the parents/carers of other students in the image.

At events such as performing arts shows, it is important that parents do not take photographs or use video cameras without permission and/or in a manner that is intrusive to other members of the audience or distracting to the performers. Where there are performing rights restrictions we reserve the right to prevent parents from taking images of individual performances. Further guidance will be issued where it is necessary to meet the needs of particular shows or events.

Parents/Carers are invited to indicate their agreement with this position by signing the appropriate form.

## Images taken by Third Parties (including the Press)

Ernulf Academy has a good, working relationship with the local press and we will always seek to ensure that images are used in an appropriate manner. Parents/Carers will be contacted for further consent should we wish to publish more than just the first name of a student with a photograph. This might be to celebrate exceptional achievement for example. Images taken by a newspaper become the property of that newspaper and could be placed by the editor on the newspaper's website.

## Images taken by Students of Students on their Own Equipment

Students are not permitted to record images of other students or members of staff on their own recording equipment such as mobile telephones. Where this is witnessed, staff will do their best to ensure that such images are deleted from the equipment and appropriate disciplinary procedures will be applied. Information about the safe use of images is included in the ECM programme of the Academy and is addressed in assemblies when appropriate. We also request that parents and carers support us in this matter by talking to their children about the potential issues surrounding the use of images.

## Additional Note: CCTV

The Academy makes use of Closed Circuit Television (CCTV) for security and site monitoring purposes. Images from the CCTV system may be used by staff and the police to identify intruders or persons (including students) involved in misconduct that could threaten the safety or well-being of others.

## Academy Computer Operation For Students

### Using Academy Computers

- Computer equipment must always be treated with respect.
- Computer rooms are available for the completion of Academy work during lesson times and at lunchtimes with the permission of a member of staff.
- Food and drink must not be taken into computer rooms.
- Students must not reveal their network password to others or use someone else's password.
- Permission must be received before printing multiple copies of documents.
- The Academy reserves the right to access your files and communications without prior notice.

### Using Software

- Students are encouraged to use the wide range of software available.
- Software programs that are not provided by the Academy are not permitted to be used whilst in school.
- Downloads from the Internet are not permitted whilst at the Academy.

### Using the Internet

Accessing the internet is possible from our Academy network and opens up a wide range of educational resources for research.

- Students will be permitted to access the internet for any sensible purpose connected with Academy work.
- It is expected that students respect the work and ownership rights of people outside the Academy as well as staff and students. This includes abiding by copyright laws.
- Students must not use the internet to obtain, send, print, display, or otherwise transmit or gain access to materials that are unlawful, obscene or abusive.
- The use of chat rooms/ social networking sites or similar applications are not permitted, unless directed to do so by a member of staff.
- Also prohibited are the playing of online games and the streaming of real-time videos, radio stations or other music download sites.
- The sending of emails to external contacts is permitted for a sensible purpose. The sending of messages to friends within Academy, should only be done with good justification.
- The language we use in emails is relatively informal compared with written correspondence. Nevertheless, unsuitable or offensive language is unacceptable and you are reminded that staff can read your messages even after they have been sent.

### Please Note:

**Unless we hear to the contrary, your son/daughter will be given access to the internet at the Academy.**

**Should you have any queries, please contact your son/daughter's Tutor.**

# Use Of Mobile Phones

## School Policy and Practice

- Students must keep phones switched off and out of sight in lessons.
- Mobiles should never be used to ask parents to come into the Academy in the working day without the permission of a member of staff; failure to follow this instruction may lead to disciplinary action.
- In exceptional circumstances, such as a family emergency, students should seek staff permission to use their phone.
- Students who ignore the policy and use a mobile on school premises without permission will be required to hand over their phone to a member of staff for collection later; on occasion, parents may be requested to collect it.
- If a member of staff has any suspicion that a mobile phone has unsuitable material stored on it, the student will be required to hand over the phone and parents will be asked to collect it from a senior member of staff. If there is a suspicion that the material on the mobile may relate to a criminal offence, the phone may be passed to the police for further investigation; parents will need to recover the phone directly from the police in such circumstances.
- Mobiles (and all other valuable items) remain the responsibility of the student at all times; the only form of insurance may be through the parents' home contents insurance; the Academy cannot assist with financial loss.
- Failure on the part of the student to comply with the above guidelines may result in disciplinary action up to and including (permanent) exclusion. The penalty imposed by examination boards for use of a mobile phone during a public examination can be disqualification.

## Advice on Safe Use of Mobile Phones

- Keep your security code or PIN number private.
- Don't give out your number or friend's numbers to people you don't know well, especially in Instant Messenger or Chat Rooms.
- If you receive texts which upset you, don't reply but keep a record and inform your parent/carer; serious cases can be reported to the police.
- If you receive an unpleasant or embarrassing image or text, do not forward it to others.
- Distributing sexual or violent images of other young people is contrary to the Academy's discipline code and could be illegal.
- Avoid taking pictures of your friends whilst in school (and always ask permission).
- Even if you have a good reason for taking a photo, think before sending it on; once it is sent, you have lost control of it and it could be misused by others.



## Health and Safety Guidelines

*The following information is for the safety and protection of your son/daughter. Please discuss the details with your child. Follow-up work will be carried out during lessons and assemblies.*

1. **FIRE** - Upon hearing the fire alarm (a continuous bell) you should **WALK** in **SILENCE** to the muster points on the old tennis courts next to the gym.
2. You should never attempt to extinguish a fire yourself.
3. Inform a member of staff if you know of anyone who, for some reason, is stuck in the building, or is missing.
4. **FIRST AID** – Ernulf Academy is able to provide a basic service in first aid - **FOR EMERGENCIES ONLY**. Headaches, sickness or general ill-health are not first aid issues.
5. **FOOD HYGIENE** - Eat only in the designated areas of the Academy. Remember - chewing gum is **NOT** allowed on the Academy premises; you must not bring glass bottles or cans to Academy.
6. **BIKES** - walk your bike whilst on the Academy site. Students must wear a cycle helmet.
7. **TRIPS/VISITS/ACTIVITY DAYS** - You must provide your name, address, emergency phone number etc. on the form provided, for all visits off site.
8. **EXTRA CURRICULAR ACTIVITIES** - Arrange to be picked up by someone if it is dark or you are worried about walking home.
9. **DISCOS and other activities** in Academy. We need to know our exact numbers for fire regulations. Any events will be by ticket only and will be for Ernulf Academy students only.
10. **SMOKING** - Ernulf Academy is a **NON-SMOKING** site. You can harm other people by smoking, as well as yourself.
11. Please report any problems relating to Health and Safety to the Academy reception who will forward them to the senior member of staff responsible.
12. Students have a responsibility to ensure that they do not bring to the Academy any items which may cause harm to themselves or other members of the Academy. If items are found, they may be confiscated by a member of staff.





for Free school Meals and Pupil Premium



## Information for Parents/Carers whose children are transferring to secondary school

### **My child has been receiving free school meals at their primary school, do I need to apply for Free School Meals (FSM) when they start secondary school?**

There is no need for you to make a new application as all children who are currently in receipt of free school meals will have their entitlement automatically transferred when they begin at a Cambridgeshire secondary school. If your child will be attending another Local Authority (LA) secondary school, you will need to contact the relevant LA to apply.

### **My child's primary school was in receipt of Pupil Premium, do I need to apply for Pupil Premium for their secondary school?**

If your child was previously receiving Pupil Premium on the basis of your household income, their entitlement will be transferred to their new Cambridgeshire secondary school.

If your child is in receipt of Pupil Premium for other reasons, such as adoption or service pupil premium, you will need to make sure the secondary school is aware of this entitlement.

### **My child has not previously been entitled to Free Schools Meals / Pupil Premium, shall I apply now?**

You do not need to re-apply if you have previously provided your surname, date of birth and NI number or NASS number, as we already hold your details and will advise you if your child becomes eligible. We routinely check all applicants using a secure Electronic Checking System (ECS). You will be notified if your child does become entitled.

If you have recently changed your name and/or address, please contact the EWB Team to update their records so any future check for entitlement are carried out using the most up to date information that HMRC hold for you.

**If you have not previously provided your details to the EWB Team**, then you will need to apply by completing an online form [www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals)

If you are unable to access the online form, a paper application will be available from your child's school.

Even if you don't think you would qualify at this point, once you have completed the form, we will be able to continue to check eligibility throughout your child's school years using the ECS. You will be notified if you become eligible.

### **What is the criteria for Free School Meals / Pupil Premium?**

The economic criteria are:

- Income Support

- Income-based Jobseekers Allowance

- Income-related Employment and Support Allowance

- Support under Part VI of the Immigration and Asylum Act 1999

- The guaranteed element of State Pension Credit

- Child Tax Credit (unless you're also entitled to Working Tax Credit, and earn no more than £16,190)

- Working Tax Credit run-on (paid for 4 weeks after you stop receiving Working Tax Credit)

- Universal Credit (provided you have an annual net earned income of no more than £7,400)

If your child meets one of the criteria below they may qualify for Pupil Premium, please discuss with your school:

- been in local-authority care for 1 day or more in England or Wales

- been adopted from care in England or Wales

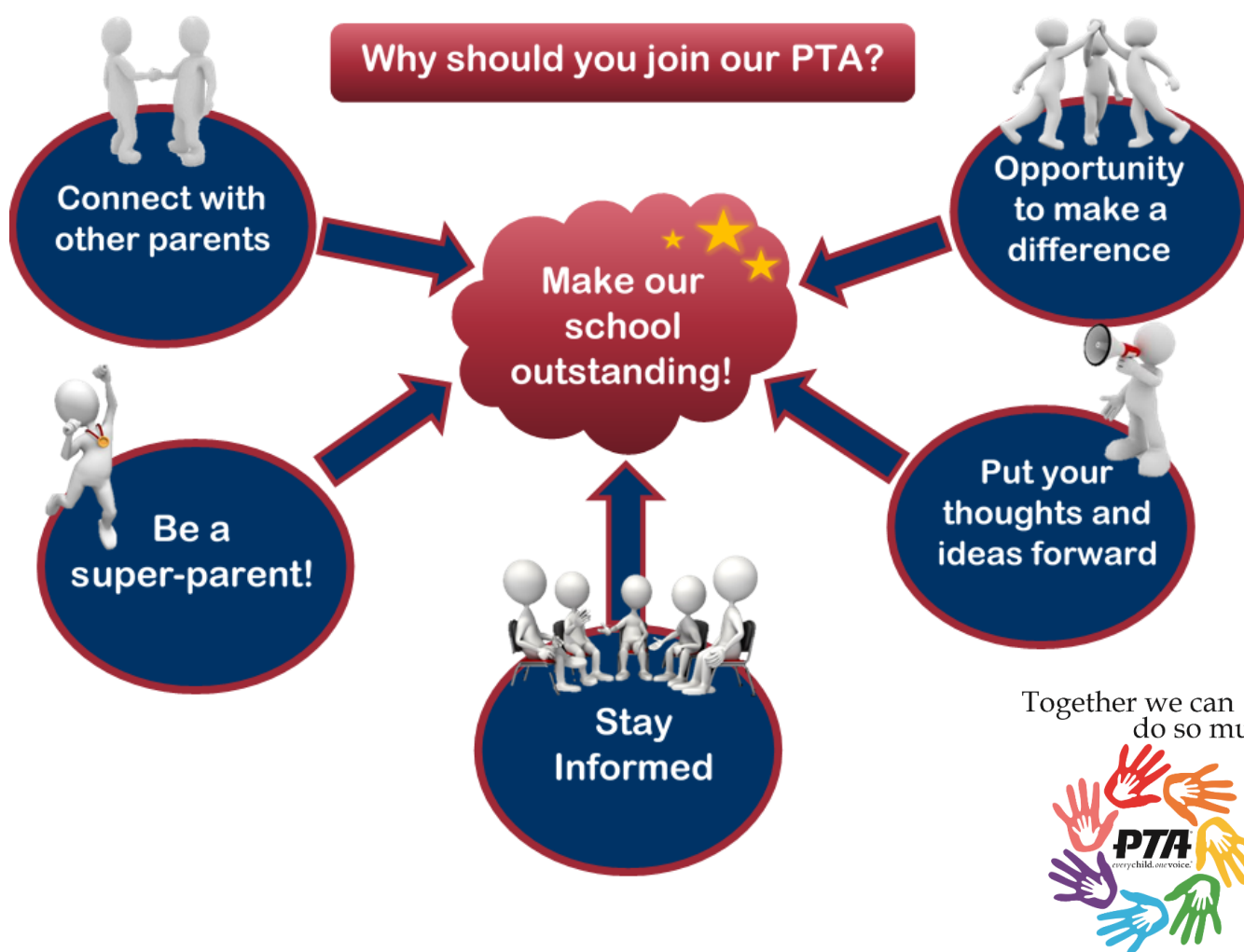
- left care under a special guardianship order or residence order in England or Wales

If you have any queries regarding this information, please call the Education Welfare Benefits team on 01223 703200 or email [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk)

Or look at the website [www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals)

## PARENT TEACHER ASSOCIATION

We are a recently formed PTA, looking for new members to support us hosting Fundraising events.

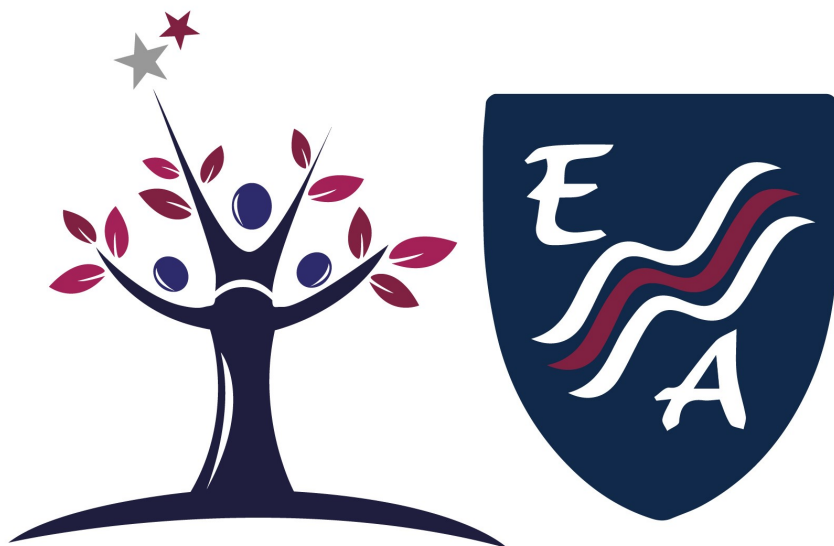


Please join us and help make Ernulf Academy Outstanding for your children!

Volunteers do not necessarily have the time...They have the **heart**

**We NEED you.**  
**Can you HELP?**

Contact: Ernulf Academy - 01480 374748 or  
[office@astreaernulf.org](mailto:office@astreaernulf.org) for further details



# **ERNULF ACADEMY**

## Astrea Academy Trust

---

INSPIRING BEYOND MEASURE

Ernulf Academy  
Barford Road  
St Neots  
PE19 2SH  
01480 374748  
[www.astreaernulf.org](http://www.astreaernulf.org)  
[enquiries@astreaernulf.org](mailto:enquiries@astreaernulf.org)