

Our Positive Behaviour & Relationships Policy

Frequently Asked Questions (for students & families)

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I've lost my paper timetable, where can I get a new one?

You can print off a copy of your timetable from Microsoft Teams (every student has a login). You can view your timetable on Calendar. Login to Teams and open Calendar. Select print. If you don't have this facility at home, please visit Student Reception before school, at break or lunchtime. You must not visit Student Reception during lesson times.

How do I make sure that I'm on time for my next lesson?

It's vitally important that you are on time for your lessons. When you are late you create disruption and distraction for your classmates and your teacher – damaging the lesson experience and the opportunity to learn.

Make sure that you know what lesson you are going to next (carry your timetable), go directly to lesson, get moving on the first buzzer at break and lunch and wear a watch!

What will happen if I am late for my lesson without permission?

Occasionally, you may be late to lesson because you have been working with a member of staff. In these situations, the member of staff will issue you with a Permission Note.

If you are late to lesson without permission, you will receive a verbal warning. If you are significantly late to lesson (after the times listed below), you will be issued with an after-school detention (45-minutes).

Period One - after 9.10am

Period Two – after 10.10am

Period Three – after 11.25am

There is a warning buzzer at 11.20am to ensure you can always be on time

Period Four – after 12.30pm

Period Five – after 2.05pm

There is a warning buzzer at 2.00pm to ensure you can always be on time

Period Six - after 3.15pm

How do I access support in school?

Whatever queries or concerns you have, it's vital that you feel that you can approach a member of staff. You should first approach your Tutor or as an alternative, your Pastoral Coordinator or Head of Year. You can also access support before school, break, lunch and after-school at the Pastoral Base (in the Maths area). Here you will also find information about where Heads of Year and Pastoral Coordinators are on duty at each point of the week. You can also access support via staysafe@astreaernulf.org and the Chatterboxes which are located in the Humanities Hall, the PA, the D2 Corridor and at the Pastoral Base.



Why do we have Character Cards?

At Ernulf, we typically see great behaviour in lessons – behaviour that demonstrates of core values of scholarship, curiosity, tenacity, respect and responsibility. The Character Card is a new way of recognising when your 'everyday' choices and behaviour **outside of lessons**, help to make Ernulf a great community to be part of.

Our staff are always on the lookout, ready to spot opportunities to recognise and reward your positive choices and behaviour, by signing your Character Card. Below are some examples of what staff are looking for:

- acts of kindness
- responding politely and helpfully
- helping to resolve disputes

taking your turn
taking care of the school site
being courteous
putting things right independently (e.g. issues with your uniform)
keeping going even though you don't feel at your best
helping a member of staff
demonstrating our values to a visitor

Staff will also look to challenge negative choices and anti-social behaviour. We want to resolve and discourage any negative behaviour – behaviour that makes our school *less safe, less kind and/or disrupts* our ability to learn.

Character Cards are important because you **should** be praised for your positive actions. Moreover, we want to encourage more of this behaviour - we know that there is more we can do to ensure that Ernulf is a safe and welcoming place for all students and staff, where everyone is ready to learn when the lesson buzzer goes.

Why are mobile phones not able to be used on the school site?

The Academy strongly believes that the unsupervised and unrestricted use of mobile phones has the potential to significantly undermine the safe, kind and harmonious culture of our school. Mobile phones (and other electronic devices) are brought into the academy at your own risk and must be switched off and kept safely in your bag during the school day.

What will happen if my mobile phone is heard, seen, or used on the school site?

A member of staff will instruct you to hand over your mobile phone (your phone will be temporarily confiscated). **The phone will be stored securely in the school office and can be collected from Student Reception at the end of the next school day.** If your phone is confiscated on a Friday, this means that it won't be available for collection until the end of Monday (if Monday is the next school day). If your phone is confiscated, your parents will be informed as soon as possible.

If you do not hand over your phone, the consequence will be the Reset Base (5 lessons, including breaks followed by a 90-minute after-school detention).

There may be times where a student must use a mobile phone without permission for reasons of a safeguarding nature, or reasons that are highly personal. In these circumstances the sanction regarding the student's use of the mobile phone will be at the discretion of the school Principal.

Is the school allowed to confiscate my mobile phone for 24 hours?

A school can confiscate an item where use is prohibited in line with the school's policy. The confiscation is temporary and therefore there is no intention of permanently depriving the child of it.

Schools work to Government guidance that addresses this matter, which can be found here:

[Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/Searching_Screening_and_Confiscation.pdf)

and at [Behaviour in schools guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/Behaviour_in_schools_guidance.pdf)

What else do I need to know about mobile phone use?

We want to ensure that mobile phones are not an impediment to the safe, kind and purposeful culture we want to create in school. That said, we appreciate that there may be circumstances in which students and families feel uncomfortable with the prospect of a mobile phone being confiscated overnight. We want to assist students and families in their support this important element of our policy, and therefore we offer the following support.

- **If your mobile phone is confiscated, you will have the opportunity to ensure that it is turned off and stored inside a sealed labelled envelope.** The mobile phone will be stored securely in Student Reception and your parents/carers will be notified that the confiscation has taken place. The phone will be available for collection from Student Reception at the end of the next school day.
- **If your parents/carers are concerned that you are likely to use their mobile phone (and risk confiscation) we offer a mobile phone hand-in service.** You can deposit your mobile phone before 'morning address' at the beginning of the school day where it will be stored securely until you can collect it at the close of the school day.
- **In the event of an emergency during the school day, school staff will contact your parents/carers. If a parent/carer needs to reach you in an emergency, they should contact school Reception and we will manage the communication from there.** If you need to contact home (perhaps due to a forgotten lunch, PE kit etc.) you can do so via Student Reception. You will be aware that we support students in this way each and every day.
- **If you use a mobile phone to monitor a medical condition (e.g. diabetes management), you will be issued with a Medical Card that describes this exceptional use of a mobile phone on school site.** You must restrict your mobile phone use to this purpose and carry your Medical Card at all times (and be prepared to show it to staff, as appropriate).

In is worth noting that the vast majority of students at Ernulf Academy have never had their mobile phone confiscated. This is because it is switched-off, stored in their bag and not used throughout the school day. By doing this, you can make certain that there is no risk of mobile phone confiscation – and at the same time ensure that you are 'doing your bit' to ensure that phones are not a social or learning issue for anyone.