

Newsletter

MESSAGE FROM THE HEADTEACHER

Dear Parents/ Carers,



I am writing to introduce myself as the new Headteacher of Ernulf Academy. I was delighted to be appointed prior to the summer and have been looking forward to starting for some time.

When I visited the school I was immensely impressed with the attitude of the students and staff and their desire to improve the school. The students were a credit to the school – articulate, positive and keen to describe all of the areas they enjoyed and valued whilst being aware of areas that still needed improving further. It was because of their attitude and those of all the staff that I decided to apply for the post. In my extensive visits to the school I have continued to be impressed with the students and the staff and have been able to work with Mr Carroll, Chief Executive of the St Neots Learning Partnership Trust to ensure my transition to Headteacher is as smooth as possible.

I am committed to building on the strengths of the school, while ensuring we address anything that might stand in the way of ensuring our students achieve at the highest level. A child's education is too valuable in their lives for it not to be given every possible opportunity to flourish. I am determined that we will ensure that Ernulf Academy is a place where success is achievable for all students.

We will have the highest expectations of students and teachers so that we can meet the aspirations students and parents have for themselves/children. We will set the bar high and work towards excellence in all areas. The key to our success will be working together as teachers, parents and students to ensure that every child achieves both their academic, personal and career goals.

In the first week I will be talking to all students about the expectations I have for their attitudes to learning, conduct and expectations of themselves. Ernulf Academy is a place of learning. To this end, I ask that you support us in ensuring that students are properly dressed for school in full school uniform, that they are equipped and ready every day, and that you maintain contact with the school if there are any difficulties we should be aware of.

With very best regards,

Tracy Brogan

SCHOOL POLICIES

This newsletter will focus on some of the school policies that we are asked about most. The information can also be found on our website and the majority can be found in the Log Book that students will receive in tutor time on their return. Please take a moment to look at the Log book and, in particular, the home/school agreement.

Term Dates Academic Year 2016 - 2017

Autumn Term 2016

Training day	Monday 5 September
Year 7 in School	Tuesday 6 September
All students in School	Wednesday 7 September
Last Day of Half Term	Friday 21 October
Half Term Holiday	24 October – 28 October
Start of Half Term	Monday 31 October
Training Day	Friday 2 December
Autumn Term Closes	Tuesday 20 December

Spring Term 2017

Training Day	Wednesday 4 January
Start of Spring Term	Thursday 5 January
Last Day of Half Term	Friday 10 February
Half Term Holiday	13 February – 17 February
Start of Half Term	Monday 20 February
Spring Term Closes	Friday 31 March

Summer Term 2017

Start of Summer Term	Tuesday 18 April
Bank Holiday	Monday 1 May
End of Half Term	Friday 26 May
Half Term Holiday	29 May – 2 June
Start of Half Term	Monday 5 June
Summer Term Closes	Friday 21 July

Academy Uniform Years 7 - 11

It is important that students wear uniform with pride and look well presented at all times. Fashion garments are not appropriate for the Academy. The Academy will advise parents if there is any doubt over what is acceptable as part of the uniform. All items marked with an asterisk are available from our uniform supplier 'SWI'.

NB: We strongly advise all students in years 7-11 to purchase trousers and/or skirts from the Academy supplier. If an alternative provider is chosen, please ensure that the style is reflective of the policy below.

Top	Boys & Girls	
	*Navy polo shirt with the Academy logo; *navy sweatshirt with the Academy logo.	
*Trousers	Girls Black - tailored with finished hems, and should not be tight fitting. Leggings or black jeans are not acceptable. or *Skirts Black - of knee length and not of tight fitting or stretchy material.	Boys Smart and black; jeans and any material resembling jeans are not acceptable. Trousers should not be tight fitting. - Not PE socks.
Tights/Socks	White/black/navy socks (plain) or black/navy/flesh tights (plain).	
Footwear	Black shoes. They should be low-heeled (maximum 4 cm) and of a style that is safe for the wearer and for others, eg no sling-backs, open toes or high platform soles. Plain black trainers (no logos) are acceptable. Boots and other unsuitable footwear must not be worn.	
Make-up and Hair	The wearing of make-up is discouraged as inappropriate within the Academy. Only natural hair colouring is permitted, no extremes of style.	
Jewellery	Students may wear a wrist-watch, one earring (a small stud or sleeper) per ear in the traditional lobe position only. No other jewellery or body piercing is acceptable.	
	All students are strongly recommended to have a workshop apron. Students must cover their Academy uniform in the workshops.	

PUNCTUALITY AND ATTENDANCE

Punctuality and good attendance is something that is valued by all employers and at Ernulf we strive to instil good habits in our students to best prepare them for the work place. Students are expected to be in their tutor rooms at 8:45am, therefore they need to be in Academy before this to ensure that they arrive there on time. We recommend therefore that students arrive no later than 8:35am. When students do not arrive on time they will receive a lunchtime detention that day of twice the amount of minutes they were late (minimum of 5 minutes maximum of 20 minutes). Students failing to attend this detention will be required to sign in at 8:35am the following morning in the Students Support area. Failure to sign in will lead to a Friday after school detention until 4:30pm. Persistent lateness can lead to a requirement to sign in early for a number of days or further sanctions.



The proper place for students to be during the school day is in the Academy. If they are not they must have a justifiable reason and parents should telephone the Academy before 9am on the first day of absence. If we have not heard from you then the attendance officer will phone to make you aware that the student is not in school. When the student returns they must bring a note to explain the absence.

The Academy's overall target for attendance is 96% and we encourage all students to aspire to this target. We use a computerised system along with weekly meetings to monitor the attendance of every student throughout the year. If a student's attendance falls to 90% the tutor or a member of the attendance team will speak to the student. If attendance falls below 90% the parent/carer will be contacted by letter to make you aware of this. This may lead to meeting to support the student to improve their attendance.

Leaving the Academy for Medical Appointments

If possible we ask that appointments are made outside of school hours. We are however, aware that this is not always possible. If a student needs to leave during the day then they must have a note to take to the Administration Office. When the student returns they will then need to sign in.



Falling ill during the day

If a student is too ill to remain in the Academy or has an accident the parent/carer will be contacted to make suitable arrangements. Students should not leave the Academy without receiving permission to do so. We ask that students to not directly contact parents but do so via the Administration Office as this can lead to confusion in dealing with a student's needs.

Bring medication in the Academy

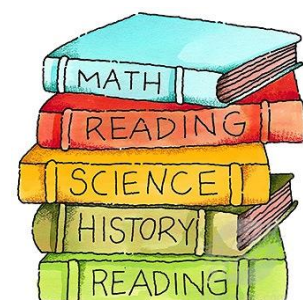
If a student needs to take a medicine it should be brought into the Academy with an accompanying letter stating when the medication needs to be taken. The medication should be taken to the Administration Office where it will be placed in a locked medicine cabinet. The only exception to this rule is where an asthma inhaler or epi-pen is required. We are not allowed to provide students with any medications.

Holidays or other planned absences during term time

We are no longer able to authorise family holidays during term time. Any absence from school may mean missing vital pieces of work that could lead to a gap in understanding. If a term time absence is required for an exceptional circumstance then a leave of absence form should be collected from the Administration Office as soon as you are aware of the absence. The completed form should be returned no less than 2 weeks before the absence. The Head of School or Year will determine whether the absence is authorised or not. Absences will only be authorised in exceptional circumstances.

Completion of work due to absence

If a student is away for any reason the student is expected to speak to their teachers who will help them catch up with the missing work. The teacher will do their best to support the student but it must be noted that the responsibility to catch up with the missing work is with the student.



EQUIPMENT

Planning for success requires planning to ensure that students have the correct equipment. Below is a list of basic equipment we expect every student to have. Students however, should also check with individual subjects for their requirements.

- 2 Black or blue pens (Biro or ink pens)
- Green pen (for peer marking)
- Pencil
- 15cm ruler
- Rubber/eraser
- Pencil sharpener
- Protractor
- Scientific calculator (not just in mathematics lessons)
- Pair of compasses



HOME LEARNING



Home Learning is a vital part of the learning process for students. It encourages individual study and improves skills such as time management and organisation. Students are provided with a Log Book in which to record their Home Learning. The students should have their Log Books with them in school at all times. We ask that Parents/Carers sign the Log Book each week. Tutors check the Log Book each week and this is a good method to provide communication between the Academy, teachers, students, and parents.

Keystage 3 students should be spending 20 to 30 minutes per subject per week on Home Learning. Keystage 4 students should be spending 40 to 60 minutes per subject per week. The Home Learning may take the form of individual pieces of work or may build up as a project. The style of Home Learning will vary from subject to subject. Any queries regarding Home Learning should be directed to the subject teacher in the first instance. More general queries should be directed to the Tutor.

Homework Club runs after school in the Library from 3:10pm until 4:30pm. Students can get support and have access to computers and the internet should they require it.

STATEMENT OF PURPOSE, VALUES AND OUTCOMES

Purpose

The core purpose of the Learning Partnership is to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility.

Values

- Care and respect for self and others;
- Honesty;
- Creativity;
- Clear and open communication;
- High aspirations and a determination to fulfil them;
- Strong relationships and shared goals achieved through team work.

Desired outcomes

Working in partnership with students, their families, and the wider community, we believe each young person should:

- Be safe;
- Be healthy;
- Be respected as an individual;
- Enjoy and achieve in school and beyond;
- Develop the confidence, skills, and attitudes necessary for economic well-being;
Understand their rights and responsibilities as citizens and the importance of making a positive contribution to society;
- Develop moral awareness, cultural understanding, and appreciation of diversity.