

Primary Liaison

Induction Programme

An evening for parents to meet the Headteacher and staff will be held at Ercall Wood Technology during the Autumn Term in order to give parents an opportunity to meet staff and visit the school. A busy programme during Open week and over the course of the induction days helps provide our new students with confidence about their new school. There are also close curriculum links between partner primary schools, including shared teaching and visits to Ercall Wood from pupils in year 5 & 6. In particular, we have strong liaison links in Science, Design & Technology, Music and Drama.

In September, students in Year 7 follow a carefully prepared Induction Programme which allows our new intake to learn how the school is organized, to appreciate what is expected of them, to make new friends and establish sound work habits.

We aim for all our students to feel comfortable and confident as quickly as possible. To foster this, we encourage parents and children to visit the school during working hours to experience the climate and atmosphere for themselves. We invite new students to look round the school throughout the year.

Pastoral care at Ercall Wood is vital to the success of the College.

Each student has a Form Tutor who guides them through their time with us. As the student moves through the College their Tutor moves with them. In Year 7 every Tutor group is led by the Head of Year, and once they move further up the school, they are led by a Head of Year (one for each year group), who will then take the year group from Yr 8 to Yr 11, with overall responsibility being taken by the Pupil Progress Manager, Mr Timmins.

Each student is issued with a planner to record the many aspects of College life. It has space to write down homework, targets, appointments, and perhaps most crucially, is the direct link between home and school. Each week we expect parents to sign the planner and comment if they feel it necessary.

We have a thriving Student Council who have a direct impact on many facets of life at Ercall Wood. They are voted on to the Council by the students themselves and take a very active part in major decision making, including writing our bullying policy, interviewing prospective new staff, deciding on events such as Charities Week, and communicating to staff issues that are of concern to the student body.

Ercall Wood values student views and opinions and opportunities are given to develop ideas and for students to take responsibility. We have departmental prefects in Year 10 and senior Prefects in Year 11 who take on more whole-school responsibility. All the prefects are led by the Head Boy and Head Girl.

Every effort is made to create a happy and stable learning environment. We co-operate closely with primary teachers and a carefully planned introductory programme for all new students reduces the anxiety of changing schools.

Students usually have the same form tutor throughout their college life. A carefully planned review and guidance programme ensures that each student has a regular individual tutorial. We maintain close links with parents who are encouraged to keep in contact with the College.

Home and College

Before joining in Year 7, students visit the College with their parents to meet the teachers. They also spend two full intake days at Ercall Wood Technology College before they leave their primary school.

Parents' meetings are held regularly to review progress and students also attend these discussions with their teachers. We urge parents to contact us with any concerns.

Other links

Links with local primary schools are extensive. Shared projects, conferences and staff exchanges are commonplace.

Industrial partnerships stimulate the curriculum and relate directly to subjects. The involvement of industrialists in workshop sessions is highly valued.

College Security

The safety of students and the wider College community is a prime concern of the College. A safe environment is provided through a variety of strategies. These include staff supervision and a system of passes which ensure that any student leaving the site has written permission from their parents. There is also a comprehensive CCTV system in place across the entire campus.

Child Protection

At this College, we recognise that your child is your responsibility and concern. We want to work in partnership with you, and we will share successes with you, and discuss with you any concerns we may have.

Since our first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Telford and Wrekin Area Child Protection Committee, and the College has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Head Teacher or Designated Teacher for Child Protection, Mr Timmins.

Behaviour, Work & Encouragement

We see the College as a community which enables students, teachers, secretarial, ancillary and catering staff, caretakers and cleaners to work together. College rules exist to maintain a well-ordered, purposeful atmosphere in the College. Each form teacher ensures that our students understand these rules. A high standard of conduct in College, on the way to and from College, and in public places is expected of all students.

Discipline

We anticipate that parents will fully support us in our efforts to maintain standards. On occasions, it may be necessary to detain a student after College, perhaps to complete work or to discuss a matter with a teacher. We retain the right to do this without notice for up to ten minutes each day.

Detentions

Section 5 of the Education Act 1997 gives schools authority to detain students after the end of a school session on disciplinary grounds without the consent of the parent. The detention system is computer-based and staff will be able to see trends and problems by accessing the data-base. Parents will always be given at least twenty four hours notice of a detention, via their child, so that, where necessary, transport home can be re-arranged. Detentions will be from 3.20 pm until 4.15 p.m. depending on the reason for the detention. Parents will be contacted if a student fails to attend the detention. Should a student continually fail to attend a detention they may be excluded from lessons for a fixed term of one day.

Continual detentions or failure to attend detentions will result in the student and parents/carers being called to a Disciplinary Panel consisting of the Headteacher, the Deputy Headteacher, the Pupil Progress Manager, and a representative from the Governing Body.

Homework

Homework is seen as both important and necessary. Students in all Key Stages can expect to be given homework, details of which are contained in a homework timetable.

Parents are encouraged to take an interest in their child's homework which will be written down by the student in the Student Planner.

Co-operation

We encourage students to work, learn and grow together in an atmosphere of respect and co-operation. We have a clear anti-bullying policy developed by staff and students, which includes our *Care for the Victim* policy. All students understand, through PSHE and tutorial programmes, the harm that bullying does and why it is unacceptable. Neither racist nor sexist attitudes are tolerated.