



Ferndown  
Middle School

# WELCOME PACK

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**“To equip every individual with the character, knowledge and skills to achieve a lifetime of fulfilment. “**

# Headteacher's Welcome

*On behalf of the pupils, staff and governors of Ferndown Middle School, I would like to welcome you and your family to our school and website.*

*The website is designed to provide you with all the information you need about our school, but the best way to see the school is to arrange a visit via our school office. I am extremely proud to be the Headteacher of a school which is built on our core values of Kindness, Ambition and Curiosity. These values are evident in our curriculum and extra-curricular opportunities to equip every individual to have the character, knowledge and skills to achieve a lifetime of fulfilment. The curriculum has been carefully planned to ensure it is broad, balanced and progressive to tie in with our partner schools and allow for a smooth transition for our students. We value our links with the local community and the opportunities this provides for the personal development of our students.*

*We value strong, committed partnerships between parents and school and believe this is crucial in our children's development into successful young adults. Throughout their schooling children need to feel safe, both physically and emotionally, before they can begin to develop intellectually. Ferndown Middle School fosters a school culture that nurtures and supports children and believe that positive relationships underpin this. All staff are committed to the development of their teaching and have high expectations for learning, achievement and personal development.*

*We look forward to being an important part of your child's journey and welcoming them into our school community.*

*Mrs A Barter*

*Headteacher, BA (Hons), PGCE*



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# Castleman Academy Trust

## CEO Welcome

*In welcoming you to Ferndown Middle School, you are also being welcomed into the Castleman Academy Trust family of schools. Ferndown Middle School works closely with Ferndown First, Parley First, Broadstone Middle and Broadstone First Schools to provide the very best education and care it can to its pupils. Castleman Academy Trust was founded in 2014 and named after Charles Castleman, who was credited with the construction of the rail connection through Dorset. In a similar way, we are connecting schools in the area.*

*Our values of Respect, Independence, Creativity and Inclusion underpin every single decision we make and they support our overall promise that all the time, every time, **Children First, Always** whilst always treating each other, the way we wish to be treated.*

*We want our pupils to be **successful learners** who enjoy learning, make progress and achieve, **confident individuals** who are able to live safe, healthy and fulfilling lives and **responsible citizens** who make a positive contribution to society.*

*Being part of the Castleman Academy Trust is exciting! We want our adults and youngsters to love learning so much and learn so well, they'll be ready and able to face any challenge that lies ahead.*

*Welcome! And I wish you all the very best for the next stage of your learning journey.*

Rhonda Moore

CEO, Castleman Academy Trust



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# Governing Board

*A warm welcome from all the school governors. Our school is inclusive and all the staff work together to provide a wide variety of opportunities for all children in a safe environment. OfSted rated our school as good in 2023.*

*The school is well supported by its governing body, comprising parents, staff and members of the local community. Governors are critical friends who offer support and advice whilst being involved in the wider life of the school. Governors support the strategic direction of the school; they help manage the finances, are responsible for employing staff and make sure the school operates safely.*

*Mr P Clarke*

*Chair of Schools Standards Board*

## Who's Who

Paul Clarke, Chair of Governors, Community Governor
Amber Barter, Headteacher
Richard Bebbington, Staff Governor, Pay
Kirsty Green, Parent Governor, Finance, Pay
Dave Lolley, Parent Governor, Safeguarding, LAC, Careers
Joanna Phillips, Parent Governor, Pupil Premium
Shelley Rossiter, Community Governor, SEND
Dawn Wingrove, Community Governor, Mental Health
Jess Mason, Community Governor, Curriculum
Terry Wallington, Community Governor, Health and Safety, Staff Wellbeing

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# Key Staff

<b>Headteacher</b>	Mrs A Barter
<b>Deputy Headteacher</b>	Mrs A Dolan
<b>Assistant Headteacher</b>	Mr P Darch
<b>Curriculum Lead</b>	Mrs S Littley
<b>Head of Year 5</b>	Mr R Bebbington
<b>Head of Year 6</b>	Mrs A Draper
<b>Head of Year 7</b>	To be confirmed
<b>Head of Year 8</b>	Mrs E Barker
<b>SENDCO, Learning Development Co-ordinator</b>	Mrs L Hitchins

## Special Educational Needs (SEN)

Our designated SEND coordinator, Mrs Hitchins, can be contacted via the school office.

At Ferndown Middle School we aim to provide effective opportunities for all pupils, including those with Special Educational Needs, in all areas of the curriculum. We are a good school (OFSTED) with good and outstanding teachers and therefore the majority of needs are met by universal, targeted, differentiated, quality-first teaching in each classroom. We have high aspirations and expectations of all our pupils and set appropriate learning challenges for each pupil's level of ability both in the lesson and for homework. Individual and group interventions are provided for those identified as requiring structured programmes and support. At Ferndown Middle School we use the Three Wave Model, a graduated approach to special needs;

Wave 1 is on offer for all students, in inclusive, high-quality learning classrooms. Teachers will use the SENCo's guidance and within their subject aim to remove barriers and meet need. The next stage is about teachers knowing and deciding at what point, for any individual pupil good, universally targeted quality-first teaching is not enough. This is when support will move to Wave 2.

Wave 2 -staff record evidence to show the strategies tried and demonstrate what has worked and what has not worked. This information forms evidence to inform the next steps.

Wave 3- is the final stage when there is a trail of evidence that Wave 1 and 2 interventions do not meet identified need. At this point the SENCo and possibly external professionals become more closely involved in identifying, planning, monitoring and reviewing individual support across the curriculum.

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# Home Learning

Children will receive home learning each week; the amount varying to suit the needs of the individual. Year 5 and 6 children will receive homework for the core subjects of English and Mathematics. Children in year 7 and 8 will have a planned homework timetable covering a range of subjects.

## Home Learning Sites

Children have access to a number of online learning sites, which can be accessed at school and at home, for example, , Times Tables, My Maths, SpellingShed and Rockstars. Login details are issued at the start of year 5 and the children are supported to ensure they are confident in logging in to their accounts.

## Class Charts

Class Charts is where you will be able you to keep track of your child's behaviour, house points, access their timetable and will be the place where we assign weekly home learning tasks all in one place. We will also post announcements through Class Charts with important reminders and information.



## Parents' Evenings

Parent consultation evenings are held twice a year (in October for Tutors and in January for subject teachers). There will also be a chance to discuss reports with teachers in July. These are an opportunity to discuss your child's progress and attainment. Full details will be published alongside interim reports.

## Book Looks

These take place once per term and provide parents and carers with the opportunity to come into school to view their child's work books in particular subjects, with the subject teacher available to answer any queries.

## Formal Reports

You will receive an interim report twice a year.

*"Pupils study a broad curriculum. It is well planned, supporting pupils to make progress through the curriculum over time."*  
**Ofsted 2023**



# Extra-Curricular

## Breakfast Club

We run a successful breakfast club each morning between 7.30am and 8.35am. This is for children across all year groups with a maximum of 25 children and is operated on a first come first served basis. Please book and pay in advance via the online booking forms on the school's website.

## Clubs

Extra-curricular activities are an important feature of our school, and we have a long tradition of offering high quality opportunities and activities outside the usual curriculum. Some of these are held during lunchtimes and others after school. We believe that these activities are an important and exciting feature of school life and contribute enormously to our children's social and academic development, giving children the confidence to tackle those parts of the curriculum they may find more difficult.

There is an extensive programme of extra-curricular activities on offer, which varies each term. These take place during the lunch hour or after school. The clubs offered include sport, music, design and cultural, religious and social pursuits. A clubs list is published at the beginning of each academic term. Some after-school clubs are run by external agencies and may incur a cost.

## Wrap-around Provision

We are currently exploring options for additional after-school provision and will be conducting a survey shortly.

## Trips, Visits and In-School Events

An integral part of the curriculum is for children to participate in a variety of educational trips or visits during their time at Ferndown Middle School. Day trips in year 5 and residential in years 6, 7 and 8.

In-school events are a regular feature of our broad and balanced curriculum and cover a wide range of topics, for example, visiting speakers, careers talks, theatre groups and interactive experiences. These provide an opportunity to explore a topic or theme in more detail in an exciting and creative format.

## Peripatetic Music Lessons

Children at Ferndown Middle School are extremely fortunate to have a number of private specialist teachers visiting the school each week, offering tuition in a variety of instruments. We actively support peripatetic music and, in addition to being enjoyable, research shows that playing a musical instrument is an advantage in academic learning. Please contact the school office for more information.

## Eco Council

The Eco Council comprises one Eco rep from each tutor group. They meet most weeks and recently received the Eco-Schools Green Flag status. This year we are proud to have made many big and small changes to our school environment, such as building birdhouses and bug hotels, creating a litter-picking rota for tutor groups and reducing our waste. We aim to raise the profile of environmental matters in our school and help encourage our pupils to be caring and proactive members of the younger generation.

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## School Council

The school aims to promote the involvement of children in all aspects of school life. Each class selects representatives to form part of the School Council. This group meets regularly with staff and governors.

# Rewards and Behaviour

## Behaviour and Rewards

We have a system for rewarding effort and attainment made by individuals and groups of children across the school. The aim is to ensure that children are continually able to gain recognition for their endeavours and feel a sense of self-worth and pride in their achievements. They are given in line with our school values: kindness, ambition and curiosity. House points are awarded online through Class Charts and the children are able to 'spend' their house points in the online Class Charts shop.

## Behaviour

Our aim, as detailed in the school's Behaviour Policy available on the website, is to encourage self-discipline, co-operation and respect for others and their property. We encourage prosocial behaviour that enable our children to learn. We expect high standards of behaviour and conduct from our children at all times; this includes break and lunch times.

Behaviour of children outside school, especially on the way to and from school, is equally as important as in school.

Relationships between staff and children are very good and the emphasis is on encouragement and rewarding positive behaviour. However, pupils will make mistakes and this is recognised through learning consequences and restorative conversations between pupils and staff.

## Anti-Bullying

Ferndown Middle School is committed to providing a caring, friendly and safe environment for all our children so they can learn in a relaxed and secure atmosphere. At Ferndown Middle School, bullying of any kind is not tolerated. If bullying does occur, all members of the school community understand the school's policy and are clear about the part they can play in the prevention and reporting of such incidents.

*"Leaders introduced a new behaviour policy after listening to pupils' concerns about behaviour. Pupils know that their teachers have high expectations for them. As a result, behaviour in lessons is good, and there is very little low-level disruption. Pupils are encouraged to take responsibility for their actions and learn from their mistakes. Leaders take bullying seriously and teach pupils how to be kind and respect difference." Ofsted 2023*

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# Safeguarding

## Child Protection

Ferndown Middle School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Mrs Barter is the Designated Safeguarding Lead and Mrs Giddens is the Deputy Safeguarding Lead. Both have had specialist training in safeguarding and child protection.

If you have any concerns, please contact one of the members of staff above on the school number which is 01202 876556.

Our full Child Protection Policy can be found on our website along with further government guidance and support documentation.

*“Leaders ensure that staff are well trained in the safeguarding of pupils. Staff know how to report and respond to concerns. There are well-organised systems in place. Pupils know who to talk to if they feel worried or have a problem. Leaders work proactively and steadfastly with external agencies. They provide appropriate support to the most vulnerable pupils.”  
Ofsted 2023*

## E-Safety

At Ferndown Middle School, we take e-safety extremely seriously. We believe that it is the right of all children to feel safe and secure when using technology. Our E-Safety Policy contains detailed information about how we ensure our children remain safe in their use of technology. We teach children to use the internet and other technologies safely, and we show them how to behave in an appropriate manner.

It is important to encourage a healthy lifestyle regarding the use of technology and teach children about the risks of exposure to inappropriate content or too much time in front of a screen.

We show children how to keep their data and security safe, and we teach them to be critical of the things they see online.

We ask all children and parents to read and sign our Acceptable Use Agreement on entry to the school which can be found in the Consent Form.

## Pastoral Support

The class teacher is the primary person for pastoral support. If more targeted support is required, we have two trained ELSAs (Emotional literacy support Assistants).

## Pupil Premium

The pupil premium is a Government initiative that provides specific funds targeted at improving outcomes for pupils from deprived backgrounds. Research has indicated that this group of pupils underachieve when compared to non-deprived peers. The premium is provided to support these pupils in fulfilling their potential and not being disadvantaged. A letter is shared with parents at the beginning of each academic year explaining what support has been put in place. If your child qualifies as Pupil Premium and you would like to discuss the provision further, please contact the school office for the attention of Mrs A Barter.

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# School Day

Children should arrive at school between 8.25am and 8.35am.

The side gates will be closed at 8.40am

8.45am	Morning Registration
8.45am	Tutor based
9.15am	Period 1
10.10am	Period 2
11.05am	Break
11.20am	Period 3
12.15pm	Lunch
1.15pm	Afternoon Registration
1.20pm	Reading
1.30pm	Period 4
2.25pm	Period 5
3.20pm	School Ends

## Lockers

Your child will be provided with a code-operated locker at the beginning of each academic year. The locker is a safe place to store their bags and valuable items during the day.

## Healthy Snacks and Hydration

We ask that children bring healthy snacks to school for break times (no sweets, crisps, nuts or chocolate) and a reusable water bottle with a sports lid to take to lessons.

## Parking Information

Delivering and collecting of children safely is a priority to the school and we ask parents, to park away from the school where possible. This is particularly important at the start and end of the school day when children may need to cross the roads. We also request that you park with consideration for our neighbours and companies adjacent to the school.

As with most schools in the country, we do not have a 'parent' car park. The school car park is closed to parents to keep staff and children safe. The exceptions are parents who have been issued with a school parking permit, who have a blue badge for their child and arranged taxis. If you are issued with an annual permit, we kindly ask that you park for a short amount of time and turn off your engine whilst waiting as per the new idling guidance.

Our children's safety is our main priority, and this includes their journey to and from school. We appreciate your support in this matter.

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# Attendance

Ferndown Middle School is committed to ensuring our pupils achieve the best possible outcomes and good school attendance is key to achieving this aim. We will work hard to provide a safe and welcoming environment for your child and will monitor attendance closely.

Good school attendance improves your child's chances of success in life. There is clear evidence of the link between good attendance at school and high levels of achievement. Children with no absence at Key Stage 4 are almost two times more likely to achieve 5 or more GCSEs than children who missed 10-15% of lessons. If your child has an attendance level of 90%, they will have missed one day a fortnight in school. Over a year this will represent four weeks of absence. If this level of absence were maintained for a five-year period, it would mean half a school year would have been missed.

We will identify and address any problems affecting attendance and adopt a clearly focused approach aimed at returning the pupil to full attendance.

## Absences

All absences from school must be accounted for by parents by telephoning or emailing the school. (This does not constitute authorisation by the school.) The Attendance Policy on the school website explains this in detail. The school operates an answer phone service to record absences. Please leave your child's name, tutor group and reason for absence.

Children will be given permission to leave school for medical appointments if evidence has been provided by their parents.

The school operates a policy that a parent will be phoned by the school office on the first day of a pupil's absence if a message has not been received.

Permission for absence, other than that caused by illness, is normally granted only for educational reasons and should be sought well in advance. Children leaving or returning during the school day must sign in or out in at the school office.

A note is required from parents if children are to be excused from Physical Education lessons.

## Term Time Holidays

Under guidance from the Department for Education, the school will not grant family holidays during school term time. The school can only grant time off during term time for exceptional circumstances.

## Late Arrival

The gate to the playground is opened at 8.30am and children have time to put bikes/scooters away if necessary. The gate will close at 8.40 am and anyone arriving after this time will be directed to the front office to sign in.

The doors to the school building are opened at 8.35am. The children have 10 minutes to go to the toilet, put cookery ingredients in the room or musical instruments, etc if necessary. The class registration is at 8.45am.

Arriving after the registration is counted as late and this will be recorded on your child's record. If this is a frequent occurrence or your child is very late, the Attendance Officer will notify you to ensure that you are informed. We know that from time to time, the mornings do not go to plan and we are happy to discuss and support you with issues. However, schools have a legal duty to take registers on time and to record lateness.

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# Lunchtime

## School Meals

Our award-winning caterers, HC3S, are fully aware of the National Healthy Schools guidance and offer a selection of hot items available each day.

The ethos of HC3S is about providing tasty food to help your child flourish, by encouraging a healthy diet. By providing nutritious food, cooked fresh every day and which is responsibly sourced, a balanced meal is offered with choices that aid concentration levels and give children energy to focus and to play.



An up-to-date menu can be found on the school website. 

HC3S can provide special diets for pupils with allergies and intolerances who want to have a hot school meal. If your child needs a special diet for medical reasons you will need to complete a medically identified special diet application form

## Ordering a Hot Lunch


Children can order a hot lunch during morning registration. If they arrive late, they can order a meal from the office.

## Cashless Tills

We operate a cashless and biometric till system that requires you to register with ParentPay, a feature of your ParentMail account for purchases of school dinners.

## Biometric Registration

With your consent, children are registered with a biometric finger scan used to identify them and pay for school dinners at the tills. Detailed information on the use of biometric fingerprints can be found in your welcome pack and on the school website. Alternatively, children can use their name at the till.

 *If you wish your children to have school meals, please ensure you register on ParentMail and provide them with a packed lunch until your account is set up.*

## Free School Meals

If your child has free school meals, the value of the meal will be added automatically to your child's account each day.

If your child is eligible for free school meals, please indicate this on our admission form. If you consider that your child is eligible for free school meals and you have not registered, please apply online via the Dorset County Website.

## Nut Free School

*Please note that any foods/snacks, which contain nuts, are not permitted in school.*

All children eat together in the hall and we operate a rotational sittings for all year groups.

The hall has a dedicated area for children eating their packed lunches.

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# Medication

## First Aid and Medication

The school has a purpose-built First Aid room. Members of support staff, who are designated first aiders, attend to all minor first aid administration resulting from incidents on the school premises.

However, it must be stressed that the school does not employ a nurse. Therefore, if further medical attention is required, you will be contacted and/or asked to collect your child and advised to seek specialist advice. In case of an emergency, an ambulance will be called. Parents will be called if their child has bumped their head during the day.

Children who are unwell during the school day can become very distressed if parents cannot be contacted. Therefore, it is vital that we have up-to-date contact details. Please keep us informed of any changes to contact numbers or addresses during the year.

We also ask that you keep us informed of your child's medical needs (including any allergies) and agree with the school on how we can help.

## Administration of Medication

Medicines can only be administered if a parental consent form, available from the school office or school website, is completed. This is also required for children who self-administer an asthma inhaler.

Please only send medication to school if it is vital that it is given to your child during the school day, rather than before or after school. We are unable to administer any medication containing aspirin or ibuprofen unless a doctor has prescribed it.

All medication must be clearly labelled with your child's name and must be provided in the original packaging with the manufacturer or doctor's instructions on dosage.

If your child suffers from any medical condition, please ask for the relevant forms from the school office to ensure everyone is aware.



Further details are available within our Supporting Pupils with Medical Conditions and Managing Medicines Policy along with permission forms and can be found on our website or ask at the school office.

## Children with Pre-existing Medical Conditions

If your child has an existing medical condition that requires the school to hold medicines (e.g. inhalers, regular medication) please contact the office and we can arrange for you to speak with our first aiders and complete the relevant paperwork. We recommend you do this towards the end of the summer term in preparation for the new school year.

Please ensure that you include details of your child's medical condition on the Admission Form (link sent in the welcome email).


# Communication

## Communicating with the School

Parents are welcome to visit our school and we hope you will establish contacts with your child's form tutor and year leader. Parents are invited throughout the year to many special events such as Book Looks, concerts, educational evenings and sports day. We regularly communicate with parents in several ways.


## ParentMail

Most school parental communication is sent home via email using a service called ParentMail, helping to avoid large quantities of paper letters being sent home. From time to time, we will email you from the office email address. Staff may also contact you via Class Charts.

 *To use ParentMail and Class Charts you will need to register using the link that will be sent to you at the beginning of the school term.*

## +Pay

At Ferndown Middle School we use +Pay on ParentMail. This is an online payment service, which allows you to pay for school dinners, trips and visit payments quickly and easily.

 *We ask parents to understand that staff are not always available to meet without notice and encourage you to make an appointment to discuss any concerns via the school office.*

*A copy of the parent communication policy can be found on the school's website.*

## Parent Weekly Bulletin

A parent newsletter containing important information and dates is sent out via ParentMail each week.

## Website

The school website is a comprehensive resource of key information.

## Emergency Closures

Occasionally, especially during the winter, situations arise in which it is necessary to close a school. Our general policy is that we will remain open and continue to operate whenever possible, provided that children and staff are not exposed to unacceptable conditions at school or on the way to and from school.

However, if it becomes necessary to close the school, information will be provided to the local Heart radio station. Information can also be accessed through the school website and the 'Dorset for You' websites.

## Facebook

We have a Facebook page to provide you with updates on news, events and our learning.

The link to our Facebook page is: <https://www.facebook.com/FerndownMiddleDorset/>

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# Personal Possessions

## Jewellery and Make-up

For health and safety reasons pupils are not allowed to wear jewellery and/or make-up to school, including nail varnish, false nails/extensions, false eye lashes or fake tan. We also ask that henna is not visible on hands unless this is for religious reasons.

Children with pierced ears may wear one set of plain small metal studs. These will have to be removed or taped for safety during PE/Games sessions. Nose piercings are not permitted for safety reasons.

We ask that children avoid wearing inappropriate hair accessories/designs and unnatural hair colours.

*No responsibility can be taken for any accident due to the ignoring of these requirements.*

## Cycling or Scootering to School

Cycling/scootering to school is permitted and is a healthy way to travel to and from school. All children must complete their signed 'Cycle/Scooter to School' agreement and adhere to the following rules:

- Cycling/scootering is not allowed on school footpaths or in the playground and in the interest of safety, children must comply with the 'Highway Code.'
- All cyclists or scooters must wear helmets.
- Parents are asked to ensure that bicycles/scooters are in a roadworthy condition and fitted with the necessary lights.
- All bicycles/scooters should be put in one of the bike sheds provided and secured with a padlock.
- The school reserves the right to withdraw the permission to cycle/scoot to school in the case of misuse by children or if the bicycle/scooter is considered to be unsafe in any way.

The school will not accept responsibility for loss or damage to your bike or scooter whilst on the school grounds.

## Personal Possessions

All articles should be clearly labelled with your child's name and no valuables or large amounts of cash should be brought to school.

*Expensive items, toys or games should be brought into school.*

## Lost Property

Items that are found around the school or playground are placed in the lost property area in the hall and high-value items are kept in the school office.

Please ensure all items are clearly labelled so that they can be claimed by your child. All unclaimed items are disposed of appropriately at the end of each half-term.

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# Equipment

## Pencil Case

We ask you to provide your child with the following essential equipment:

- Blue handwriting pen (a Berol handwriting pen and not a ballpoint/ biro)
- Pencil and a sharpener
- Rubber
- 30cm ruler
- Glue stick
- An appropriately sized school bag for books and belongings.

## Mobile Phones

Pupils are encouraged not to bring phones and other mobile devices to school. If devices are brought into school for any reason, they must be switched off and handed in during morning registration or to the school office if they arrive late.

All phones must be clearly labelled with the child's name. All phones will be locked away during the school day.

Phones are then collected from the hall at the end of the day. They must remain turned off and out of sight until the child has left the school grounds.

Mobile devices with the ability to function interactively without connection to a phone are not permitted in school (e.g., Apple watches and other smart devices). This is because the data and information stored within the device remains whether in 'flight mode' or not, potentially leading to distraction or misuse.

Mobile devices with the ability to work 'offline' (such as Fitbits etc) must be switched to the offline mode and be disconnected from the smart device (usually the phone). If a pupil is seen to be accessing external communication through such devices, it will be confiscated in line with this policy.

Other mobile devices with cameras are not permitted in school.

Where a personal mobile device is brought into school, it is entirely at the pupil's and parents' own risk and therefore accepts no responsibility for the loss, theft or damage of any personal mobile device brought into school.

# School Uniform

All children are expected to arrive at school wearing the correct uniform listed below. Every effort is made to keep our school uniform as simple and as economic as possible.

Branded and non-branded school uniform can be purchased from The School Shop, West Moors (01202) 893040.

Non-branded uniform items can be purchased from a range of supermarkets/ online stores.

- Light blue shirt (long or short-sleeved)
- FMS tie (blue and white striped)
- Black tailored trousers or a black knee-length skirt
- Black tailored, knee-length shorts
- Black or dark grey socks or tights (white knee/ankle high socks may be worn with skirts)
- FMS V-necked navy-blue sweatshirt or FMS navy blue cardigan
- Sensible black shoes (covered, with a low heel)
- FMS fleece (optional)



If a child's uniform is incorrect, we will contact parents to ascertain the reason and to rectify the situation.



Knee-length black pleated skirt



Plain black tailored trousers



Plain black tailored, knee-length shorts



Blue short-sleeved, full buttoned shirt



Blue long-sleeved, full buttoned shirt

NB: No buckles, belts, jersey material, skinny fit or tight fitting.



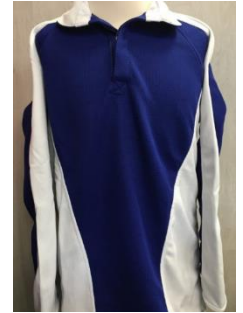
For safety reasons shoes should cover the feet and be fastened by laces, Velcro or buckles. Please no ballet or trainer-style shoes.

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# PE Kit

- Blue and white reversible long-sleeved games shirt
- FMS logo royal blue short-sleeved shirt
- Black plain shorts (no tight gymnastic or cycling style shorts or logos) – shorts with ‘shadow stripes’ are allowed
- Long blue socks
- Training shoes
- Tracksuits are optional, if worn they must be plain navy or black (no logos).
- Shin pads
- A separate small bag for PE/Games kit is essential.



## Studded Footwear

All children will need studded footwear for football, rugby and hockey type activities. Studded footwear is for safety, as advised by national sporting bodies and the BAALPE Handbook of Safety in PE. If parents do not wish children to wear studded footwear, they will need to inform the school in writing.

## Gum Shields

All children require a gum shield to take part in rugby which are available to buy from the school office, currently priced at £1.00.



## Provision of Clothing

Parents may apply to the school for assistance with the purchase of uniform or PE kit, providing they have successfully applied to Dorset Council for free school meals.

Those eligible for clothing assistance will be entitled to a sum of up to £50 every year towards the total cost. This can be claimed by providing a receipt for the purchased items to the school office, which will then be reimbursed via a BACS payment.

Second hand uniform can also be purchased directly from the school.

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# Key Dates 2024-2025

## Autumn Term Dates 2024

Inset Day	Monday 2 September 2024
Inset Day	Tuesday 3 September 2024
Autumn term starts	Wednesday 4 September 2024
School Photos	Friday 13 September 2024
Half-term	Monday 28 October to Friday 1 November 2024
Last day of term	Friday 20 December 2024
Christmas holidays	Monday 23 December 2024 to Friday 3 January 2025

## Spring Term Dates 2025

Spring term starts	Monday 6 January 2024
Half-term	Monday 17 February to Friday 21 February 2025
Last day of term	Friday 4 April 2025
Easter holiday	Monday 7 April to Monday 21 April 2025

## Summer Term Dates 2025

Summer term starts	Tuesday 22 April 2025
Half-term	Monday 26 May to 30 May 2025
Transfer day	Friday 27 June 2025
Inset Day	Monday 30 June 2025
Last day of term	Friday 18 July 2025
Inset Day	Monday 21 July 2025
Inset Day	Tuesday 22 July 2025

# School Policies

Copies of our current school policies can be found on the school's website. If you would like a paper copy of any of our policies or other information on the school's website, please contact the school office.



[Policies | \(fernmid.dorset.sch.uk\)](https://www.fernmid.dorset.sch.uk)

## Parent/Carer and Pupil Privacy Notices

During your child's time with us, we will gather and use information relating to you and your child. Information that we hold in relation to individuals is known as their "personal data." This will include data that we obtain from you directly and data about you or your child that we obtain from other people and organisations. We might also need to continue to hold individual data for a period of time after your child has left the Trust.

Anything that we do with an individual's personal data is known as "processing." The Privacy Notices set out what personal data we will hold about you or your child, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

Please visit the school's website for full details of our Parent/Carer and the Pupil Privacy Notice.



[Policies | \(fernmid.dorset.sch.uk\)](https://www.fernmid.dorset.sch.uk)

## Parental Consent for Storing and Using ('processing') Personal Data

You will see from the Privacy Notice that we do not require your consent for most of what we do with the information relating to your child.

In relation to some of your child's information, we do need your consent and we ask that you carefully read and complete the electronic consent form for each of your children. A link to this form was sent to you in the welcome email.

The school will securely store any information you provide. It is the responsibility of the parent/carers to ensure that information is up to date.

# Contacting the School

At Ferndown Middle School, we have an open-door policy and parents/carers are always welcome at school. We ask parents/carers to be understanding of the fact that staff are not always available to meet with you without notice and we encourage you to make appointments to discuss any concerns that you may have regarding your child.

- If you have a general query, not specific to your child, please contact the school office or visit the school website.
- All urgent queries will be dealt with by the member of staff concerned as quickly as possible.
- If you have an urgent enquiry that can't be discussed with your child's teacher/ tutor, please contact the school office for advice.
- If you have a safeguarding concern, please contact a member of the school office and ask to speak to Mrs Barter or Mrs Giddens.
- If the matter is not urgent, please follow this step-by-step guide.

## Step 1: Decide who the best person to contact is

If you wish to discuss an issue about your child, you need to speak with your child's tutor. If you wish to discuss a piece of work or homework, you need to speak with the teacher who set the work.

- For SEND, matters please speak with Mrs Hitchins.
- If you are unsure who the best person is, please ask the school office for advice.
- If you wish to leave a message for your child during the school day, please contact the school office no later than 1.00pm. (Please keep this to important/ urgent messages)

## Step 2: How to contact a teacher

- As a school, we use Class Charts as our main method of communication between parents and teachers.
- You can send a message (similar to a WhatsApp message) to any of the teachers who works with your child.
- This is most easily done through the Class Charts App or login in through [www.classcharts.com](http://www.classcharts.com)

## Step 3: Arranging to speak with a tutor/teacher

- Please contact the school office by telephone on 01202 876556 or email [office@fernmid.dorset.sch.uk](mailto:office@fernmid.dorset.sch.uk). If you call before 8.15am or after 4:15pm an answer phone will take the call.
- Please ask for an appointment to speak with the relevant tutor/ teacher/ Year Leader. Please specify whether you would prefer a telephone appointment or a meeting.
- A member of the office staff will contact the tutor/ teacher.
- Staff will as far as possible acknowledge emails within 2 working days and reply fully within 5 working days (term time only and for part-time staff on their working days).
- Letters for requests to speak with tutors/ teachers should be delivered to the school office.

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#### **Step 4: What should I do if the issue is still not resolved?**

In nearly all cases, meeting with the form tutor or subject teacher resolves the issue, however if you need further assistance, please contact your child's Year Leader via the school office.

Please note that the Headteacher and the senior leadership team are kept informed of matters and will become involved, as necessary.

#### **Step 5: Informal Complaints**

Most complaints are best dealt with informally. If you have any concerns about the school or the education provided, please discuss the matter with your child's tutor/ teacher at the earliest opportunity to prevent matters from escalating to the formal procedure.

#### **Step 6: Formal Complaints**

The formal procedure will be invoked when initial attempts to resolve the issue are unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.

Formal complaints should be made to the school's Complaints Co-ordinator.

A complaint can be made in person, in writing or by email to [office@fernmid.dorset.sch.uk](mailto:office@fernmid.dorset.sch.uk) and you will be asked to complete a complaints form. The Complaints Co-ordinator will record the date the complaint is received and will acknowledge receipt of the complaint in writing (letter or email), within three school days.

A copy of the General Complaints Policy and Parents Guide to Contacting the School can be found on the school's website.



# School Office

The school office is staffed Monday to Friday between 8.15 to 4.30. Outside normal school office hours you will be able to leave a recorded message on the telephone system. This service is also available when reporting a child's absence.

The office is run by our admin staff, they are very friendly and will be happy to help if you have any queries or concerns.

Please be patient at the busiest times of the school day if you wish to speak to a member of the office team.

All children enter the school via the side gate, if your child is late to school, they will need to sign in at the school office and order lunch if appropriate.

At the end of the school day, any children not collected or are unsure of how they are getting home will be brought to the school office where parents will be contacted. In the case of emergencies, if you are unable to collect your child on time, we require a phone call or message to that effect and will keep your child safe until your arrival.

The school office will make calls home if your child has forgotten their lunch box, glasses, cookery ingredients, musical instruments for lessons/concerts, or PE kit for sports events.

## Visitors

For security and safeguarding, all entrances to the school gate have security gates or doors. Access to the school is via the intercom system on the main entrance door. Please be aware that at busy times you may have to wait for a few minutes for a member of staff to be available to answer.

## Parent/Carer Contact Details

You will be asked to provide your contact details by completing the Admission Form (link sent in the welcome email). It is very important that this is completed in full, including details of any medical conditions, even if your First School holds these details.

It is important for parents and carers to keep the school updated with any new home address, telephone numbers and email addresses. To update your contact details, you can call into the school office, email [office@fernmid.dorset.sch.uk](mailto:office@fernmid.dorset.sch.uk) or telephone 01202 876556.



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Castleman Academy Trust Registration Number 9101036 Registered in England and Wales  
Registered Address: Tudor Road, Broadstone, Dorset, BH18 8AA

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