



**Southern
Education
Trust**



**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. "

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Headteacher's Welcome

I am delighted to welcome you to our school. There is something very special about Ferndown Middle School, and we are incredibly proud of our students and their achievements.

As you explore our website, I hope it gives you a clear understanding of our values and the many opportunities available to every child here. At Ferndown Middle School, we work together to create a safe, happy, and engaging environment where learning can flourish.

We believe that children should be curious and excited about their learning. Through our engaging and varied curriculum, we nurture a love of learning that encourages high aspirations and creates lasting memories. Our students are our best ambassadors—if you are considering joining the Ferndown family, I warmly encourage you to visit us, meet our students, and discover what makes our school such a special place.

At Ferndown Middle School, students are at the heart of everything we do. We aim to instil a lifelong thirst for learning, while fostering an environment where respect, kindness, and responsibility are at the forefront. We want our children to grow into confident, caring, and independent young people who are ready for the next stage of their education.

We have high expectations for all our students and provide outstanding support to help every child reach their full potential. We value excellent attendance, punctuality, pride in presentation, and mutual respect across our school community. Above all, we encourage every student to strive to achieve their very best.

Our dedicated and enthusiastic staff work tirelessly to 'unlock' the talents of all our students, providing support and encouragement at every step. We also encourage students to take full advantage of the wide range of opportunities available, both inside and beyond the classroom.

Students, staff, and governors are all proud to be part of Ferndown Middle School, and we hope this is reflected in our website.

Mr P Jones

Headteacher



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

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	
Phil Jones, Headteacher	
Richard Bebbington, Staff Governor	
Denny Bartlett, Community Governor/Safeguarding/H&S	
Rebekah Mulrooney, Parent Governor	
Rebecca Ellement, Parent Governor	
Shelley Rossiter, Community Governor/SEND	
Dawn Wingrove, Community Governor/PP	
Alexander Reffell, Community Governor	
Mike Parkes - Co-opted Community	

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

Key Staff

Headteacher	Mr P Jones
Deputy Headteacher	Mrs A Dolan
Assistant Headteacher	Mrs S Littley
SENDCO	Mrs L Hitchins
Head of Year 5	Mrs A Draper
Head of Year 6	Mrs E Gadsby
Head of Year 7	Miss S Grant
Head of Year 8	Mrs E Barker

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, adapted, 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 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. Whilst we do promote pupils being Smartphone free, we cannot underestimate the importance of EdTech in supporting pupil's learning and preparing them for using technology in the future. As such, we recommend having a laptop/ desktop computer in a family area so that completing homework can be a collaborative and safe process.

Arbor

Homework will be set on Arbor, where students and parents can easily view and keep track of their tasks.



Parents' Evenings/Book Looks

Parent consultation evenings, including opportunities to view your child's workbooks ("book looks"), are held twice a year during the Autumn and Spring terms.

In addition, there will be a further opportunity in July to discuss your child's end-of-year report with their teacher.

These sessions provide valuable time to talk about your child's progress and attainment, as well as the chance to visit the school and look through their work in specific subjects, with subject teachers available to answer any questions.

Formal Reports

You will receive an interim report twice a year in the Autumn and Spring Term. In the Summer Term, you will receive their end of year report. At all times, we have an open-door policy and encourage you to speak to your child's Tutor/Subject teacher if you have any concerns.

"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 30 children and is operated on a first come first served basis. Please book and pay in advance via your child's Arbor account.

KS2 After School Club

There is an After School Club which runs daily from 3.20pm – 5pm. This is for children in Year 5 and Year 6 with a maximum of 30 children and is operated on a first come first served basis. Please book and pay in advance via your child's Arbor account.

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.

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. We offer Day trips in Year 5, 6 and 7 and a residential in year 8. From 2027, Year 7 will also have a residential at the beginning of the year.

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.

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.

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

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, curiosity and ambition. House points are awarded online through Arbor and the children are rewarded for positive contribution to school life.

Behaviour

Our aim, as detailed in the school's Relationship Policy available on the website, is to encourage self-discipline, co-operation and respect for others and their property. We encourage prosocial behaviour that enables 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

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 J Taylor is the Designated Safeguarding Lead and Mrs V Giddens is the Deputy Designated 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 or email fmssafeguarding@fernmid.dorset.sch.uk

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 staff who are trained in ELSAs (Emotional literacy support) and emotional support plus we can refer children to the Mental Health Support Team (MHST) if it is needed.

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.

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School Day

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

The side gates will be closed at 8.40 am.

KEY STAGE 2 – YEARS 5 & 6	
8:40 am – 9:05 am	Registration/Tutor
9:05 am – 10:05 am	Period 1
10:05 am – 11:05 am	Period 2
11:05 am – 11:20 am	BREAK
11:20 am – 12:20 pm	Period 3
12.20 pm – 1:10 pm	LUNCH (Period 4a)
1:10 pm – 1:20 pm	Registration
1:20 pm – 2:20 pm	Period 4
2:10 pm – 2:20 pm	
2:20 pm – 3:20 pm	Period 5

KEY STAGE 3 – YEARS 7 & 8	
8:40 am – 9:05 am	Registration/Tutor
9:05 am – 10:05 am	Period 1
10:05 am – 11:05 am	Period 2
11:05 am – 11:20 am	BREAK
11:20 am – 12:20 pm	Period 3
12.20 pm – 1:20 pm	Period 4
1:20 pm – 2:10 pm	LUNCH
2:10 pm – 3:20 pm	Registration Period 5

Healthy Snacks and Hydration

We ask that children bring a healthy snack to school for break times. Please note that sweets, crisps, nuts, and chocolate bars are not permitted.

Children should also bring a reusable water bottle with a sports lid to use throughout the day and take with them to lessons.

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

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 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 message 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 8.30 am 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 need to sign in at the school office.

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

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.

Lunchtime

School Meals

Ferndown Middle School partners with an award-winning catering company, Cleverchefs, to provide its school meals under the brand '**Whisked**'. All children eat together in the hall, we operate a rotational sitting for all year groups.



Cleverchefs focus on providing amazing food, going that extra mile to give students a real “wow” factor in presentation and taste, whilst keeping recognisable food that can be of comfort. Their ethos is about providing perfection as standard. This means that they promise to use the freshest local ingredients, cooked and served by dedicated professionals, whilst doing their very best to be sustainable in every area of their business.

If your child has an **allergen**, please visit <https://www.cleverchefs.co.uk/allergens> for everything you need to know. If your child requires a **special diet**, it's really important that Clever Chefs capture fresh and up-to-date information in case anything has changed recently. Even if you have submitted this previously, you must provide this information using the attached form or using this link: <https://forms.gle/8S5sYr1dFxaW7bBW6>

An up-to-date menu can be found on the school website. [School Meals |](#)

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/ Biometric Registration

We operate a cashless and biometric till system that requires you to register with Arbor and Arbor payments, for purchases of school dinners. 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 Arbor and provide them with a packed lunch until your account is set up.*

Free School Meals

Dorset Council is asking parents and carers to apply or reapply for free school meals from June 1 2026, even if their child already receives them in the current school year. From September 2026, all children with a parent/carers who gets any level of Universal Credit can have free school meals. You need to apply for this from 1 June 2026.

[Apply for free school meals - Dorset](#)

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

Nut Free School

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

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 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 seeking 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. If your child needs an inhaler, please can you check your child has access to an in-date one when they need it.

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 contact 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.

Arbor

Most school parental communication is sent home via email via Arbor, helping to avoid large quantities of paper letters being sent home. From time to time, we will email you from the office email address.



To use Arbor you will need to register using the link that will be sent to you at the beginning of the school term.

Arbor Payment

At Ferndown Middle School we use Arbor Payment. 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.

Parent Weekly Newsletter

A parent newsletter containing important information and dates is sent out via Arbor 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/>

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 unless these are for religious 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 adhere to the following rules:

- All pupils cycling or scootering to school should wear a correctly fitted helmet. Please check that your child's helmet is in good condition and meets current safety standards.
- 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.'
- 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.

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.

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 not 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.

Equipment

Pencil Case

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

- Blue or black handwriting pen (i.e. a Berol handwriting pen and **not** a ballpoint/biro)
- Pencil and a sharpener
- Rubber
- 30cm ruler
- Glue stick
- An appropriately sized ruck sack school bag for books and belongings (see bag guidance to help you choose the right one.)

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. From September 2026, Year 5 and Year 6 students will **not** be permitted to bring smartphones to school. This will continue to be rolled out for the next two years, until we are fully smartphone free. To clarify, a smartphone is defined as a mobile device that functions like a computer—typically with a touchscreen, internet access, and the ability to run apps.

We take our responsibility to support children’s development seriously, and after extensive research—as well as overwhelming support from our parent community—we’ve decided to update our mobile phone policy.

Smartphones and social media, while useful in many ways, also pose significant safeguarding concerns, especially for younger students. In a recent survey, many parents told us they were deeply concerned about the impact of smartphones on children and welcomed the school’s support in navigating this issue.

Research and input from educators, parents, and child development experts all indicate that, at this age, the drawbacks far outweigh the benefits.

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 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 and not trainers)



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 mid-thigh length shorts (no tight gymnastic, short shorts, cycling style shorts or logos) – shorts with ‘shadow stripes’ are allowed
- Long blue socks or white sports socks may be worn when shin pads are needed
- Training shoes
- Tracksuits are optional, if worn they must be plain navy or black (no logos)
- Hoodies and zipped hoodies should not be worn with PE kits or during the school day. (They can be worn on the way into school but must be removed once inside the school building)
- Shin pads

Studded Footwear

Studded Footwear is preferable, but if your child does not have studded footwear, we suggest sending them in with an old pair of trainers that you do not mind them getting them muddy and a bring a separate bag to store them in.

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 who are eligible for pupil premium 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 (targeted).

Those eligible for clothing assistance will be entitled to a sum of up to £50.00 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 2026-2027

Autumn Term Dates 2026

Inset Day	1 September 2026
Inset Day	2 September 2026
First day of term	3 September 2026
School Photos	10 September 2026
Half-term	26 – 30 October 2026
Last day of term	18 December 2026
Christmas holidays	21 December 2026 – 1 January 2027

Spring Term Dates 2027

First day of term	4 January 2027
Half-term	15 – 19 February 2027
Last day of term	24 March 2027
Inset Day	25 March 2027
Easter holiday	26 March 2027 – 9 April 2027

Summer Term Dates 2027

First day of term	12 April 2027
May day	3 May 2027
Half-term	31 May – 4 June 2027
Inset Day	7 June 2027
Transfer day	25 June 2027
Last day of term	20 July 2027
Inset Day	21 July 2027

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

During your child's time with us, we will collect and use certain personal information for a range of purposes. Full details are outlined in our *Pupil Privacy Notice*, which explains how and why pupil information is processed. In most cases, we do not require parental consent for this processing.

However, there are some areas where your consent is required. The consent you provide will remain in place for the duration of your child's time at Ferndown Middle School, although you may withdraw or update your consent at any time.

When your child joins the school, you will be asked to record your consents via your child's Arbor account. You may also be asked to provide additional consent throughout the school year, for example in relation to educational visits or specific activities.

The school will store all information securely. It is the responsibility of parents and carers to ensure that their child's information held by the school remains accurate and 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 Mr J Taylor or Mrs V Giddens or email FMSSafeguarding@fernmid.dorset.sch.uk If you have a safeguarding concern out of hours then please contact The Family Support and Advice Line on 01305 228558.

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 to a member of the SEND team.
- If you are unsure who the best person is, please ask the school office for advice.

Step 2: How to contact a teacher

- As a school, we use Arbor 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 Arbor In App messaging.

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. 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 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 am and 4.30 pm. 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. This will enable them to sign in and order lunch if appropriate.

At the end of the school day, any children who are not collected or are unsure of their arrangements for getting home will be brought to the school office, where parents or carers will be contacted.

In the event of an emergency where you are unable to collect your child on time, please contact the school by phone or message as soon as possible. We will ensure your child remains safe and supervised until you are able to collect them.

Visitors

For security and safeguarding reasons, all school entrances are secured with gates or doors. Access to the school site is via the intercom system located at the main entrance.

Please be aware that at busier times there may be a short wait while a member of staff becomes available to respond.

Parent/Carer Contact Details

You will be asked to provide your contact details by completing the Admission Form (a link will be included in your welcome email). It is very important that this is completed in full, including details of any medical conditions, even if this information has already been provided to your child's First School.

Parents and carers must ensure that the school is kept informed of any changes to contact details, including home address, telephone numbers and email addresses. To update your information, please either update it on your child's Arbor account, or contact the school office in person or email office@fernmid.dorset.sch.uk



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