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Welcome

This information booklet reflects our expectations and practice. I hope you find it useful and urge you to study it in detail alongside reviewing additional information on the school website. Our website is constantly changing to reflect the vibrant and engaging nature of Fernhill School and the achievements of the students who come here.

When a child starts secondary school it can be difficult for both the children and parents alike. We are very aware of the mixture of emotions that going to a new school brings. I hope the work that we do here will ensure your child settles quickly and that you remain in close contact with us over their 5 years at Fernhill. Fernhill has an excellent pastoral framework to make every new child feel welcome and safe from the start. Fernhill has a house system which means that students are cared for not only by their Form Tutor but also by older students within their House.

Fernhill sees parents as critical partners in the education of their children and believes in strong links with you. The school issues a weekly email home, a half-termly newsletter and RSLs or Form Tutors are only a phone call away.

We look forward to working with you over the coming years and helping your child to achieve their very best.

Mark Kingswood
Headteacher
Fernhill School

Mission Statement

‘Nothing but your very best’

Our core purpose:
To provide the best possible school experiences which will give our young people the best possible life chances.

In achieving this we want all students:
- to be happy and resilient young people who value their education and rarely miss a day of school;
- to achieve the best possible outcomes regardless of ability;
- to be inspired by their experiences and motivated to work hard;
- to aspire to have the very best of careers;
- to know what they are good at and learn how to improve their skills;
- to feel a strong sense of pride and respect for their school community;
- to value and appreciate the differences and cultures of others and enjoy the richness of life.

For everyone to succeed in Fernhill’s learning community we are relentlessly focused on these non-negotiable expectations:
- high quality teaching is the ultimate key to ensuring all students achieve the best possible outcomes;
- disadvantage will not be a barrier to a student’s success;
- all lessons should make maximum use of lesson time, be challenging and engaging for all students;
- teachers ensure students display excellent attitudes to learning. Without exception, everyone will challenge off-task behaviour and passive learning;
- all members of staff are responsible for improving their practice, being reflective and proactive in their professional development;
- students are entitled to high quality feedback from their teacher to help them improve;
- meaningful assessment is key to addressing underachievement and informing targeted interventions;
- working in partnership with parents is fundamental in ensuring students are successful.

Enjoying       Achieving       Succeeding

All parents can expect inappropriate behaviour to be dealt with consistently and fairly and with a range of sanctions. If your child’s behaviour is a cause for concern we will discuss this with you and expect your support in addressing the problem areas. Sanctions used by the school include after school detentions, internal exclusion and withdrawal and exclusion from school in extreme circumstances. Parents will be notified of detentions with at least 24 hours’ notice and we will never exclude your child from school without informing you first.

We hope that you will sign the Home/School Agreement to strengthen the partnership we wish to promote between Parents/Carers and the school. Every child signs a copy of this when they join the school and there is a copy at the back of this information booklet.
Fernhill School

Key Dates Academic Year 2018/2019

September 2018
3rd  INSET Day 1, school closed to students
4th  INSET Day 2, school closed to students
5th  Return to school for Autumn Term
-  Year 7 and Year 11 prefects to the hall at 8.35 am
-  Years 8, 9, 10, 11 to tutor rooms at 10.00 am
7th  School photographs
13th  Post 16 evening 7.00 pm
17th  Shakespeare Schools Festival visit returning at 4.30 pm
25th  Year 6 parent and student tours 9.00 – 10.15 am
26th  Year 6 parent and student tours 9.00 – 10.15 am
26th  Open Evening for Year 6 parents and students 6.00 – 8.00 pm
27th  Year 8 girls HPV1 immunisation

October 2018
1st  Year 6 parent and student tours 9.00 – 10.15 am
2nd  Year 6 parent and student tours 9.00 – 10.15 am
9th  Hampshire Book Awards ceremony 9.00 – 2.00 pm selected students
13th  History GCSE Visit to Portchester Castle 8.20 am
11th  Year 6 parent and student tours 9.00 – 10.15 am
12th  Year 6 parent and student tours 9.00 – 10.15 am
17th  Year 6 parent and student tours 9.00 – 10.15 am
18th  Year 6 parent and student tours 9.00 – 10.15 am
18th  Year 10 Drama Showcase 5.00 – 7.00 pm
22nd - 26th  AUTUMN HALF TERM HOLIDAY
29th  Return to school

November 2018
8th  Year 7 Parents’ Evening 4.30 – 7.00 pm
15th  Year 11 Parents’ Evening 4.30 – 7.00 pm
21st  Ex Year 11 Certificate Evening 5.00 – 6.00 pm
23rd  INSET Day 3, school closed to students
29th  Year 10 Parents’ Evening 4.30 – 7.00 pm

December 2018
10th  Year 11 Mock exam fortnight begins
13th  Year 8 Parents’ Evening 4.30 – 7.00 pm
13th  Year 11 Mock art/photography exam
14th  Year 11 Mock art/photography exam
20th  Year 11 mock exams end
21st  School closes at 12.20 pm for CHRISTMAS HOLIDAYS

January 2019
7th  Return to school for Spring Term
February 2019
18th - 22nd SPRING HALF TERM HOLIDAY
25th Return to School
28th Year 9 Options Evening 6.00 – 8.00 pm

March 2019
6th Year 9 DTP/Meningitis immunisation
14th Year 9 Parents’ Evening 4.30 – 7.00 pm
27th Year 8 Specialist Studies Information Meeting 6.00 – 6.30 pm
28th Year 11 Parents’ Evening 4.30 – 7.00 pm

April 2019
2nd Prizegiving 7.00 – 8.00 pm
4th Year 11 Success Fair
5th School closes at 12.20 pm for EASTER HOLIDAYS
23rd Return to School for Summer Term
24th Year 8 girls HPV2 immunisation

May 2019
6th Bank Holiday - school closed
13th GCSE written exams begin
13th Year 7 core exams week
20th Year 8 core/Ebacc exams week
27th - 31st SUMMER HALF TERM HOLIDAY

June 2019
3rd Return to School
3rd Year 9 exams week
10th Year 10 exams fortnight
21st Year 10 exams fortnight ends
21st Year 11 Prom
26th GCSE written exams finish
27th Year 7 Parents’ Evening 4.30 – 7.00 pm

July 2019
1st – 5th Year 8 Tile Barn residential visit
4th Year 6 Induction Day
9th Sports Day
11th Year 10 Parents’ Evening 4.30 – 7.00 pm
16th Finals Day 4.00 – 6.00 pm
19th School closes at 12.20 pm for SUMMER HOLIDAYS
22nd INSET DAY 4
23rd INSET DAY 5

August 2019
22nd GCSE results issued
Fernhill School

School Information

Fernhill School
Neville Duke Road, Farnborough, Hampshire GU14 9BY

Telephone: 01276 702540
Fax: 01276 702541
E-mail: adminoffice@fernhill.hants.sch.uk
Website: www.fernhill.hants.sch.uk

Headteacher: Mr Mark Kingswood
Chair of Governors: Mr Nigel Hill

The Organisation of the School Day

The school day is organised into a 5 period day with one morning registration as follows:

- **8.35 am**  Arrival and Warning Bell
- **8.40 am**  Registration and Active Citizenship
- **9.00 am**  Lesson 1
- **10.00 am**  Lesson 2
- **11.00 am** – **11.20 am**  Break (Warning Bell at 11.15 am)
- **11.20 am**  Lesson 3
- **12.20 pm**  Lesson 4
- **1.20 – 1.50 pm**  Lunch Break (Warning Bell at 1.45 pm)
- **1.50 pm**  Lesson 5
- **2.50 pm**  School Ends

Lunch Arrangements

Our cafeteria serves a range of healthy meals, snacks, sandwiches and salads. There is a daily special and prices start from £1.75. The cafeteria operates using a biometric registration system and therefore no cash is taken in either the cafeteria or the refectory. Comprehensive information is available from Student Reception. Packed lunches can also be brought to school if students wish and these can be eaten in either the dining hall or one of the outdoor areas. Free school meals are available. Enquiries about how to obtain these should be made at Student Reception. Students are not allowed to leave the school site at break and lunchtimes. Permission will not be given to use the local shops at break or lunchtime.

Online Payment System (Tucasi)

We offer the Tucasi online payment system. You will receive a letter via your child with details of how to access your account and details of your username and password. Your account will allow you to check balances for dinner money and make payments. We have started to offer the ability to pay music tuition and trips using this system. You can also use your account for other tasks such as checking your child’s meal history.
Parents’ Evenings and Reports

Parents are kept informed of their child’s progress through Parents’ Evenings, Reports and Academic Review meetings. Please see Key Events for the dates of these evenings.

Pastoral Organisation

Students are organised into 4 Houses. Form Tutors take responsibility for a tutor group of about 28 students from one particular Year group. The Form Tutors spend time every day with the group and supervise the general well-being, academic progress and development of each individual. All tutor groups follow daily routines to enhance student learning. This includes literacy and numeracy activities and assemblies. Form Tutors will normally be the first point of contact for queries that parents may have. Year group(s) are overseen by a Raising Standards Leader.

The Planner

Every student is given a specially designed planner at the beginning of the year to record homework and other information. The planner is an important home-school link and it is the student’s responsibility to ensure that he/she brings it to school every day. Parents should check that homework has been completed and sign the planner each week and the Tutor will do the same. Parents can also write messages to the Tutor in the planner if there are any concerns they wish to discuss or raise.

Attendance and Punctuality

Regular and punctual attendance at school is vital in ensuring that consistent progress is maintained. Parents are asked to ensure that their child arrives at school on time. We expect all students to arrive at school at 8.30 am ready to start registration at 8.40 am. Students who arrive late to registration will be marked as ‘Late’ and those arriving after registration has finished may be marked absent and this will be counted as unauthorised. The school will not accept responsibility for any student arriving before 8.30 am or leaving after 2.55 pm unless supervised by a teacher. Students must remain on site all day except when they have been officially signed out (e.g. for a medical appointment).

If a student is going to be absent a telephone call should be made to the school on each day of absence. It is for the school to decide whether an absence is authorised or not, based on the evidence provided by parents.

Holidays during term time will not be authorised. Non-attendance at school has a detrimental effect on a student’s potential achievement. Requests for any absence must be submitted in writing on the ‘Request for Leave of Absence during Term Time’ form and handed in at Student Reception for the attention of the Headteacher. The form is available from the school website or a copy can be obtained from Student Reception.

95% is the minimum attendance level expected of all students and anything below this will be monitored. Poor attendance may result in parents being fined, taken to court and possibly imprisoned.
Fernhill School

Emergency Closure

If the school is forced to close during the normal working day all parents will be advised by text message (or by telephone if the text service is not available) and the children will be looked after until they are collected by an adult if so requested. Students will be released class by class and individual destinations noted.

If the cause of the closure occurs overnight and is the result of adverse weather or mechanical failure the following means of communication will be used:

- Text message to parents; this will be sent between 7am - 8am
- Eagle Radio (www.964eagle.co.uk)
- Telephone answer service on the usual school number
- Information on our website homepage
- Information on www.hants.gov.uk/education/schoolclosures

Bulletins/Fernhill Post/Website

Every morning Tutors will share bulletin updates with students about events in school and other important information. Parents will be kept up to date in a similar way with the ‘Fernhill Post’ newsletter from the Headteacher. This will be sent home via email every half term and posted on the school’s website. Fernhill has a school website www.fernhill.hants.sch.uk which is updated regularly with a variety of information about the school.

First Aid/Illness

There are five administration staff trained in basic first aid. If students are ill enough to be sent home from school, parents will be contacted by a member of staff. Your child’s leaving of the school will then be logged. Students are not to call parents directly when they feel unwell or want to go home. For persistent headaches, a paracetamol may be given if the medical consent form has been completed. Students should only be visiting the medical room if they have a genuine ailment or feel ill. We cannot help for light headaches, feeling a bit sick or period pain. Paracetamol will not be given out after 1.45pm. Our first aiders are not medically trained and will not diagnose conditions or recommend treatment.

In an emergency a first aider will go to the child, call an ambulance and, if necessary, go to hospital with them. A parent must go to the hospital immediately; we cannot give permission for any medical procedures.

Personal Property

All clothing and equipment should be clearly marked with the owner’s name. Large sums of money (unless needed for a school trip) and valuable items must not be brought to school. No responsibility can be accepted by the school for personal property lost or damaged at school.

Cycling

Students are allowed to cycle to school. We recommend bicycles must be locked and post coded. The school cannot accept responsibility for them. Students should wear a cycle helmet and ensure their bike is fit for purpose. There is no cycling allowed on the school site. Please refer to www.dft.gov.uk/bikeability to find out more about cycling proficiency courses running in our area.
Student e-mail

All students have access to their own e-mail address. This can be obtained by logging onto http://webmail.hants.gov.uk. Students will then be requested to enter their username and password. These will be issued in their first Computing lesson. Their address will be: username@fernhill.hants.sch.uk. If students have any difficulties in accessing their e-mail they must speak with their Computing teacher in the first instance.

What we provide for our young people

Curriculum Content and Organisation

It is our aim to provide a broad and balanced curriculum for all students. We want them to enjoy the subjects that they study and for them to be successful both in lessons and in wider extra-curricular opportunities. In Key Stage 3 (Years 7, 8 and 9) students follow the national curriculum. This covers English, Maths, Science, Modern Foreign Languages, Religious Studies, Personal, Social and Health Education (PSHE), Computing, Art, Drama, Geography, History, Music, PE and Technology. The language we teach is French. In addition students in Years 7 and 8 will also study ‘The 2 Cs’ which focuses on Character and Culture.

In Years 7 and 8 students are set in ability groups in English, Maths and Science, and in all other subjects, they are taught in mixed ability learning groups. In Year 9 students start to focus their studies by choosing four subjects out of Art, Drama, Music, History or Geography, MFL, Food, Textiles, Resistant Materials. English, Maths, Science, Religious Studies, PSHE and Computing continue as in Year 8. These choices are called ‘Specialist Studies’.

Students start their GCSEs in Year 10 in most subjects. Key Stage 4 (Years 10 and 11) lasts for two years and leads towards external exams which, for most students, are sat at the end of Year 11. All students study GCSEs in English (Language and Literature), Maths and Science, History or Geography as well as having lessons in PSHE, Core PE and Religious Studies. In addition to the compulsory core, students can choose from 4 further subjects from a range that we offer. This is called the options process and it takes place during Year 9. Subjects currently offered are Art, Child Development, Computing, Drama, ICT, French, Spanish, Music, PE, Philosophy and Ethics, Photography, Religious Studies, Food Technology, Resistant Materials, Textiles and Vehicle Technology. All these subjects are studied at GCSE level, with the exception of Vehicle Technology which is an IMI qualification. Separate Sciences is also available for selected students. The overall curriculum in Key Stage 4 allows students to take at least 9 GCSEs.

Homework

Fernhill School uses a homework site called Class Charts to set homework. Homework is an integral part of the learning process. Teachers are expected to set regular homework which extends and reinforces classroom learning as well as preparing students for examination tasks. Students can expect to receive homework every night and subjects will be spread across the week. Homework should be recorded in their planner but can also be found on the Class Charts site which all students have access to so that parents can check what has been set and support their child with completing it. A homework timetable is published to all students and staff. Parents have access to Class Charts and this strengthens the student / parent / teacher partnership. To support the setting of homework we ask parents to ensure their child has a suitable place at home where they can work quietly.
Extra-Curricular Activities

Clubs, field trips and residential visits form a regular part of the educational experience at Fernhill. The school also works closely with other local schools and Farnborough 6th Form College to offer students opportunities to excel; this includes Model United Nations and academic competitions throughout the year. Individual teachers also run activities and clubs either at lunchtime or after school. Examples of recent clubs include:

- **Creative Arts**
  - Art, Dance, Drama and Music.

- **Sport**
  - Athletics, badminton, basketball, cricket, dance, football, gymnastics, netball, rounders, rugby, tennis and trampolining.

- **Technology**
  - ICT, Design Technology and Science.

- **General**
  - Homework support, tutor group challenges, Duke of Edinburgh’s Award, charity events, Library Club.

In addition, many students spend time at lunchtime or after school extending, or consolidating, their curriculum work.

Creative Arts

We are proud of our achievements in the Creative Arts (Art, Drama and Music). The subjects are popular GCSE choices and there are an excellent range of extra-curricular opportunities available.

The Music department provides students with opportunities to showcase their talents throughout the academic year. Every term the department puts on an event in which students in all year groups are welcome to take part. It also gives students the opportunity to take part in events in the wider community including playing and singing at a local old peoples' home including a traditional Christmas Carol event. Groups of students have even been entered for the lottery funded national talent competition 'The Big Music Project' which can lead on to meeting with music industry professionals and recording in famous studios. Most recently, selected Year 11 students have entered the Song Academy’s ‘Young Songwriter’s Competition’. As well as the above, the Music department provides regular coursework sessions for GCSE students, and trips and workshop visits that enhance students’ learning outside of the classroom including visits to recording studios to explore Music Technology and to see professional orchestras perform.

The Art department gives all students the opportunity to utilise the department’s facilities during break, lunchtime and after school. Key Stage 4 students regularly attend coursework sessions where they receive individual target setting and assistance that allows them to further develop their skills. In the summer term the department exhibits the outstanding work that Year 11 students produce during their GCSE course by putting on an Art Exhibition for the wider community to enjoy. Art & Photography students are taken on walking tours and gallery visits each year, allowing them to experience Art in a Gallery setting and be visually inspired outside of their normal environment.

The Drama department has extra-curricular activities running throughout the academic year. Our activities provide a safe environment for students to develop their confidence, team work, and independent learning skills. They are able to express their creativity and develop their performance skills.

The Drama department has taken part in the ‘Shakespeare Schools Festival’ (the UK’s largest youth drama festival) for the past 7 years and will continue to do so. The Year 10 and 11 GCSE Drama students have performed *A Midsummer Night’s Dream, Romeo and Juliet, Othello, Much Ado About Nothing, Macbeth and Hamlet* in professional theatres. This is a brilliant opportunity for the students to develop their understanding of Shakespeare, performance and professional theatres. In addition to this, a ‘Live Theatre Club’ runs weekly, allowing the students the opportunity to watch streamed live performances online and discuss their opinions.

The Drama department leads the whole school musical productions each year. The creative arts
Fernhill School

come together once a year to focus on the main school production which gives the students the opportunity to combine their talents and perform in front of large audiences in the main school hall. Historic successful productions include Grease, Guys and Dolls, The Wizard of Oz, Little Shop of Horrors, Fame, Les Misérables, Oliver! and most recently School of Rock. Look out for what is to come in 2019!

Rewards

It is very important that at Fernhill students are recognised and rewarded for their hard work and progress. To do this we use an online reward platform from Class Charts.

Departments also nominate ‘Lead Learners’ in KS3 and KS4 on a weekly basis for outstanding work. Students receive a certificate and parents are notified by letter of their child's achievement. The top three students in each Key Stage are recognised for their outstanding work in end of term assemblies. A cup is awarded to the winner of each category at the end of Summer Term assembly.

Students are also nominated by staff for a Headteacher Commendation for exceptional work.

Additionally we also include a number of bespoke rewards within school.

Sport

Our excellent PE department and facilities enable us to deliver a wide and varied curriculum and extra-curricular programme, allowing for a variety of options for traditional and non-traditional indoor and outdoor sports and games. Both boys and girls will follow the same curriculum, whether it be Dance, Football or Netball. The sports hall is equipped for a range of activities including Basketball, Badminton, Volleyball and Cricket. Also the school benefits from a gymnasium and school hall which provides space for Gymnastics, Trampolining, Dance and Table Tennis. The sports field can accommodate Football, Rugby, Rounders, Softball, Stoolball pitches and space for an Athletics track and field events. There is also a hard court for Netball, Basketball and Hockey.

The PE Department offers a wide and varied extra-curricular programme with a ‘Sports for All’ ethos – every student is welcome to join a club, no matter whether they are beginners or experts. Individuals and teams train under expert guidance and compete with success in leagues and tournaments in a number of activities including Athletics, Cross Country, Football, Netball, Basketball, Rounders and Table Tennis. Students can also participate in Trampolining, Dance, Stoolball, Badminton and many other sports including specialist activities off-site, all being offered in our efforts to provide physical activity opportunities for all.

Students Receiving Additional Support

Students will require support in a variety of ways in order to access the curriculum and achieve their full potential. For some students this is about stretching, challenging and extending their thinking and understanding whilst for others it is about ensuring specific learning difficulties are met or supporting them with learning English where it is not their first language.

Stretch and Able Students

Stretch and able students are primarily identified by using Key Stage 2 results and Cognitive Ability Testing data. Students are also defined as being more able by individual subject areas and these lists are shared amongst staff, as a student who has special strengths in one area may also have them elsewhere. Staff continually monitor which students are excelling in their subject and update the list regularly. This ensures that more able students are continually challenged in all lessons.
Able students are offered many different opportunities to extend their school curriculum and make the most of their talents. We work with outside companies and recent opportunities included entry into local competitions run by BAE Systems and IBM as well as involvement in public speaking contests such as the ‘Model United Nations’.

Throughout Years 7 – 11 students take part in various enrichment activities organised with local gifted and talented networks in order to develop them as independent learners, for example, an educational trip to Farnborough Airport to take part in a project run by Flight Safety International. We also offer many opportunities for the students to visit Farnborough Sixth Form College to take part in challenge and murder mystery days.

The most important focus when meeting the needs of our most able students is ensuring their needs are met on a daily basis in the classroom with challenging lessons and a suitably enriched curriculum.

**Students with Special Educational Needs and Disabilities (SEND)**

At Fernhill School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our students, whatever their needs or abilities. Fernhill’s SEND support team works with children of all abilities at all stages throughout their time at school to provide targeted opportunities that may include extra literacy for small groups, one-to-one literacy and/or numeracy support for individual pupils, handwriting and typing skills, individual education planning for those whose needs are not ordinarily met in routine classroom planning, and practical advice and support for children of all abilities at all stages. The team works with parents, teachers and outside professionals to help each child achieve their full potential.

Students joining Fernhill School will often already have had their special educational needs identified and supported at their primary school. We work closely with the SEND Coordinators at our feeder primaries to ensure we are aware of the needs of such students and that successful transition can take place.

Students’ areas of need are communicated to staff via the Pupil Passports and through other key information, such as Pupil Profiles and updates and reports from external agencies.

There are 6 full-time Learning Support Assistants and 2 more who work part-time. We have staff qualified in National Vocational Qualifications, SEN-specific qualifications and two fully-trained ELSAs.

The Learning Support Department aims to provide a supportive environment for our students. The department has 2 classroom bases with computing facilities and a variety of learning materials available. There is also a dedicated area for ELSA work, with a range of facilities to promote and support their aims. Support for identified students is delivered in-class across the curriculum, as well as through one-to-one or group work. Progress is monitored and intervention informed by this data.

We also run a Homework Club, providing support with homework tasks, with access to computers and the Internet as well as staff support. We welcome all new students who wish to come along regularly or those who just need some one-off support with a particular task. Days/times will be advertised each year at the start of the Autumn Term.

**Students with English as an Additional Language (EAL)**

Fernhill welcomes students of all nationalities and we are very proud of our school community. Around 17% of our students speak English in addition to at least one other language, resulting in an impressive array of languages spoken in total: currently 28 including Nepali, Bengali, Portuguese, Romanian, Polish and Urdu.
EAL students joining us in Year 7 from primary school will be assessed along with their cohort during their induction, but will also have an informal interview so that additional support can be organised if necessary. Students joining at other times will also have an initial assessment so that specific support can be tailored to their current level of English. We work closely with the Ethnic Minority and Traveller Achievement Service (EMTAS) when personalising provision. Wherever possible students are visited by a bilingual assistant who speaks their home language, to advise on strategies for making good progress in school. In addition to this we have a group of students trained as Young Interpreters who ensure that new EAL students are well supported in school.

Students participate in mainstream lessons, but may also receive some one-to-one or small group academic support sessions as well as extra resources to work on at home to develop their language skills and acquire new vocabulary. We have a dedicated EAL classroom called the Unity room where students can access the support and resources they need to progress and fulfil their potential. We place a high value on each student’s home language, providing guidance and assistance to students who wish to take heritage language GCSEs where this is appropriate.

Student Responsibilities

Student Council

We have an active and vibrant Student Council made up of student representatives from all years. They meet on a regular basis and discuss matters pertinent to school improvement and teaching and learning. The Student Council play a crucial role in school, they listen to what students both need and want and then express these views in meetings which are attended by senior staff and then circulated to the staff as a whole.

Student Council receives feedback to all suggestions made and have seen many of their suggested changes taking place.

Below are just some of the things that have developed due to student council discussions:
- more picnic benches for students to use at break and lunch
- outdoor table tennis tables for students to use
- fund raising for various charities, including Sports Relief and Anthony Nolan.

Key Stage 4 Prefects

Our prefects play a vital role through their contributions to school life and running of the school day. Prefects are recruited through applications and interviews and they have to hold an exemplary behaviour and attendance record. We currently have a Head Boy and Head Girl and a wider group of senior prefects making up the Senior Prefect Team.

Roles of our prefect team include:
- supervising key areas around the school site at lunch;
- mentoring and buddying our more vulnerable students;
- helping the Year 7s settle into school life;
- overseeing all students’ entry to assembly;
- delivering assemblies to the students;
- being ambassadors for the school.

Prefects receive full training for their roles and are supported by staff through regular meetings. Prefects are identifiable by their purple tipped polo shirts and purple prefect badges.
Community Links

Fernhill always seeks to enhance its links with the local community, a process which is of mutual benefit. Representatives from business and further education contribute regularly to the school’s curriculum with events such as the Year 9 Business and Industry Day and Year 11 Mock Interviews. The school buildings have been used for a large range of leisure activities in the evenings.

There are links with local businesses such as FLUOR giving our students a chance to take part in activities to enrich the curriculum. There are some particularly strong links to ‘Women in Technology’ events and STEM projects.

We visit primary schools at key times in the year to share drama and our students perform annually in nursing homes at Christmas time.

Careers

Careers education starts from Year 8 and takes place in two distinct ways, within PSHE lessons and from specialist Careers Advisers and events. The local Careers Adviser visits the school weekly to discuss students’ future plans through careers interviews. We also have a Careers area within the Learning Resource Centre where students will find college prospectuses and information on open days and apprenticeships. Students visit the careers library within their PSHE lessons and curriculum time is given to assist students in writing their CVs, making applications to colleges and preparing them for working life.

Special events such as the Careers Fair, visits to local colleges and universities, as well as employer engagement with IBM provide further insight into further education and the world of work.
Fernhill School

School Uniform

Girls
Years 7, 8, 9
- Plain navy sweatshirt with fern logo
- Plain or fitted white polo shirt with fern logo
- Plain black skirt or trousers; these should not be excessively long, short or tight
- Tights - black or neutral (both plain colours)
- Black shoes – ‘leather’ style / type (NB: canvas shoes & trainers are not allowed)

Years 10 and 11
- Plain black sweatshirt with fern logo
- Remainder of uniform as for Years 7-9
  (Examples of trousers and skirts which are acceptable and unacceptable can be found on the school website).

PE Uniform – all years
- Black /white polo shirt (XSD moisture control fabric ) with Fernhill PE department and fern logo
- Plain black shorts OR skort with Fernhill PE department and fern logo
- Black /white long sleeved top (XSD moisture control fabric ) with Fernhill PE department
  and fern logo (OPTIONAL)
- Plain black PE socks with Fernhill text
- Plain black sports socks
- Reversible sports shirt (OPTIONAL)
- Football boots (KS3)
- Sports trainers for indoor use and sports trainers for outdoor use
- Shin pads (KS3)

Boys
Years 7, 8, 9
- Plain navy sweatshirt with fern logo
- Plain white polo shirt with fern logo
- Plain black trousers – not tight or baggy
- Plain subdued coloured socks
- Black shoes – ‘leather’ style / type (NB: canvas shoes & trainers are not allowed)

Years 10 and 11
- Plain black sweatshirt with school logo
- Remainder of uniform as for Years 7-9

PE Uniform – all years
- Black /white polo shirt (XSD moisture control fabric ) with Fernhill PE department and fern logo
- Plain black shorts with Fernhill PE department and fern logo
- Black /white long sleeved top (XSD moisture control fabric ) with Fernhill PE department and
  fern logo (OPTIONAL)
- Plain black PE socks with Fernhill text
- Plain black sports socks
- Reversible sports shirt (OPTIONAL)
- Football boots
- Sports trainers for indoor use and sports trainers for outdoor use
- Shin pads
- Gum shield

  Recommended: black tracksuit
Uniform

We recommend that all uniform items are labelled with your child’s name.

On all matters relating to uniform and dress code the Headteacher’s decision will be final.

Acceptable:
- Full size outdoor coats
- Fleece jackets without hoods or big motifs.
- Discreet make-up

Not acceptable:
- Denim jackets, hoodies or sports jackets (like hoodies without the hood)
- Coloured sweatshirts other than official school sweatshirt
- Coats worn without a school sweatshirt underneath
- Cardigans of any length
- Cropped and skin tight trousers
- Short, tight tube skirts / ‘Ra-Ra’ skirts
- Unsuitable shoes / all boots / logos and coloured laces / trainers and canvas pumps
- Fashion belts
- Cult badges, motifs, decorations etc
- Cult haircuts (eg bright colour, excessively short, designs shaved in)
- Nail varnish and acrylic nails
- Jewellery (except for students with pierced ears who may wear ONE PLAIN STUD in each ear; one necklace may be worn but must be tucked in. Both items must be removed for PE).
- Face, tongue or body piercings

Trainers:
May only be worn on the field / courts and then shoes must be put back on before returning to the building.

Workshop / Laboratory Safety:
The school will provide specialised equipment but asks that students tie back long hair.

Mobile Phones:
Students are not allowed to use their phones under any circumstances from 8.35 am until 2.50 pm. Phones must be switched off in bags, or left at home. The misuse of mobile phones will result in their confiscation for the remainder of the day – they can be collected from Main reception at 2.50pm. If there is a desperate need for a child to contact home in an emergency please be assured that staff at school will make this is possible.

Sanctions will be applied as appropriate for those who break the rule. We have taken this step in order to protect the mental wellbeing of students and ensure the smooth running of the school.

Games or Music Players:
These must not be brought into school.

Fernhill School uniform with logo can ONLY be purchased from Brenda’s Schoolwear
130 Frimley Road, Camberley, Surrey GU15 2QN
Tel: 01276 469697 / www.brendas.co.uk

Policies

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All our policies are available as downloads from the school website and copies can be produced for parents who request them. The policies for Collective Worship, Religious Studies and Sex Education are classes where students may be withdrawn by their parents. Parents wishing to do so will need to write to the Headteacher and will be expected to discuss their objections and the alternative arrangements they will make for their child.

**Collective Worship Policy**

The Governors of Fernhill School wish to comply with the requirements as legislated in the 1988 Education Reform Act, regarding Collective Worship.

**Practice**

Collective Worship, of a broadly Christian nature, will be addressed at Fernhill School in the following manner:

- ‘Thought for the Week’ will be published in the bulletin and discussed during morning tutor group sessions.
- Students will attend an assembly each week. This will usually be presented by a member of the Leadership Team using the Thought for the Week as the central theme. The majority of assemblies will reflect Christian beliefs and values.

Students whose parents request their withdrawal from collective worship will be supervised separately.

**Sex Education Policy**

**Aims**

The Governing Body has agreed a policy for Sex Education at Fernhill School which:

- Promotes the spiritual, moral, cultural and physical development of students;
- Aims to prepare students for the opportunities and responsibilities of adult life by promoting the knowledge, attitudes and values which will enable students to make informed decisions about, and to manage effectively, their personal relationships;
- Aims to present facts in an objective, balanced and sensitive manner, set within a clear framework of values and with due regard to the value of family life and the laws on sexual behaviour.

The teaching of Sex Education is an integral part of a wider PSHE Programme which provides a focus for:

- Supporting individuals in their personal, social, spiritual, moral, cultural and physical development;
- Valuing individuals and enhancing self-esteem;
- Enabling individuals to become autonomous beings, aware of personal responsibilities and sensitive to, and tolerant of, the beliefs, attitudes and feelings of others.
Fernhill School

Practice

- Sex education at Fernhill School is part of the PSHE Programme. It is an integrated part of the whole school curriculum and will be taught to all students. It is placed within the context of relationships and responsibilities, of family life and health education in its broadest sense. Sex education will complement the parents’ role by providing a supportive environment for young people seeking an understanding of their lives and the lives of others.

- Sex education is a coherent programme of developmental work throughout the school appropriate to the age of the students. The programme has been put together by the senior team who assist in its delivery with the tutor teams. Its content, 'currency' and timing are reviewed on an annual basis. The programme complies with all legislation relating to sex education in schools.

The programme has been put together by our specialist PSHE team with input from experts of outside agencies that also assist in its delivery through the PSHE timetable.

Charging and Remission Policy

The policy of the Governors of Fernhill School with respect to charging for school activities for student participation is set out below:

1. **Activities during school hours** – the only charges that can be made during school hours are for individual music tuition and board and lodgings on residential trips.

2. **Activities out of school hours** – the Governors will normally expect parents to pay the full cost of all activities out of school hours.

3. **Examination entries** – the law allows for students to be charged for entries for ‘non-prescribed’ examinations and for ‘re-sits’ of prescribed examinations where no further preparation has been provided by the school. In both these cases the Governors will charge students the full cost of these entries, together with the cost of hiring any invigilators that are necessary.

4. **Damage to school property** – the Governors will expect recovery of costs associated with wilful damage to school property or the misuse or loss of books and equipment through misbehaviour.

5. **Remission of charges policy** – the Governors will remit some or all of the charges for a particular out of school activity, or a residential activity in school hours if:
   a) they believe it desirable to encourage students to take part in such an activity;
   b) they believe it desirable to subsidise the cost to students whose parents are in financial difficulties;
   c) in accordance with the law, all board and lodgings costs will be remitted for students who are entitled to Free School Meals.

6. **Delegation of decision-making** – the Governors will delegate to the Headteacher decisions about items 5a, 5b and 5c but will reserve the right to hear appeals from parents on these issues.

Parental Access to Student Records

Hampshire school records are marked “**Confidential**” as they are not open documents in the sense that a student’s records may be consulted by anyone. They are “Confidential” to the school and the child’s parents or carers. They are important in enabling teachers to communicate in a helpful and
constructive way about how well a child is progressing in his/her learning. Parents wishing to have access to their child’s record should contact the school to make an appointment for this purpose.

Admissions

Admissions Policy

Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations. Full details are available from the school website.

This policy will apply to all admissions from 1 September 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admission round for Year 7.

Outside the normal admissions round, the authority’s Fair Access protocol may be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The guiding principles of the school admissions policy are that each Hampshire child should be offered a school place; that each school should serve its local community; that as many children as possible attend their parents’ preferred school; that siblings as far as possible can attend school together; and that children can benefit from curriculum continuity between schools serving the same catchment area. The policy aims to be clear, fair and objective and complies with all relevant legislation. The school’s admission number (PAN) is 180.

It is expected that parents wishing to send their child to Fernhill in-year, will visit the school in advance for an admission meeting to include a tour of the school. When preparing Year 6 students for the transition to secondary school we hold an Open Evening for prospective Year 6 students and their parents in September. There is an induction day in the July preceding admission for children and parents. There are tours of the school during the normal working day in the Autumn term.

Hampshire Complaints Procedure

The county has set up a complaints procedure for school curriculum and related matters. A copy of this is available for inspection at the school and a summary is available on application.
Privacy Notice - How we use pupil information

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Medical information (such as name of GP, relevant medical conditions)
- Attendance information (such as sessions attended, number of absence, absence reasons)
- Behavioural information (such as behaviour incidents, exclusions)
- Assessment information (such as national curriculum assessments)
- Special educational needs information
- School history (such as where pupils go when they leave us)

Why do we collect and use pupil information?

We use the pupil data:
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Article 6 and Article 9 of the GDPR. This enables the school to process information such as assessments, Special Educational Needs requests, departmental censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements of the school to provide education for the individual.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data as stated in our Data Retention Policy.
Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

We also provide pupil level personal data to third party organisations which supply services to us for which the provision of the data is essential for the service to be provided. Decisions on whether to release this data are subject to a robust approval process, including the arrangements in place to store and handle the data. We currently provide pupil level data for the following purposes:

- Systems integral to the delivery of core business services, e.g. Capita, Schoolcomms, 4Matrix, ScoPay (Tucassi Ltd), Cunninghams
- Systems integral to the operation of IT Services systems, e.g. Google, Lightspeed, ClassCharts, Groupcall
- Curriculum products SAMLearning, My Maths, Tassomi,

A full current list is available on request.

School staff and invited representatives of the press do take photographs of students, in school or on school trips, for internal purposes. We may use these photographs for publication, for school publicity, but we will not name the pupils without the consent of their parents. If a parent does not want his/her child to be involved in the production of images s/he is asked to inform the school, in writing.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils’ data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil’s unique learner number (ULN) and may also give us details about the pupil’s learning or qualifications
Youth support services

What is different about pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent/guardian can request that only their child’s name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post 16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years’ census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.


The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance
The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department’s data sharing process, please visit:

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe
At Fernhill we want all students to experience the very best of educational opportunities. In order to fulfil this aim we need the support of our students and their parents. This Home-School Agreement is intended to set out the main responsibilities shared between home and school, which will support students to enjoy and achieve.

**The Student**
I will:
- work to the best of my ability in classwork and homework
- work consistently towards achieving my target levels / grades in every subject area
- remain respectful towards staff and students at all times, without question or negotiation
- be a reliable, responsible and involved member of the Fernhill community
- respect the property of the school and fellow students
- be on time to registration every morning and to all lessons during the day
- bring the correct equipment including my planner, a pen and my PE kit to school
- keep my mobile phone switched off and in my bag from 8.35 am until 2.50 pm.

**The Parent/Carer:**
I will:
- ensure that my child attends school as required, on time, properly equipped and in correct school uniform
- let the school know any concerns or problems that might affect my child’s work, behaviour or attendance
- support the school’s policies and guidelines for behaviour, including upholding sanctions such as detentions and internal isolation
- encourage completion of homework and ensure weekly signing of the student planner
- attend Parents’ Evenings and other discussions about my child’s progress
- support the school by not contacting my child by mobile phone during the school day
- ensure that my contact details are updated regularly

**Fernhill School**
We will:
- monitor students’ performance regularly and let parents/carers know promptly of any concerns that affect their child’s work or behaviour
- seek to cater for the additional needs of all students in our school
- monitor attendance and punctuality and contact parents/carers if problems arise
- set, mark and monitor homework and classwork in accordance with the Fernhill Marking Policy
- enable regular contact with parents/carers via grade cards or Parents’ Evenings
- deliver a message to the child or parent/carer, if urgent

I have read, understood and accepted the Home-School Agreement

Student Name: ___________________________  Tutor group  ________
Signature: _________________________________  Student  ________ (Date)
Signature: _________________________________  Parent/Carer  ________ (Date)

Mr M Kingswood
Headteacher