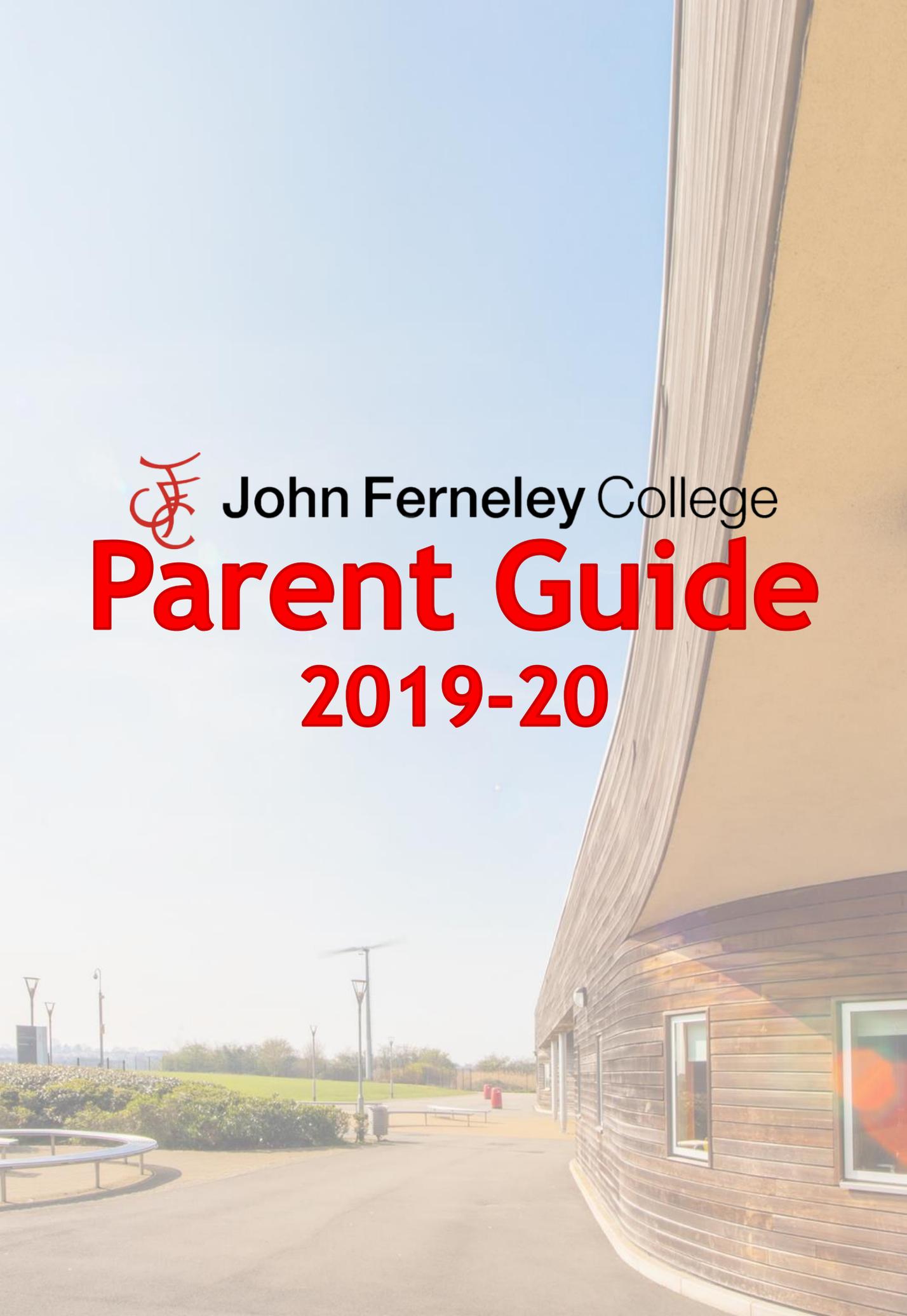




**John Ferneley College**

# **Parent Guide**

## **2019-20**



# Senior Leadership Team



**Christine Stansfield**  
CEO - Mowbray Education Trust



**Lara Hall**  
Head of School



**Warren Drury**  
Deputy Headteacher



**Hayley Robinson**  
Assistant Headteacher -  
Teaching and Learning



**Judith Johnson**  
Assistant Headteacher -  
Teaching and Learning



**Emily Phipp**  
Assistant Headteacher -  
Director of Inclusion



**Richard Taylor**  
Assistant Headteacher -  
Pastoral



**Phil Kruse**  
Assistant Headteacher -  
Attendance Leader for  
MET

# Getting to and from school

## Walking

We encourage students to walk to school wherever possible. There is a designated entrance for those students in order to avoid using the same entrance as cars.

## Cycling

Students are allowed to cycle to school. There is an area to lock up your bike during the school day which is secure. Please ensure that students wear a helmet and appropriate clothing whilst cycling. Students must dismount once they have reached the college and walk their bike through the car park, along the path. Scooters are not permitted.

## Use of the Car Park

Our car park is closed to parents from 2 until 3.30pm daily. Parents will be unable to collect their children during this time. Parents of children with disabilities are asked to write an email to Mrs Hall, Head of School to request a car park permit if needed.

## Catching a bus

There are many bus services available. For bus enquiries, please contact Leicestershire County Council. If you have a query regarding the fare-paying service operated by Nesbit Coaches, please contact Marie Feeny at the college.



# Timings of the school day

08.45 - 09.05	Registration and Tutor time for all years
09.05 - 10.05	Lesson 1
10.05 - 11.05	Lesson 2
11.05 - 11.25	Break
11.25 - 12.25	Lesson 3
12.25 - 13.25	Lesson 4
13.25 - 14.00	Lunch
14.00 - 15.00	Lesson 5

# How do I contact a member of staff?

To contact any member of staff, visit our website for their email address. This is the very best way to make contact as staff have limited access to a phone during the school day.

We operate a two-working day initial response policy, whereby if you email a member of staff, you will be contacted within two working days with a timescale as to when they will be able to make a full response to your enquiry or question.

Please do not arrive at school to speak to a member of staff, including the Senior Leadership Team, without a prior appointment. It is not always possible to see parents so please email or phone to arrange an appointment beforehand.

## Parents' Evenings

Parents' Evenings are held throughout the year and give you an opportunity to meet with your child's teachers.

You can book appointments online. We run a tight turnaround time for appointments but if you wish to have an extended meeting with a member of staff, there will be a form available on the evening to have a follow-up meeting.

Look out for communication in your email inbox at around two weeks before the scheduled parents' evening, which will tell you how to book appointments.

Year 7 - Wednesday 29<sup>th</sup> April 2020

Year 8 - Monday 4<sup>th</sup> November 2019

Year 9 - Tuesday 10<sup>th</sup> December 2019

Year 10 - Thursday 5<sup>th</sup> March 2020

Year 11 (Parents' Evening 1) - Wednesday 9<sup>th</sup> October 2019

Year 11 (Parents' Evening 2) - Wednesday 12<sup>th</sup> February 2020

# How will I receive communication from school?

We communicate all information via email. We use the email that we have registered for you so please check that it is the correct one.

You can also download the School Gateway app, where you will receive messages from school and you can also report your child absent from school, view your child's behaviour and attendance, top up their dinner money account, pay for trips and visits and much more!

If you are not already registered and would like to be, please contact [chall@johnferneley.org](mailto:chall@johnferneley.org) for more information on activating your account.

Parents, welcome to:  
**Schoolgateway**

Keeping you informed of what's going on at school.



Download the app  
Android and iPhone



or visit the website:  
[www.schoolgateway.com](http://www.schoolgateway.com)

**Activate your account today!**

## Parent Forum

We run a Parent Forum each half term. It is a great opportunity for us to collaborate with parents and carers about potential ideas we have for the future of the school.

This year, our Parent Forum meetings will be held from 6.00 pm to 7.00 pm on the following dates:

Tuesday 1<sup>st</sup> October  
Thursday 5<sup>th</sup> December  
Monday 23<sup>rd</sup> March  
Monday 6<sup>th</sup> July

If you would like more information or to inform us that you will be attending, please email Rick Newman at [rnewman@johnferneley.org](mailto:rnewman@johnferneley.org)

# Pastoral

## What do students do in tutor time?

We have a daily programme of events including Assemblies, Votes for Schools and Wellbeing. Tutors will also spend time getting to know students and their hobbies and plans.

## What happens if I think my child is being bullied?

Contact someone - Tutor, Student Manager or Pastoral Leader - we will investigate and then take action to make sure everyone feels safe.

## What if someone sends my child messages through social media?

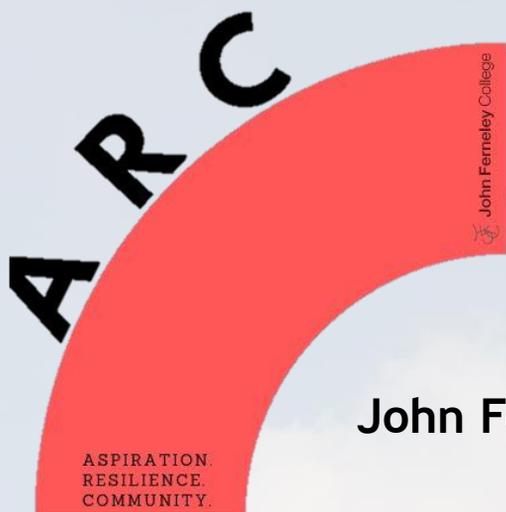
If you are worried, concerned or upset in any way, do not delete the message. Show your child's Student Manager. They will help with advice and guidance. Remember, if we do not know, we cannot fix it. A child under 13 should not create a social media account. We will work with students and parents to help understand and regulate the use of social media and managing privacy settings. Students will receive regular safety training and any issues are investigated thoroughly and where necessary, passed on to the relevant authority or agency.

## What happens if a student misbehaves in lessons?

The class teacher will apply a sanction following the school policy, a warning followed by a B1 sanction (break time), B2 sanction (after school) and a B3 sanction (after school and possible inclusion or exclusion). These will be recorded through class charts and as a parent you will receive an automated notification through your School Gateway app. If a B2 or B3 issue is recorded, you will receive a phone call home explaining the situation and advice of the sanction. We consider distracting the learning of others as a serious behaviour event.

## How does my child get rewarded?

When a student does well, a teacher will award them a positive point. Either a C1, C2 or C3. These are in ascending order and are cumulative, over the year. These will be recognised by the Tutor and Pastoral Lead in assemblies and through postcards home, but may also contribute to bigger prizes.



## John Ferneley College Values

### ASPIRATION

JFC students aim to be the very best they can be.  
JFC students have ambition to be a success in their futures.  
JFC students challenge themselves across all aspects of school life.

### RESILIENCE

JFC students see failure as a stepping-stone to their next goal.  
JFC students are independent, organised and hard-working.

### COMMUNITY

JFC students show respect for all members of the school and wider community.  
JFC students are responsible, thoughtful and compassionate.  
JFC students are a positive role model and give back to their community.

# FAQs

## If my child has any other problems in lessons, what can I do?

Please make contact and tell someone - Tutor, Student Manager, Pastoral Leader or Head of Subject. We will take action to make sure that your child feels safe and is able to learn. Please remember, if we do not know that there is a problem, we cannot fix it.

## Do all students have to wear uniform?

Yes. We pride ourselves on a professional attitude to learning amongst students and staff, therefore the uniform forms part of the community at JFC. All students should wear a blazer with the school logo, black trousers/black skirt of an appropriate length, white shirt, school tie and black shoes (defined as leather or leather effect and polishable). Shoes should be plain and without logos. Please see the school website for more detailed information on pricing and suppliers.

## What about jewellery, hair and make-up?

Please keep it sensible and discreet. We value a student's individuality but also want to promote the sense of belonging to a community and prepare people for the work place. We request that students do not wear excessive make-up, large hooped earrings and do not have extreme haircuts or colours. We do allow small nose studs but again, advise discretion.

## Can students use a mobile phone?

At the moment, students are allowed to bring their mobile phone in to school. However, they can only be used in lessons if a teacher gives permission. One day a week is designated as a 'No Phone Zone' for years 7 and 8.

# Pupil Premium

We are always here to support families as best we can and one thing you may have not looked in to is whether your family could receive some additional support financially.

Free School Meals does not just mean that your child receives a free meal each day, there are other things your child will receive, such as resources and equipment.

You may be able to get free school meals for your child if you already receive one of the following:

- Income Based Job Seekers Allowance
- Income Support (IS)
- Income-related Employment and Support Allowance
- Child Tax Credit (provided you're not entitled to Working Tax Credit and you have an annual gross income of no more than £16,190)
- Guaranteed Element of State Pension Credit
- Support under part 6 of the Immigration and Asylum Act 1999, if you're an asylum seeker
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Children who receive Income Support (IS) or Income Based Job Seekers Allowance in their own right can also get free school meals

Click [here](#) to access the application form to apply.

If you have any questions or would like further information, please contact Phil Kruse at [pkruse@johnferneley.org](mailto:pkruse@johnferneley.org)

# Attendance and Punctuality

John Ferneley's aim is to ensure students attend school 100% of the time. We do understand that occasionally, there is a valid reason why a child is absent - illness being one. Please contact the Medical Room if you have a query about a particular situation.

## Handy Reminders.....

College starts at 08.45 am. Students arriving after this time will be marked as Late (without a valid reason or contact from home) and will serve a detention with their Form Tutor or Pastoral Leader.

A student arriving after registration, which closes at 09.05 am, loses their mark for that morning, which will in turn affect their overall attendance (unless there is a valid reason or contact from home).

Please contact the college before 08.30 am each day that your child is going to be absent, with the reason (for our records) so that we can mark registers accordingly and ensure that the student is safe and not missing.

If attendance falls below 90% (without known reason) this is classed as persistent absence. The college will send a second letter asking to meet to discuss any issues and ask (where possible) for any medical evidence to back up absences.

If attendance continues to drop and there have not been meetings or medical evidence, the college will send a formal warning letter stating that unless attendance improves, the matter will be passed on to the Courts Team at County Hall, where a fixed penalty notice may be issued if an improvement is not made.

The attendance team are happy to be contacted at any time to discuss attendance issues and are available to talk over the phone or meet to provide advice and support wherever possible.

The college does not authorise term time holidays and unless there are exceptional circumstances (to be decided by the Head of School) we will pass this information on to County Hall for a fixed penalty notice.

# Special Educational Needs and Disabilities

If your child is on the SEND register they could receive support in many different ways:

- LSA support in lessons
- 1:1 or small group interventions during registration or lesson time
- Supported after-school study sessions
- Nurture tutor group (Year 7 only)
- Additional Numeracy and Literacy in place of Languages
- Access to the Inclusion Room
- Support during unstructured times

Our Inclusion Room is accessible to some students before and after school and during break and lunches. Some students may have specific intervention lessons in the Inclusion Room working with members of the SEND Team. The SEND team aims to meet with parents and students three times throughout the academic year to set and review individual targets and to assess the level of support and provision in place.



Every child on the SEND register will have a Student Support Plan and a One Page Profile. These informative and supportive documents are shared with all teaching and support staff. If your child has an Education Health and Care Plan, an annual review will be held at the school and will involve parents, students, staff from the school and any relevant professionals who work directly with your child.

# Home Learning

Home study can be made up of homework (which must be completed) and independent learning (optional). All subjects will provide a range of independent learning tasks via the school website. We will no longer be using paper planners to record homework. Homework will be set by the class teacher via 'Show My Homework'.

We run a homework club, where students can complete homework and independent learning tasks with access to a computer, each night from Monday to Thursday, 3.00 pm - 4.30 pm.

You should have received information on how to activate your account via email and at the support evenings.

If any further support is needed with 'Show My Homework', please contact Mrs Robinson at [hrobinson@johnferneley.org](mailto:hrobinson@johnferneley.org)

## Assessment and Feedback

Students will be regularly assessed according to the milestone plan for the academic year. Milestones are the term we are using to describe the assessments that will take place at certain points of the academic year. The milestone plan can be found on our website, under 'Learning' and then 'Milestones'.

Where possible, these assessments will follow a format similar to the GCSE in that subject. These assessments will be marked by the class teacher and used to feed into the tracking data that you will receive throughout the year. John Ferneley College promotes the use of a variety of forms of feedback, including:

- Verbal
- Peer-assessment
- Self-assessment

As a school, we do not require teachers to acknowledge ALL student work in books. Teachers are required to provide appropriate feedback to students on key pieces of work and then allow time for them to further their learning and make progress.

# Reporting and Tracking

You will receive three tracking reports for your child over the course of the academic year. The report shows:

**Target Grades** - these are the grades your child is aiming for. Target grades are generated based on your child's Key Stage 2 data.

**Teacher Prediction** - this is the grade your child's class teacher thinks your child will achieve in their final GCSE, if they continue with the same levels of commitment, attendance and attitude to learning.

**Commitment Score** - a '0' means that your child is doing everything in class that is asked of them. Anything above a zero is great news because this means your child is working excellently in class and doing extra independent study at home! A negative commitment score suggests that some action needs to be taken. Please contact the class teacher or your child's Form Tutor if you would like to discuss this in more detail.

The dates when the tracking reports will be released to parents are as follows:

Tracking 1 - w/b 9<sup>th</sup> December 2019

Tracking 2 - w/b 27<sup>th</sup> April 2020

Tracking 3 - w/b 6<sup>th</sup> July 2020

# Extra Curricular

It is important to us at John Ferneley College to encourage students to develop as well-rounded individuals with great experiences. This will, in turn, help them to grow as young adults and challenge them to become better leaders and organisers, be resilient, independent and confident. Coupled with great academic achievements, these skills will help guide our students towards appropriate and exciting post-16 opportunities.

As a college, we have always offered many extra-curricular activities and clubs for students, with numerous trips and educational visits and we are looking to build on our existing programmes to incorporate this into all aspects of student life. The extra-curricular clubs and activities will be advertised on a weekly basis, both on social media and on the school website.

For all queries relating to our enrichment programme, including trips, please contact Mr Drury at [wdrury@johnferneley.org](mailto:wdrury@johnferneley.org)



# Process for trips

1. Letters will be sent out to all parents/carers of those students being offered the trip.
2. Students will then be asked to pay a 'non-refundable' deposit for the trip and complete a medical and consent form. For overseas trips, the student will also have to have a valid passport which the school will need a copy of.
3. In the event that there are too many students wanting to go (per places available) a draw will take place to determine who goes.
4. Students who are unsuccessful in the draw will be placed on to a waiting list (if these students do not end up going on the trip, their deposit will be refunded).
5. A meeting with the trip leader(s) will then take place to outline the trip in more detail (some trip leaders may hold further meetings closer to the departure date).
6. Further payments will then be made, up to a final deadline.

Please note that once a deposit has been paid this, and any further payments that have been made, become non-refundable, unless there is a medical reason. A note confirming this from the students' doctor is required before a refund can be made by our insurance company.

An up to date version of our planned trips for the next two years can be found on our website in early September.



# Like us and follow us on Social Media!



@JohnFerneleyCollege



@john\_ferneley



@john\_ferneley



John Ferneley College

## Contact information

**Telephone Number:** 01664 565901 (office hours are 08.00 am to 4.15 pm)

**General enquiries email:** [ask@johnferneley.org](mailto:ask@johnferneley.org)

**Postal Address:**

John Ferneley College  
Scalford Road  
Melton Mowbray  
Leicestershire  
LE13 1LH

See our website for a full list of email addresses for all staff.