

JOHN FERNELEY COLLEGE



2026 / 2027 Handbook





Welcome

Welcome to John Ferneley College



are committed to three core values that underpin everything we do:

Hard work We never give up; we do what it takes for as long as it takes. We are industrious and curious.

Kindness We play by the rules. We are polite, considerate and kind.

Resilience We have the ability to keep trying when things are difficult, to learn from setbacks and to bounce back with confidence.

At John Ferneley College, our mission is to provide a first-class education to maximise students' opportunities to live fulfilling lives and make a difference in their community. Our students and staff

I believe in a values-driven education in which Hard Work, Kindness and Resilience are not merely slogans but the fundamental principles that underpin every aspect of our school's culture.

It is essential that we equip our pupils with rigorous academic knowledge and the personal qualities that will come from holistic development which they will need to flourish as responsible, capable members of a global society.

I am resolutely committed to ensuring that every pupil who enters John Ferneley College is afforded the opportunity to fulfil their potential.

Working alongside our committed staff, I will ensure the school provides a supportive and nurturing environment in which every pupil is valued, suitably challenged and inspired to succeed.

**Mr Claridge,
Headteacher**

Mowbray Education Trust



Mowbray Education Trust is a family of schools dedicated to providing children with a first-class education. As a Multi-Academy Trust (MAT) based in Leicestershire and reaching far beyond, we support

pupils throughout their education journey, equipping them with the skills and knowledge to thrive and make a positive impact on society.

We are an inclusive community where every child thrives, every voice matters, and together we shape a kind, ambitious and resilient future. Over the past year we have come together with Trustees, Headteachers and the Executive Team to shape our values. As a result of working together Inclusivity, Aspiration and Collaboration are at the heart of what we do.

We recognise that the best way to support our pupils is to empower the adults who work with them. That's why we are dedicated to creating an environment where our staff can flourish, enabling them to make a meaningful difference in the lives of the children entrusted to our care.

We are proud to be part of the vibrant education community and welcome the opportunity to collaborate with parents, local organisations, and other stakeholders. If you would like to learn more about Mowbray Education Trust or explore ways to get involved, please don't hesitate to contact us.

Together, we can make a lasting difference in the lives of the young people we serve.

Louise Lee

**Chief Executive Officer
Mowbray Education Trust**

Why do we exist?

To challenge educational and social disadvantage in Leicestershire

How do we behave?

As a highly professional team, together:

- o we are good and kind
- o we work hard on the things that matter, with humility
- o we are motivated by mastery, autonomy and purpose

What do we do?

Within our communities, we work together to create joyful, rigorous, high performing schools and colleges, which maximise attainment, value diversity, develop character and build cultural capital

How will we succeed?

- o Improving Attainment, Attendance, Consistency and Inspection Outcomes
- o Planned Growth, Inclusion and Alternative Provision
- o Future Proofing MET's Financial Sustainability
- o Developing Professional Capital and Talent Density



Term and Holiday Dates

3-21 Aug	School Closed	15-19 Feb	School Closed
24-25 Aug	INSET Day	22-2 April	School Closed
31 Aug	Bank Holiday	3 May	Bank Holiday
19-23 Oct	School Closed	31 May	Bank Holiday
27 Nov	INSET Day	1-4 June	School Closed
21 Dec - 6 Jan	School Closed	7 July -	School Closed
4-5 Jan	INSET Day		

This calendar applies to all schools within Mowbray Educational Trust

Key Staff

Senior Leadership Staff

Terry Claridge
Leavi Oshungbure
Judith Johnson
Kat Russell
Matt King
Danielle Hibbitt
Kate Hodges
Elizabeth Strickland
Kathryn Baldwin
Wajid Tufiq

Headteacher
Deputy Headteacher
Assistant Headteacher
Assistant Headteacher and DSL
Assistant Headteacher
Key Stage 3 Leader
Key Stage 4 Leader
PD and Wellbeing Lead
SENCO
Interim Senior Leader

Heads of Departments

Abi Adams
Louise Wilkinson
Rebecca Franklin
Louisa King
Matt Potter
Simon Smith

Discovery (Science)
Communication (English)
Enrichment (Maths)
Performance (PE, Music, Drama, Art, Dance)
Culture (Hums & Languages)
Vocational Studies & Technology (DT, Food, Business, Comp Science, Child Dev, Health & Social Care, Creative iMedia, Enterprise & Marketing, Media Studies).

Pastoral

Leavi Oshungbure
Kat Russell
Phil Kruse
Lizzie Strickland
Kate Hodges
Danielle Hibbitt
Katie McCormick
Zoe Sutherland
Victoria McNeill
Kaylee Shotton
Sammy Costello
Halina Plowman

Deputy Head, Behaviour
Assistant Head, DSL and Attendance Lead
Teacher and Attendance Leader
Wellbeing & PD Leader
KS4 Leader
KS3 Leader
Student Manager
Student Manager
Student Manager
Student Manager
Student Manager
Wellbeing Pastoral Assistant

Structure Of The Day

Activity	Time
School day starts / movement to tutor	8:35–8:40
Tutor / Assembly	8:40–9:05
Lesson 1	9:05–10:05
Lesson 2	10:05–11:05
Break	11:05–11:25
Lesson 3	11:25–12:25
Lesson 4	12:25–1:25
Lunch	1:25–2:00
Lesson 5	2:00–3:00
After-school Activities	3:05 onwards

Our students are welcome on site from 8.00am. Students must remain in the Dining Hall during this time. Students needing to use the toilets must ask permission from the member of staff on duty beforehand. A free porridge is provided to all students

The School Day starts at 8.35am and all students are expected to move to their Tutor class by 8:40am. To support students to do this a movement bell will sound at 8.35am. The movement bell signals to students to move to their tutor group for the morning address.

If arriving late due to a school bus, this will not be considered late, and students will be asked to go directly to their Tutor Class.

Tutor time is a high-value daily opportunity to strengthen the foundations of pupil success: it embeds our values

of Hard Work, Kindness and Resilience, improves attendance and belonging, and delivers essential pastoral, academic and safeguarding checks in a short, structured slot.

Led consistently by the same tutor, it builds trusted relationships that help staff identify emerging needs early, reinforce routines and expectations, provide targeted reading and coordinate home–school communication so families are clear about next steps.

Well-designed tutor time also creates space for social and emotional learning (teaching repair, reflection and resilience), timely revision of curriculum knowledge, and brief interventions for pupils at risk of disengagement, all of which contribute directly to calmer classrooms, better behaviour, higher attendance and improved long-term attainment.

Teaching and Learning



At John Ferneley College, our mission is simple: John Ferneley College provides a world-class education to maximise students' opportunities to live a fulfilling life and make a difference in their community.

We achieve this mission through an unwavering focus on attainment, and by offering the very best teaching and support. Our practice is thoroughly rooted in our three core values: Hard Work, Kindness and Resilience.

At John Ferneley College, we build a partnership between parents, students and teachers that puts learning first. We help our students to value learning by activating them as owners of their own learning.

Our teachers have real respect for their learners as people with ideas of their own. They are passionate about teaching and learning and can present challenging learning tasks. They intelligently sequence the learning content across a lesson or sequence of lessons, and their expertise

allows them to 'read' their classrooms and to be more responsive to learners. They are extremely flexible, focusing on highly tailoring content and delivery, and they take every opportunity to maximise learning.

The JFC Way describes how we teach and learn at John Ferneley College. Lessons are carefully sequenced so pupils build knowledge step by step, teachers model new ideas clearly and break hard tasks into manageable steps, understanding is checked frequently and pupils get guided, purposeful practice with timely feedback, all delivered in classrooms where hard work, kindness and resilience are expected and celebrated. This consistent approach uses simple routines (review, explicit explanation, modelling, questioning, scaffolded practice and cumulative review) so pupils practise to fluency, recover from mistakes and make reliable progress; it is rooted in the evidence base behind Rosenshine's Principles of Instruction and current research on effective, explicit teaching.

We insist on good learning habits day-in and day-out with high expectations and no excuses. As such we expect all students to make outstanding progress over their time at John Fernelley College. This will result in nearly every student succeeding in achieving at least eight good GCSEs including English and mathematics.

Curriculum

The start of secondary school marks an exciting phase in the lives of our students as they build on fundamental knowledge learnt during their primary education forming ever wider and deeper schema. Students study English, mathematics, science, geography, history, personal development, art and design, computing, drama, music and physical education.

Our GCSE curriculum is broad and balanced with a strong core in the EBacc – English, Mathematics, Science, MFL and History or Geography. As well as the EBacc, all students take core PE and can choose two further options from a range of high value subjects such as: Business Studies, Art and Design, Music and Sport.

Our five-year secondary phase curriculum is designed to be ambitious and as broad as possible for as long as possible so that students engage with the best of what has been thought and said; as such, they acquire powerful enabling knowledge that builds wider cultural capital. Our curriculum is designed so that students can master the basics as well as offer more flexibility so that teachers can tailor their teaching to students' needs and aspirations.

Allocations shown as lessons per fortnight.

KS3

Subject	Lesson Allocation		
	Y7	Y8	Y9
Maths	8	8	8
English	8	8	8
Science	8	8	8
Geography	4	4	4
History	4	4	4
Mfl	4	4	4
RS	1	1	1
Music	1	1	1
Drama	1	1	1
Computer Science	2	2	2
BS	1	1	1
PD	1	1	1
DT/Food/Art Rotation	3	3	3
PE	4	4	4

(Rotation equivalent to 18 lessons per year)

KS4

Subject	Lesson Allocation	
	Y10	Y11
Maths	10	9
English	9	10
Science	10	10
Option 1	6	6
Option 2	6	6
Option 3	6	6
PE	2	2
PD	1	1



1. Reading daily independently at home (reading)
2. Speak in full sentences and no slang (speaking)
3. Track the speaker/s (listening)

Once a week there is a dedicated session in Tutor Time to reading. We use this approach because it has been shown to increase students' reading ability, fluency and vocabulary through the 'whole word method'. In robust reading students read a wide variety of books from a range of different perspectives, and this encourages students to be more tolerant of others and develops their cultural capital. We want all of our students to develop a lifelong love of reading through having experience of reading a wide variety of texts.

Homework

Students are expected to revise or complete home learning for a least one hour per evening. Homework timetables are published on the website at the start of each academic year.

Literacy

Our duty is to develop students who are confident readers, writers, speakers and listeners, who value these life skills and strive to improve them. We recognise that it is the responsibility of all staff from all subject areas to teach literacy skills because reading, writing, speaking and listening are integral to all subjects.

To raise the profile of literacy across the curriculum, to support students with their learning and to raise standards across the curriculum, there are always three 'literacy' expectations of all students:

All students in the school are given homework relevant to, and to complement their classroom studies in each subject every week, sometimes on more than one occasion depending on the subject and year group. The homework timetable helps the student with what homework to complete each evening, so they don't become overloaded on any one evening. Students should attempt their homework on the day it is set so if they have any questions or difficulties, they have time to ask their teachers for support. All homework should be set on Class Charts.

For younger students, home learning should take about 20 minutes for each subject. If the homework takes substantially less or more than 20 minutes, students should check that they are doing what they have been asked to do. For older students, homework will take up to 30 minutes each to complete.

There is a wide variety of homework; not all will be written. For example, some may be reading, prereading, research and online homework. Some homework may consist of long-term projects set over a period of weeks. Families can support their child to complete their home learning by looking through their planner daily, ensuring work is completed to the best possible standard and handed in by the set deadline.

Key Stage 3 Online homework is set every week in mathematics and science using the Sparx platform. The website Sparx Maths (<https://sparxmaths.com/>) and Science (<https://sparxscience.com/>) are an incredibly useful and personalised resource to aid significant progress in maths and science.

Education visits and Extracurricular offer

John Ferneley College believe in developing the whole child, including their wider experiences to develop their cultural capital. To that end, throughout the year there will be a wide variety of educational visits available to the students. These will range from local visits within lesson time to nearby places of interest, to residential activities further afield.

Parents will always be given reasonable advance notice of visits and will be notified via the MCAS app and email. You will be asked to complete a consent

form. Unfortunately, your child will not be allowed on the trip if the consent form is not completed and returned.

Students at John Ferneley College have had the opportunity to go on the following trips:

- o Euro Disney
- o Skiing in Andorra
- o New York
- o Yorkshire
- o London
- o Alton Towers
- o Warwick Castle
- o Slick City Nottingham
- o End of Year Celebration trips



Attendance and Punctuality



Daily attendance

The academy rigorously monitors student attendance. Form tutors, Student Managers, the Deputy Headteacher, Headteacher, and the attendance officer play key roles in this system and Bromcom is used to manage this information.

Dealing with absence

Families are expected to ring the academy each morning of the student's absence before 8.00am, this can be done by calling 01664565901 and selecting option one for the absence line or using the MyChildAtSchool webpage. If the attendance officer is unavailable to take your call please leave a voicemail with the student's name, tutor group, reason for absence and a contact telephone number. If your child is ill for more than one day you will need to call the academy on each day of illness before 8.00am. Please also ensure you contact us using a phone number that

is on our system as a 'recognised contact' for your child.

If families do not contact the school, the Student Manager or attendance officer will ring the contacts with parental responsibility. The school takes seriously its duty to safeguard the welfare of all its students. If a telephone call from families is not forthcoming, then the absence will be treated as unauthorised. If no contact has been made by the family by day three of the absence, the attendance officer, Student Manager, or a member of the Senior Leadership team will visit the home of the student. This will be an opportunity to explain the possible consequences of a fine if attendance does not improve. If there is a history of poor attendance, the visit may be earlier. Social services will be contacted by a member of the safeguarding team on the first day of unexplained absence for any child with a Child Protection Plan. If a student is absent for three consecutive days (and contact has been made from home) the Student Manager or the attendance

officer will contact home to gauge when the student will be returning to the academy.

We expect all our students to have good attendance at John Ferneley College. This means they should be in at least 95% of the

time. If a student is not at school, then we cannot keep them safe.

Frequent absences can add up quickly and be harmful to your child's progress at school.

100% Attendance	0 Days Absent	0 Missed Lessons	Perfect
99% Attendance	1 Day Absent	5 Missed Lessons	Best chance of Academic Success
97% Attendance	1 Week Absent	25 Missed Lessons	Best chance of Academic Success
95% Attendance	1.75 Weeks Absent	42.5 Missed Lessons	Best chance of Academic Success
94% Attendance	2 Weeks Absent	50 Missed Lessons	Risk of Underachievement
93% Attendance	2.5 Weeks Absent	62 Missed Lessons	Risk of Underachievement
92% Attendance	3 Weeks Absent	75 Missed Lessons	Serious risk of Underachievement
90% Attendance	3.5 Weeks Absent	85 Missed Lessons	Severe risk of Underachievement
<50% Attendance	18+ Weeks Absent	475+ Missed Lessons	Extreme risk of Underachievement

Holiday and Trips taken during term time

In line with government guidelines, family holidays no longer constitute exceptional circumstances and consequently will not be authorised by school.

Parents who believe an absence is exceptional and wish it to be authorised must notify the school in advance and request permission from the Headteacher for the absence by completing a leave of absence request. Parents who take their child out of school in term time, due to a

holiday or other similar event without the permission of the Headteacher may be issued with a fine.

With the introduction of the new National Framework for Penalty Notices, changes came into force for fines issued after 19th August 2024, details of the changes are available to see on our website at <https://www.johnferneley.org/attendance>

Absence due to sickness

Students who are unable to attend school due to a medical need will have all reasonable and proportionate absences

approved. However, if we feel the amount of time a student has taken off due to sickness becomes disproportionate, we will insist on medical evidence, by way of an appointment card or letter from a GP, before we approve any other illness related absence.

If this is the case families will first be notified via letter that this decision has been made. If after this letter, medical evidence is not provided, all absence related to sickness will be unauthorised and be eligible for a referral for a fixed penalty notice or legal prosecution.

Home Visits

Where a student is absent from school for a number of days, school staff will likely conduct a home-visit.

This is to provide any support we can, to help all our families and students maintain excellent attendance.

We endeavour to work with our families and students to promote excellent attendance at school.

Encouragement and rewards for good attendance

Throughout the year there are several opportunities to reward good attendance. Whilst we recognise that there are some factors influencing a child's attendance which may be out of their own control, we do not believe that this should take away from those students who do achieve good attendance.

All rewards and celebrations are at the discretion of the senior leadership team and the student's Student Manager and

therefore a child who has attendance below 95% will never be automatically disqualified from rewards/celebrations.



Punctuality to School

It is the parents/carers responsibility to get their child/ren into school on time on a daily basis.

The school day starts at 8:35am. We would expect students to be in school and in their zones ready for tutor time which begins at 8.40. Punctuality affects the overall attendance figures and will impact on valuable learning time.

Pupils who are regularly late may also be liable to fines as per Department of Education guidance.

Students arriving late to school create a worrying disruption to their learning and the learning of others in their classes.

Missing even just a few minutes of a lesson has a significant impact on everyone, including the teacher in the class, as the lost learning has to be caught up, or the difficulty in understanding that this creates for a student can lead to disruptive behaviour. Student late to school or lessons will be issued with a sanction.

To support students, we ensure that we use a five-minute warning bell to ensure they are aware to arrive to lessons on time.

Uniform / PE Kit

Students wear our uniform to look professional and demonstrate belonging to John Ferneley College. Most professional environments have a dress code.

The expectations for uniform are laid out below.

Blazer: A JFC black blazer (optional)

Shirt: Plain white shirt with collar

Tie: JFC school tie (optional)

Jumper: A plain black jumper

Trousers: Black trousers

Skirt: Plain black pleated knee length skirt

Socks or tights: Plain black socks or tights

Shoes: Plain black shoes or trainers, providing adequate protection and support (no fabric, sliders, canvas, sandals, pumps, high heels, boots, coloured laces, coloured stitching)

Coat: Suitable coat for outdoor wear, to be removed once in the academy and lessons.

PE uniform must be, a PE t-shirt with the JFC logo, a plain black PE hoodie/jumper, plain black joggers/shorts/running leggings and suitable footwear (football boots for the field and 3G pitch). Cycling shorts will not be acceptable.

JFC UNIFORM GUIDANCE

Students can wear

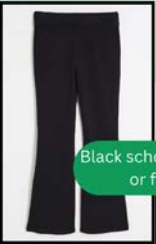




Plain white shirt - long or short sleeved



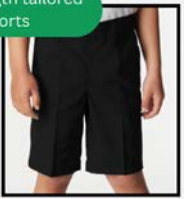

Plain black or school logo jumper (JFC logo not Sports studies logo)



Black school trousers or flares



Knee length Skirts



Knee length tailored Shorts




Optional items tie and blazer



Plain black footwear - no visible logos



Plain black footwear - no visible logos



Plain black footwear - no visible logos



Plain black footwear - no visible logos

If socks are visible they must be black. Students should not wear socks over tights or have visible or coloured white socks.

PE KIT - JFC polo shirt, JFC shorts, Plain black shorts, black leggings or black joggers. Either JFC zipped top or black hoodie







Please note black cycling shorts are permitted and "old style" red polo shirts - we anticipate these will filter out naturally over the next few years!

JFC UNIFORM GUIDANCE



Students can't wear



Shoes with visible logos/white soles or any other colour of shoes

Leggings



Jogging bottoms



Tube Skirts



Visible white or coloured socks



If students choose to wear socks over tights they should be black and trainer style socks and not visible



Equipment

For students to attend school each day ready for learning, they must bring with them their 'essential items' as detailed below. There is an expectation of every item, every lesson, every day. To support students to do this, they will be provided with a pencil case and some of the essential items at the beginning of the academic year

Suitable school bag	✓
Lanyard	✓
2 black pens	✓
2 green pens	✓
2 pencils	✓
Rubber	✓
Ruler	✓
Protractor	✓
Calculator	✓

Rewards and Consequences

We believe that by focusing on the following 5 priorities, we will be able to ensure that we deliver our ethos and values successfully to all of our community, especially the most vulnerable:

- o Great attendance
- o Great belonging
- o Great routines
- o Great teaching and learning
- o Great community support

We believe...

...that by establishing a series of great routines for learning, this will encourage a strong sense of belonging for all our young people. If they feel that they belong, this will ensure that teaching and learning will be more effective, ultimately creating a more fertile environment for the curriculum to be better learned and remembered.

...it is our moral duty to prepare our young people to be successful as adults, by teaching them the behaviours, habits and routines of the most successful. These include a focus on hard work, kindness and resilience.

...that by teaching behaviour as a discreet curriculum area, we will be able to play a part in tackling social injustice.

Rewards

Students will be rewarded for good work, attitude and behaviour. We use R1s, R2s and R3s on the Classcharts system.



R1 – given by a tutor or teacher for students who meet our basic expectations.

R2 – given by Student Managers or Heads of Faculty for consistently meeting our expectations.

R3 – given to those students who show exceptional behaviour and attitude.

Other rewards could include:

- o Praise
- o Reward points
- o Letters or phone calls home to parents
- o Special responsibilities/privileges
- o Gift cards

Detention

If students at school have not completed work or have failed to meet our expectations after warnings have been given, these detentions are run in departments. These range from 15 minutes to 30 minutes.

If a student is removed from a lesson, via on-call, receive 5 lates within a week or has the incorrect uniform then 1 hour after school detention is owed. Failure to attend a detention will result in the sanction being escalated.

Detentions are compulsory – the Department for Education is very clear that schools do not need to seek permission from parent/carers, and 24-hour notice is not required for a short detention. We will always communicate with home when there is an after-school detention. It is the responsibility of the parent/carer to ensure the child can get home safely.

Mobile phones, earphones and other related paraphernalia

We know mobile phones, headphones, ear buds, smart watches and any other kind of Bluetooth device are a significant distraction for children, they are the enemy of concentrating on their studies, and so we encourage parents/carers to keep their child's phone at home during the school day. If parents/carers feel their child needs a phone during the day, please know that mobile phones or any other kind of device should be switched off and should be stored out of sight. If a pupil's mobile phone/device is visible/heard, it will be confiscated immediately. Current DFE guidelines state the use of mobile phones in schools should be banned.

Parents and guardians are asked to come into school to collect the phone/device and returned to pupils at the end of the day.

Corridor Behaviour

Students should not run and should walk sensibly without forming large groups. Students should be courteous to one another and to staff members and visitors.

To keep everyone safe and learning on time, we ask pupils to keep to the left side of the corridor during lesson transitions. Walking on the left creates a calm, orderly flow between lessons, reduces collisions and delays, and helps staff supervise movement more easily. Pupils are expected to move promptly but quietly, show kindness by making space for others, and demonstrate resilience by following routines even when the school is busy.

Consistently staying left supports punctuality, protects learning time and reflects the JFC values of hard work, kindness and respect.

Where necessary CCTV will be forensically analysed to ensure students are held to account for their actions and detentions will be used as appropriate with incidents recorded on Classcharts.

Toilets

Students should go to the toilet during break/lunch to ensure there is no disruption to their learning. If a water bottle needs refilling, then this would be the perfect time for this too. Being in the wrong place at the wrong time could result in a detention and the information will be logged on to Classcharts.

Anti-bullying

At John Ferneley College, we firmly believe in fostering an inclusive and supportive environment for every individual within our community. Bullying in any form is completely unacceptable. Our school must be a safe space where everyone is able to thrive. Danielle Hibbitt and Kate Hodges are the school's Anti-Bullying Leads. A number of our students have completed the Diana award to ensure that they are our Anti-Bullying Ambassadors.

Our value of kindness mean that we tackle negative behaviour proactively:

1. Recognise the signs:

It's important to be able to identify bullying behaviours. Bullying can manifest in various forms, such as physical, verbal, social, or online. Look out for signs like repeated teasing, name-calling, exclusion, spreading rumours, physical aggression, or cyberbullying.

2. Report:

Don't face bullying alone. Reach out to your trusted adult, trusted friends, family members, or other teachers who can provide guidance and support. This can be done face to face or on the safeguarding tile.

Remember, nobody deserves to be bullied, and you have the right to feel safe and respected. If you witness bullying, ensure that you report it so that we can keep every member of our school community safe.

Behaviour outside of school

Even when your child is outside of school, they still represent John Ferneley College. They should think about how their actions



reflect on themselves and their school. Your child may receive behaviour points or detentions for behaviour outside school that affects their education or brings the school into disrepute.

If we hear of disrespectful behaviour outside of school, we will sanction the students concerned. We are especially polite to shopkeepers and bus drivers. As soon as students finish at the end of the school day, we expect all students to go straight home.

Safeguarding

Our main priority at John Ferneley College is to ensure that our whole community is safe, happy and ready to be the best version of themselves. The safeguarding of students, families and staff is everyone's responsibility. We must all make sure the things we do and say reflect our values.

Our highly trained safeguarding team has the responsibility for dealing with any safeguarding concerns that are raised by students, families or staff. Every member of the safeguarding team holds the relevant DSL training qualification and have a wealth of experience working with external agencies as well as within school to keep everyone safe.

If families have any concerns or worries about their child or any other student at John Ferneley College, please contact the safeguarding team or your child's Student Manager. Every staff member at John Ferneley College is trained on how to deal with safeguarding concerns that are raised and how to pass on concerns to the safeguarding team.

When a student raises an issue, worry or concern they will be listened to, and the most appropriate form of support will be put in place to help them move forward and feel happy and safe. Please see below for the contact details of the safeguarding team and heads of year.

We are committed to ensuring the safety and wellbeing of all students. Our safeguarding procedures are in line with statutory guidance, including Keeping

Children Safe in Education (KCSIE) and Working Together to Safeguard Children.

Our Trust-wide Child Protection Policy outlines the steps we take to protect students and provides clear procedures for reporting safeguarding concerns.

Designated Safeguarding Lead (DSL):

Kat Russell – dsl@johnferneley.org

For more information, please visit our Contact Information page.

Reporting Concerns:

- First Response Children's Duty Team (Leicestershire): 0116 305 0005
- Local Authority Designated Officer (LADO):
- CFS-LADO@leics.gov.uk | 0116 305 4141
- NSPCC Whistleblowing Helpline: 0800 028 0285 | help@nspcc.org.uk

Further safeguarding-related policies can be found on our Policies page on our website.

Further Support

First Aid

The academy provides basic first aid in Student Services. If your child has a health problem, please indicate this to the Student Manager or school so that we will be better able to deal with any difficulties which may arise. It is important that the school is informed of all allergies, especially if your child has suffered an anaphylactic reaction and / or been issued with an Epipen or Anapen.



Form Tutors and Student Managers

We have an excellent pastoral system, and you are welcome to contact your child's form tutor or head of year with issues you wish to discuss. Please telephone the academy to arrange an appointment with them.

Attendance officer

The attendance officer is responsible for receiving queries from home about any aspect of the academy life and directing the query to the appropriate member of staff.

If you have a problem regarding your child's attendance, please telephone the academy and ask to speak to her.

SEND department

The SEND department is for all students who have a specific requirement for support, or for students that just need advice and support.

Our experienced team will always be there to help and support the students. Should you require any assistance or have any queries regarding the school's provision for your child please contact the Individual Needs department who will arrange to meet with you.

The SEND department is led by our SENDCo, Mrs Kathryn Baldwin.

ICT Usage



John Ferneley College is committed to providing good computer facilities and access to the internet and email for all staff and students.

Computer equipment rules for students:

Treat computer equipment with care. Do not take food and drink into computer areas

School computer equipment is primarily for student education and staff professional activity.

It must not be used for private purposes. Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Password security:

Students will be held responsible for

anything done on a computer logged on with their username; log out when they finish.

They must not tell other people their password. If they suspect that someone knows their password, they must change it and tell IT Services / Form Tutor / Student Manager

Information stored on academy computers:

Copyright and intellectual property rights must be respected

Do not store or distribute any offensive material. Do not install any unauthorised software

Email:

Users are personally responsible for email(s) they send and for contacts made.

Therefore, all emails should be written carefully and politely. Any email sent to an external organisation should be authorised before sending.

Do not send or forward offensive emails, anonymous messages, or chain letters.
Internet access:

All Internet use is monitored. Access to inappropriate sites is barred in so far as this is possible; access to these sites is not accepted, and the user is liable to disciplinary actions.

Details of any accessible site with inappropriate content should be reported to IT.

Services

The use of public chatrooms and social networking sites are not allowed

Photographs or video clips taken within the school environment, including off-site trips and residentials, must not be distributed or uploaded to public sites without prior consent of the school and those captured in the images

Where can parents go to report hateful or illegal online content?

1. Hateful or sexually inappropriate content Parents can report directly to content providers, such as Facebook, YouTube, Instagram, Twitter, Snapchat, asking them to remove hate-filled or overly sexualised content. Most social media platforms have simple processes in place for reporting inappropriate content. Try searching for 'Report', or look through their terms and conditions, or Help section.

True Vision is a police-funded site that provides information about hate crime.

You can report all forms of hate crime, including online content, at www.report-it.org.uk. This includes racial, homophobic, transphobic, religious or disability hate crime. To report online material promoting terrorism or extremism go to <https://www.gov.uk/report-terrorism>.

2. Mobile phone content Report any unsuitable videos, still images or even plain text that your child sees using their mobile phone to your mobile operator. If the mobile operator requires further advice, the query will be passed to the British Board of Film Classification.

3. Inappropriate contact from an adult online If you know or suspect that an adult has been communicating with your child online who has tried to do any of the below, report it to CEOP, part of the National Crime Agency:

- o Talked about sex or other inappropriate sexual activity;

- o Asked them to do something that makes them feel uncomfortable, such as send them a naked or partially clothed image;

- o Asked them to meet them offline;

- o Asked them to lie to their parents about, or tried to hide, their online relationship.

4. Images of child sexual abuse If you see any child sexual abuse images and videos online, you can make an anonymous and confidential report to the IWF at www.iwf.org.uk.

Everyday School Life



Dining at John Ferneley College

We've partnered with Innovate, part of Impact Food Group, to bring modern, exciting dining experiences to your school.

Lunch time

Every day, students can enjoy freshly prepared food packed with flavour, variety, and choice – whether grabbing something quickly or sitting down to enjoy a hot meal with friends. Freshly cooked hot meals are served every day, including popular favourites such as roast dinners and pasta bakes. Each meal is served with vegetable sides and a dessert.

Breakfast

At John Ferneley College we offer a free porridge at the start of the day. Students can also choose from toast and spreads, croissants, cereal and pancakes with syrup.

Keeping in touch with home

Parents play a crucial role in ensuring that their child achieves at the highest level, meets their targets and makes the most

of their opportunities at the academy. We provide regular data for parents to ensure they have the latest information on their child's progress.

Tutors, Student Managers contact the parents of their students regularly. We expect 100% attendance at Parents evenings. Form tutors and Student Managers should always be the first point of contact for parents.

Parents are given regular information on their child's progress in every subject. Progress will be reported to parents three times a year.

They are posted following the assessment period, following a mid-year assessment and end of year assessment and contains additional information including attendance.

Other ways the academy may communicate with you:

MCAS service: used to pass information to parents about important issues such as corrections and academy closures in bad weather – these do not cost you any money.

Email: also used to pass information and letters. Please ensure that you update the school with any changes of mobile number or e-mail address.

School website: where you will find up to date information regarding the academy, including policies and term dates.

Letters: whole school letters are also posted on the academy website, as well as being issued to students to take home, emailed or posted home.

Lockers

The purpose of lockers is to provide students with a place to leave their equipment and belongings, therefore, they should not be carrying bags around the school.

If a student forgets his / her key, reception has a master key so that equipment can be accessed. If a key is lost, or a student wishes to have a spare key, it can be obtained from student reception at a cost of £5.00.

Lanyards and Student ID cards

The purpose of lanyards is to support with the safeguarding and identification of our students. The students ID card is also used to support the cashless catering system, as the student scans their badge to pay.

If your child loses their lanyard or card, replacements should be ordered on MCAS. Students should then come to student services to collect their replacement. Pupils will not be issued with a new lanyard / ID card until payment is received via MCAS. It is important to remember that the lanyard is part of our uniform and should be always worn.

Mental Health

If you are worried about your child's mental health, please seek support. Below is a list of services you could contact to support you and your child.

Leicester CAMHS Team: provide outpatient assessments, support and treatment for under 18s experiencing moderate to severe mental health problems. Tel. 0116 295 2900

Kooth: a free, safe and anonymous online chat and emotional wellbeing service for young people. www.kooth.com

Every Mind Matters: Practical advice – how to deal with stress and anxiety. nhs.uk/every-mind-matters

Young Minds: Advice for parents and carers concerned about the mental health of a child or young person. www.youngminds.org.uk Tel: 0808 802 5544

Barnardo's: Emotional support for children and young people. www.barnardos.org.uk

Child bereavement UK: Support for children and young people who are grieving www.childbereavementuk.org Tel.0800 02 888 40

Anxiety UK: Helping those suffering with anxiety disorders. www.anxietyuk.org.uk Tel. 03444 775 774 Text: 07537 416 905

The Mix: Help for any challenges under 25s' might be facing. www.themix.org.uk Tel. 0808 8084994

No Panic: Help with panic attacks and anxiety disorders. www.nopanic.org.uk Tel. 0300 7729844

Home School Agreement

Purpose

All schools and academies have a Home-School Agreement. The purpose of this agreement is to set out how students, parents and the school work together to ensure that every student has the opportunities to achieve the highest level of attainment possible. We assume that by sending your child to John Ferneley College you endorse the general principles set out below.

We aim to be:

- o An excellent school in all areas including a specifically designed curriculum
- o An school with a culture of high expectations and aspiration by both students and staff

Name of Student (please print name) _____

The school agrees to:

- o Provide access to a broad and balanced curriculum
- o Provide opportunities for each child to achieve full academic potential by regular setting and marking of appropriate tasks
- o Set homework on a regular basis
- o Monitor and encourage good attendance
- o Provide a safe and positive learning environment
- o Ensure the web site is a useful and modern form of communication
- o Provide regular information on the progress of all students.
- o Contact parents at the earliest appropriate moment should concerns or problems arise and deal with parental concerns promptly
- o Provide opportunities to take part in a variety of extra-curricular activities
- o Uphold the school's values of 'Hard Work, Kindness and Resilience'

Signed (School) _____ **Date** _____

Students agree to:

- o Attend school every day and arrive on time
- o Attend all lessons throughout the school day
- o Observe the school rules at all times
- o Wear the correct uniform at all times
- o Be polite and behave respectfully towards all members of the school community.
- o Never leave the premises without permission
- o Be hard-working in all aspects of school life
- o Come to school each day correctly dressed and equipped to learn, including a school bag, stationary, and PE Kit.

- o Learn to the best of my ability, completing all homework and coursework on time.
- o Attend parents evenings and discuss progress with your teachers
- o Be actively involved in school, including extra-curricular activities wherever possible
- o Take home all information regularly when asked to do so
- o To show the school values of Hardwork, Kindness and Resilience

Signed (Student) _____ **Date** _____

Parents/Carers agree to:

- o Ensure that your child attends school regularly and punctually and inform the school when your child is absent.
- o Ensure your child wears the correct school uniform at all times to promote a sense of pride in the school
- o Encourage your child to behave responsibly and correctly and ensure they follow school rules at all times
- o Support the school's policy on rewards and sanctions.
- o Support your child's learning and progress at home by ensuring s/he completes all homework. When none has been set please ensure your child does some quiet reading (preferably a novel) for at least 30 minutes – one hour.
- o Check progress and homework
- o Attend parents' consultation evenings and other events organised to help learn about my child's progress
- o Support your child in any extra-curricular activities undertaken
- o Encourage your child to uphold the academy's values of Hard Work, Kindness and Resilience
- o Pay for any intentional damage caused to school property by their child
- o Update the school with any changes to contact details

Teachers will reward and sanction students in line with the behaviour policy. After school detentions are non-negotiable and do not require parental permission. Out of courtesy we will always inform you if your child needs to attend an after-school detention. This way travel arrangements can be sorted.

Signed (Parent/ Carer) _____ **Date** _____

At John Ferneley College our aim is to maintain excellent attendance and punctuality for every student. This enables us to offer maximised learning opportunities and ensures that our students are able to reach their full potential in all aspects of school life. Students and their parents/guardians need to be aware that attendance needs to be above 96% or the county may choose to pursue legal action against individuals. Should a student not be able to attend school the school must be aware of this as soon as possible and appropriate documentation may be needed for sustained or consistent periods of absence.



John Ferneley College

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