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Dorset Education Partnership

BEHAVIOUR (including suspension and exclusion) POLICY

To be reviewed 3-yearly

Reviewed .....September 2019

Reviewed.....November 2019 (Amended January 2020)

Reviewed.....March 2021 (Covid Addendum)

Reviewed.....September 2021 (Rewards update)

Reviewed .....September 2022

Reviewed.....November 2022 (amendments)

Reviewed.....March 2023 (amendments)

Reviewed.....September 2023

Reviewed.....September 2024 (updated November 2024)

Reviewed.....September 2025

Reviewed.....September 2026

This Policy conforms to DFE statutory guidance issued September 2017

1. The purpose of the policy

- To promote good behaviour, self-discipline, proper regard for authority and respect
- Prevent bullying
- Ensure that students complete assigned work
- Regulate the conduct of students ensuring it is acceptable.
- Ensure that students are safe, including relevant aspects of safeguarding and particularly vulnerable groups (e.g., LAC, SEND etc.)
- Rewards the good effort and behaviour of our students

Ferndown Upper School implements a behaviour policy which creates a school culture with high expectations of behaviour and rewarding. To support this Ferndown Upper School provides Behaviour Support Pathways and Pastoral Intervention pathways for students who need additional support around managing their behaviour.

The policy should be read in conjunction with the school's
- Child Protection Policy
- Attendance Policy

2. Rewards and support

The role of rewards in recognising and promoting FUS's six core values is a key part of developing the potential of young people by giving encouragement and praise. Students are rewarded for **Resilience, Responsibility, Reflection, Challenge, Curiosity and Collaboration – our school's core values.**
The school places high emphasis on rewarding and creating a culture of positive behaviour and an environment where expected behaviour is modelled and rewarded. Our whole school curriculum supports making respectful and the right choices, and readiness for learning, encouraging good behaviour and being rewarded for it. A range of strategies are used and positive behaviour is celebrated in school and notified to parents. Praise including verbal praise needs to be used appropriately, consistently, sincerely and link to tangible examples of a student's strengths. Praise is a key component of good teaching and to good staff/student relationships.

House (Praise) points
Single praise points are given for a range of reasons, **reflecting the 3Rs and 3Cs**, including:
- Actively engaged in class
- Being a **curious** learner
- Great work showing progress
- **Challenging** yourself – physically or mentally
- **Collaboration** with others to work together to achieve
- Outstanding homework
- **Resilient** approach to learning
- Taking **responsibility** – academically and socially – for decisions
- **Reflecting** on your work
- Great contribution to school
- Displaying positive relationships through excellent communication, team work and respecting others.

House (Praise) Points - The following points will be given to recognise good behaviour within school.

- P1: House point
- P2: Double house point
- P3: Praise communication from a member of staff
- P4: Praise communication from HOY / HOH
- P5: House Competition, HOY / Hoh praise, Half termly praise for great conduct and attendance
- P6: Praise communication from SLT
- P7: Representing the School
- P8: Representing the Whole School
- P9: Student of the term (also displayed on a school noticeboard)
- P10: Headteacher award (for exceptional individual acts and accompanied by a Ferndown Fern pin badge for the blazer)

Teachers award House points onto MCAS for the reasons above and Parents and carers and students can log onto MCAS and see the rewards, the subjects they have been awarded for and the reason why.
Students can then work towards awards through the academic year. Year totals are calculated 2 weeks from the end of term and totals reset 2 weeks before the end of the summer term – this allows for allocating places onto school trips, printing certificates etc. Student voice feedback and analysis recognises Year 9 always receive a few more House points, so this also means that the next year 10 and 11s have a 2-week head start on year 9!

Reward Cards

Students have reward cards for teachers to use to keep re-affirming The Ferndown Way – reinforcing all the positive behaviours that build our calm and safe environment. Students can progress to Gold Cards each half term as well.

During 25-26 – the milestones are being altered and this will be updated and communicated.

Awards	Y9-11 Total House points	Sixth form Total House Points	Certificate	Additional Reward
Bronze award	100	50	Digital Certificate	
Silver award	200	100	HOH Certificate	Drink and cake voucher in café
Gold award	300	150	DHT Certificate	Reward event in school
Platinum award	400	200	HT Certificate	Headteacher Award badge Y9 & 10 = School trip Y11 = £10 off prom ticket Y12 = School trip Y13 = £10 voucher

Upon receiving the **Gold award**, students take this “ticket” to their HOH, where they can sign up to an in-school reward activity in the term they achieve it. e.g., film afternoon – rewards will be influenced by student voice each year.

Upon receiving the **Platinum award**, students take this “ticket” to their HOH, where they can sign up to a reward activity in the last week of term e.g., crazy golf, Splashdown, New Forest Waterpark, cinema trip – rewards will be influenced by student voice each year.

Additional rewarding
Alongside the rewarding structure of individual praise points, there are other opportunities for being awarded a larger amount of praise points through outstanding attendance and attitudinal checks. The Headteacher awards **Headteacher awards** for a range of reasons, including when students make exceptional progress or consistently display outstanding learning values. The Headteacher award is accompanied by a **Ferndown Fern** pin badge.

Colours: Extra-curricular Colours are also awarded and linked to sport, Performing Arts and the school productions. Full colours (badges and a certificate) are awarded to those students showing a great commitment to a team or performance and representing the school regularly in a sport. **Half colours** (certificate) are awarded to those students that have shown commitment to attending extra-curricular clubs.

Recognising that **attendance** is vital to student success in school, each half term students are rewarded for 100% attendance in that half term. For those students that manage a **whole academic year with 100%** attendance, we host an **attendance assembly** in July where students receive a certificate, a Headteacher award and badge and raffle tickets into a prize draw, which is drawn in the assembly.

Heads of Year run afternoons through the year to reward those students with no negative sanctions – this could be picnic, tea party, film afternoon etc.

Rewarding events
House Rewards Assemblies: Rewards assemblies will be held each term to formally recognise students who have done well. These assemblies celebrate the successes of the House over the term and motivate students to strive for excellence.
Categories of recognition include:

- 100% attendance
- Improved attendance/punctuality
- Top achievement
- Best effort in subject areas
- Number of praise points received
- Individual achievements
- Sports achievements

Celebration assemblies: Celebration assemblies are also held each term. Within these **Each subject (across Y9-13)** also awards a **"student of the term".** This is awarded to one student across the school that has demonstrated exceptional progress and learning values in that subject. These student names are displayed in the **"Gallery of Excellence"** between A and B Block. Within the termly celebrations there are **special achievement awards** and **Headteacher awards.**

A House Day is held for our 4 houses to fundraise for charities connected to the house ethos and to celebrate each house. These are held each year and a real highlight of the school calendar.

Towards the end of each academic year, **a celebration evening** is held to recognise those students displaying continual excellence throughout the academic year.

Colours: **Extra-curricular Colours** are also awarded and linked to sport, Performing Arts and the school productions. Full colours (badges and a certificate) are awarded to those students showing a great commitment to a team or performance and representing the school regularly in a sport. **Half colours** (certificate) are awarded to those students that have shown commitment to attending extra-curricular clubs.

Recognising that **attendance** is vital to student success in school, each term a letter will be sent home for all those **over 98%** for that term. For those students with **100% attendance in a term**, they will also receive a certificate. For those students that manage a **whole academic year with 100%** attendance, we host an attendance assembly in July where students receive a certificate, a Headteacher award and badge and raffle tickets into a prize draw, which is drawn in the assembly.

The rewards system will be regularly reviewed by the student council.

Students are encouraged to strive for success and if a student needs support, they are able to speak to their tutor, teacher, Pastoral Manager, Head of Year or another member of staff. On the school website, on pastoral, safeguarding and "how to get help the Ferndown Way" there is a "student Worry Button" which students can use to contact school for any help and support that they would like – academically, socially and emotionally.

3. Teachers' powers

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).
- Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.
- Teachers can also discipline pupils when a pupil's misbehaviour occurs outside of school.
- Teachers have a power to impose detention outside school hours without giving notice to the student's parents or guardians.
- Teachers can confiscate pupils' property.

The powers also apply to all paid staff with responsibility for pupils, such as teaching assistants.

A punishment must be proportionate. In determining whether a punishment is reasonable, section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them.

Searching pupils with consent

School staff can search pupils with their consent for any item. The consent does not have to be in writing. If a member of staff suspects that a pupil has a prohibited item and the pupil refuses to agree to be searched then the school may discipline the pupil as though the search was positive.

CCTV footage may be used to decide whether to conduct a search for an item.

Searching pupils without consent

A headteacher or a member of staff authorised by the headteacher can carry out the search for prohibited items where there are reasonable grounds for suspecting that a pupil is in possession of a prohibited item. The member of staff must be the same sex as the pupil and another member of staff should act as a witness. However, a search can be carried out by a member of staff who is of the opposite sex to the pupil and without a witness where the staff member reasonably believes that there is a risk of serious harm to a person or if they feel important evidence will be disposed of if such a search is not carried out immediately and it is not reasonably practicable to call another

member of staff. In such cases, staff should take into account the increased expectation of privacy for older pupils.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- vapes, tobacco and cigarette papers – including snus, nicotine pouches and caffeine pouches
- aerosol cans – including deodorants and body sprays
- laser pens
- e-scooters
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
- to cause personal injury to, or damage to the property of, any person (including the pupil).
- Body piercing instruments or hair clippers or cutters.
- Chewing gum

Use of force with a search

Head teachers and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

Further prohibited items at FUS are:

- any drugs related paraphernalia
- any cigarette related paraphernalia
- e-cigarettes or similar items used for vaping including snus.
- a student's mobile phone to find evidence of bullying or illegal activity

Force cannot be used to search for these items.

The extent of search

Pupils can only be required to remove 'outer clothing'. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear. The exception to this is socks and pockets. Outer clothing includes hats, shoes, boots, gloves and scarves. The power to search without consent permits a personal search involving the removal of outer clothing, socks and the searching of pockets. Staff cannot carry out an intimate search; this can only be carried out by the police. A metal detector wand can be used to assist in the search for hidden items. Students may be asked to lift their lips / gums to ensure there is no nicotine pouch (or similar) being stored here.

Searching lockers, bags and coats

Schools can search lockers, bags or students' coats (if not on their person) with the pupil's consent. If a pupil refuses to allow the search, then the school can still carry out the search for prohibited items.

As these items are not on the student's person, these searches may be carried out without the student being present or being aware of the search if the search is for prohibited items and the school feels that there is either a risk of serious harm to a person or if they feel important evidence will be disposed of if such a search is not carried out immediately, please also refer to the schools' Staff and Student Monitoring Policy.

Strip searching

A strip search is a search involving the removing of more than outer clothing. Strip searches on school premises can only be carried out by police officers. The decision to undertake the strip search itself and its conduct are police matters, school staff retain the duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times. Unless there is an immediate risk of harm and when reasonably possible, staff should inform a parent of the pupil in advance of the search. Parents should always be informed after a strip search has been conducted.

Recording searches

Any search for a prohibited item should be recorded on My Concern, whether an item was found or not. Parents will be informed of this if anything is found.

Screening

Screening is the use of a walk through or hand-held metal detector to scan for weapons or prohibited devices e.g., vapes, mobile technology for an exam. FUS will utilise this technology when it deems there is a need. If a pupil refuses to be screened, the member of staff should consider why the pupil is not co-operating and make an assessment of whether it is necessary to carry out a search or sanction as if a prohibited item had been found.

Cohorts of students will also have random screening – e.g., within a tutor group for prohibited items, or entering an exam room for mobile technology. When entering an exam this screening could be completed by an invigilator or member of SLT.

Parents are notified of screening if a prohibited item is found.

Confiscation

The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully. Any confiscated vapes will not be returned and passed to the Trading Standards Police Link.

Items confiscated pursuant to a 'with consent' search

Staff can use their discretion to confiscate, keep or destroy any item found provided it is reasonable in the circumstances. If any item is thought to be a weapon or an illegal substance it must be passed to the police.

Items confiscated pursuant to a 'without consent' search

A member of staff can seize anything that they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence. School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. In this situation, the parents will be asked to collect the contraband. If they do not wish to collect the materials, they will be disposed of. Prohibited items will not be returned to the pupil.

Searching for electronic devices

If an electronic device is found, the Headteacher / DSL / DDSL may examine any data or files on the device if they think there is good reason to do so.

Following an examination, if staff have decided to return, keep or dispose of the device, they may erase any data or files if they consider there is a good reason to do so. When determining a 'good reason' to examine or erase the data or files, staff must reasonably suspect that the data or file has been, or could be, used to cause harm, to disrupt teaching or break school rules.

Students are required to sign a document to confirm specific digital files have been deleted.

Whenever inappropriate material is found, it is for the member of staff to decide if the material should be deleted, kept as evidence of an offence/ breach of school rules or passed to the police.

YPSI (Youth Produced Sexual Imagery) should not be viewed but passed to the police.

Vaping

Vaping is illegal for anyone under the age of 18 and banned from our school site. We have vape monitors fitted around the school site to support students not vaping.

The first time a student is caught vaping, with a vape or in a cubicle with a student that is vaping a C6 is set and an information booklet is given to the students. The second occasion is a C7 and a welfare check and discussion over vaping and habits. The third and subsequent offence is a C8 and possible referral to Reach.

All vapes are confiscated and passed to Trading Standards – none are returned to a student or their parent.

Students may not be in a cubicle with another student – this is for safeguarding reasons.

Snus, nicotine pouches and caffeine pouches are also prohibited in school for all and illegal for anyone under the age of 18.

FUS is working with other Dorset Schools to share best practice for education and prevention of vape use in Schools.

4. Involving the Police

The school is fully committed to the Dorset Police Schools Related Incident Recording Policy and Procedure. Using this document for guidance, the school will decide if, and to what extent, the police should be involved in any incident. The school has a robust approach towards any form of crime and will cooperate fully with any request from the police for information or assistance.

The school work with the police to support the local community.

5. Mobile technology

Mobile technology includes all wearable technology - phones, smart watches and headphones Photo-taking Smart Glasses (e.g. Meta/Ray-Bam Smart Glasses) are completely banned on the school site and may not be brought onto the site under any circumstances.

FUS is a mobile phone free environment from 8.25am to after students leave the school site. The use of mobile phones is prohibited in school for the entire school day. This also applies to all other smart devices with similar functionality.

Mobile technology (phones and smart watches) and headphones are prohibited ("Never used, seen or heard") on the school site between 8.25am and when students leave through the Green Gates (or Reception) at the end of the day, including break, lunch time and toilet areas unless students have been requested by a member of staff to use them in a lesson to enhance their learning.
Students must not access their phone at the end of the day until they have left the school site (past the green gates).
In summary student phones should not be seen from "Bell (8.25am) to Gate".

Smart watches can only be used as a watch. A smart watch is defined as one with Bluetooth (or sim card enabled). This is in line with the Government "mobile phones in School guidance" 29th June 2026.

Students in Year 9-11 must leave their phone in their locker before 8.25am. Students are responsible for locking their locker with an appropriate padlock. These are free to FSM students and available to purchase from Pastoral for others (if not purchased outside of school).

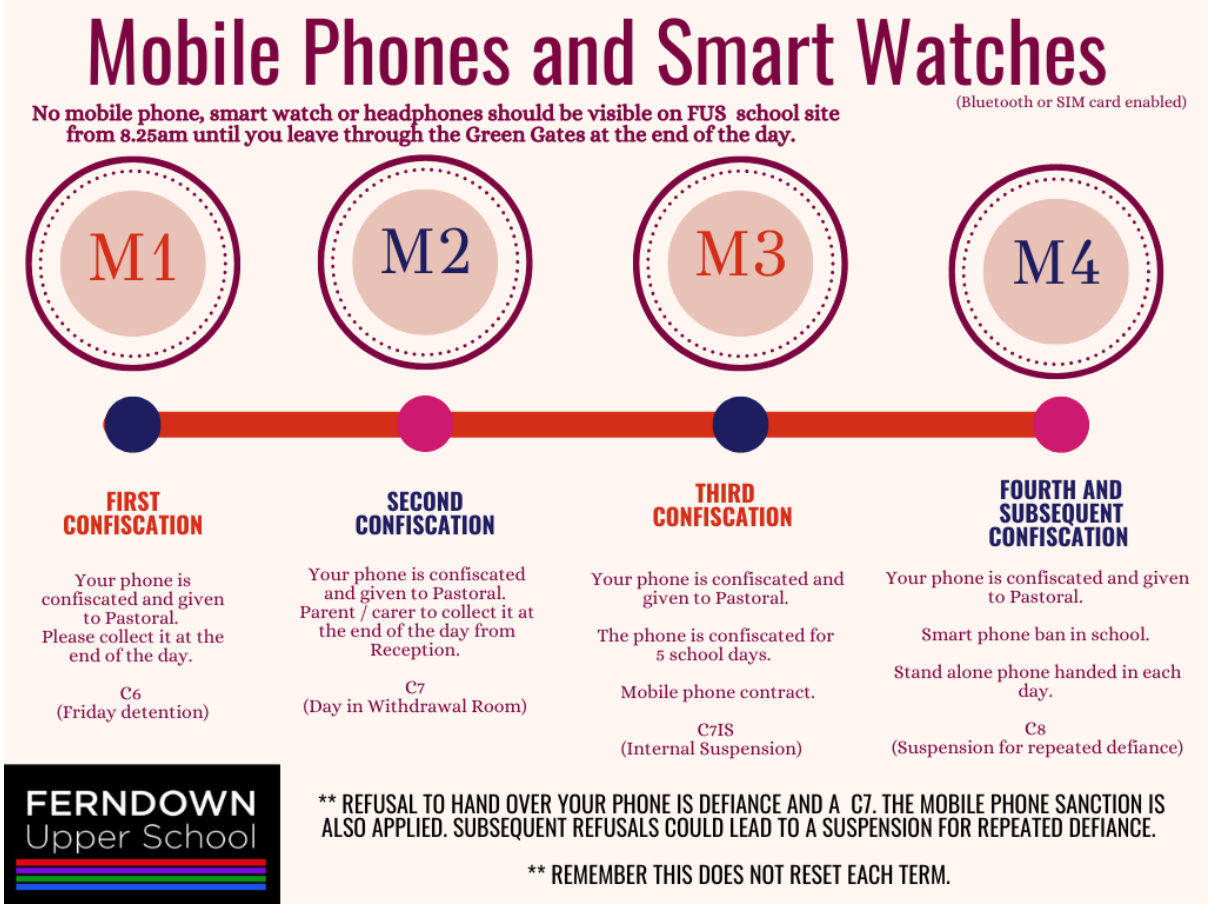
The only exception to this is students who require their phone for medical reasons e.g., diabetes monitoring.

Students should not share a locker. Students leave phones in lockers at their own risk and the school accepts no responsibility for them. All lockers are covered by CCTV. Students can choose to leave their phones at home – phones are not needed in school.

In line with screening procedures, cohorts of students will be screened to ensure phones are not on students and are in lockers.

Sixth Form students may use their phones in the Sixth Form social spaces.

Any member of staff that sees a student's mobile phone, should confiscate it and take it to Pastoral, where it will be stored securely. This includes at the end of the school day before students have left the school site.



Phones are prohibited to support mental health and keeping a safe, calm and more focused environment. FUS have not banned phones entirely from site, as the majority of students follow these expectations well, supporting their mental health and resilience.

However, for students breaking the rules around mobile phone use, this is the behaviour system with proportionate sanctions around mobile technology use.

Alongside mobile technology being visible in school, Ferndown Upper School also does not tolerate the following:

- Photographing or filming staff or other students without their knowledge or permission.
- Photographing or filming in toilets, swimming pools and changing rooms and similar areas.
- Using their phone to access inappropriate or offensive sites.
- Bullying, harassing or intimidating staff or students by the use of text, image, email or multimedia messaging or sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or handing over the phone at the request of a member of staff.
- Using the mobile phone outside school hours to intimidate or upset staff or students.
- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on a social media site.
- the use of a mobile phone for ‘sexting’ (the deliberate taking and sending of provocative images or text messages).
- Students posting material on social network sites with the deliberate intention of causing harm to others or themselves.
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other students.
- pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised.

- publishing photographs of vulnerable students, who may be on a child protection plan, where this may put them at additional risk.

Where it is deemed necessary to examine the contents of a mobile phone this will be done by a DSL and in line with national guidance.

Students are prohibited from filming, voice recording or photographing any staff member or content linked to a staff member in lessons, around the school site or off site. This will lead to a serious sanction.

6. Online behaviour incidents

FUS will become involved in online behaviour incidents as these incidents can significantly impact the culture and the smooth operation of the school. We have the same standards and expectations of behaviour online as within school. Online behaviours will be sanctioned in line with school behaviours.

Hate Crime – any online or in person incident that constitutes a hate crime.
A hate crime is any criminal offence which is perceived by the victim or any other person to be motivated by hostility or prejudice towards someone based on a personal characteristic.
Hate crimes can be targeted against a person or their property.

7. Child-on-child harmful sexual behaviour, sexual harassment and sexual violence – in person or online

Following any report of child-on-child harmful sexual behaviour, sexual harassment or sexual violence the school's safeguarding policy is followed on a case-by-case basis.

8. Sanctions

The school uses a range of measures to achieve the purposes of the policy. There is guidance authorised by the Governing Body which includes the following;

- Impose sanctions
- Screening students
- Search of students
- Use of restrictive interventions – including reasonable force and other physical contact – safely and appropriately
- Use of seclusion for safeguarding reasons
- Exert discipline beyond the school gates
- Work with outside agencies to assess the needs of students who display continuous disruptive behaviour
- Provide support and guidance for staff accused of misconduct

Behaviour sanctions are recorded on Bromcom - our online learning platform. Parents, students and teachers all have access to the information on this system.

Ferndown Upper School uses online safety programmes to monitor use of inappropriate content both through email and through online content.

9. Students who transfer to Ferndown with a previous poor record of behaviour

When students transfer to Ferndown at the start of year 9, or at a later date as a result of an in-year transfer or appeal, their previous behaviour record will be taken into account. This means that the student will start the school at the stage they would have been on had those sanctions been committed at Ferndown. The previous record will only go back as far as Y7, as this is the transfer age for secondary students. This could lead to the situation where a student will start at Ferndown on a governor warning and the outcome of one further suspension would then be permanent exclusion.

10. The power to discipline students beyond the school gate

Subject to the in-school behaviour policy, teachers may also discipline pupils for:

- misbehaviour when the pupil is taking part in any school-organised or school-related activity or
- travelling to or from school or
- wearing school uniform or
- in some other way identifiable as a pupil at the school.
- Hate crime towards another student at the school

Or for misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school (e.g., bullying – including prejudice based or discriminatory bullying, body shaming and cyber / social media bullying as these acts always have an in-school impact) or
- poses a threat to another pupil or member of the public or
- could adversely affect the reputation of the school.

11. Removal from the classroom – Withdrawal Room

As a result of a C4 SLT call-out, disruptive pupils shall be placed into the school's Withdrawal Room for the same or the remainder of the day, but usually including at least one social time. For students withdrawn P5, they are in the Withdrawal Room P1, P2 and break time the following day.

While in the Withdrawal Room the students will work in silence. Staff will work with students on reflection of the need for the sanction during this time as well.

The students will have break and lunch times when they may talk but these breaks are to be taken within the room. Food may be eaten during these break periods, and the students may also go to the toilet upon request. Student hand their phone (if not in a locker) in on arrival to Withdrawal Room staff and receive it back at the end of the day. Failure to hand over a phone can lead to a suspension.

Any misbehaviour or refusal to work whilst in the C7 room serving this sanction will result in the student receiving a C8 suspension.

12. Power to use reasonable force

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

13. Detentions

All members of staff, including support staff, can impose detentions at Ferndown Upper School.

The times outside normal school hours when detention can be given include:
a) any school day,
b) weekends (except the weekend preceding or following the half term break) and
c) non-teaching days (INSET days).

Parental consent is not required for detentions. Where possible advance warning should always be given to parents via a MCAS notification however this is not required if time pressures do not allow it.

With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.
- Whether the parent's ought to be informed of the detention. Where possible parents should be informed, but this will depend upon the circumstances. For instance, notice may not be necessary for a short after school detention where the pupil can get home safely.
- Whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for them.

14. Uniform

FUS regards school uniform as an essential part of the school's ethos and expects all students to wear it correctly and take pride in their appearance. A consistent uniform helps to create a strong sense of belonging, promotes equality among students and reinforces the high standards expected within our school community.

By all wearing the same uniform, students represent the values of the school both on and off site, helping to foster respect, responsibility and a positive learning environment where everyone feels included and focused on their education.

Uniform promotes equality because it reduces visible differences in clothing between students. When everyone wears the same uniform, there is less emphasis on family income, fashion trends, or branded clothing, which can help reduce social pressures and feelings of exclusion. School uniform creates a shared identity, ensuring that students are recognised as members of the same school community.

Uniform also supports equality by:

- Reducing competition over clothing and appearance.
- Helping students feel a sense of belonging.
- Encouraging inclusion regardless of background.
- Promoting a common standard and shared expectations for all pupils.
- Minimising peer pressure related to expensive brands or changing fashions.

At FUS we expect all students to wear their uniform correctly and with pride. This includes neutral makeup (including eye lashes), natural nails, no hair jewellery or tongue piercings and ensuring non-branded other items e.g. socks and shoes.

Adaptations have been made to branded items of school uniform, through PE Kit items, in line with the Children's Wellbeing and Schools Legislation 2026.

Students have a choice of uniform A or uniform B – see Appendix 1.

Summer uniform:
In Summer 2, we move to Summer Uniform – this means students do not need to wear their blazer or tie. See Appendix. Jumpers are not part of summer uniform.

In extreme heat, we may allow PE kit to be worn as uniform replacement. When this is the case, it meets the requirement of 3 branded items or less (as the students would not be wearing their uniform) therefore they would only be wearing either one or two items instead – FUS top and FUS shorts or leggings.

Tutors check uniform each morning, including the use of line-ups, and this is followed up by teaching staff in the day.
Some students have uniform adaptations for medical reasons, where medical evidence is available to support this – these are agreed with the school in advance of wearing these. For students needing alternate shoes to school shoes these must be black and not branded and are usually podiatrist brands and Sketchers are often recommended. The school does not allow Nike Air Force, Sambas, Air Max 95s etc. as alternate shoes.

School trousers as part of Uniform B need to be from the agreed list and requirements which is found on our website to ensure they are suitable for school. Uniform – Ferndown Upper School. Trousers must be made of a school trouser material, not a stretchy material, not tight on the knees or calves. Ones with a rib down the front are not appropriate for school.

Adaptations for SEND need, as stated on EHCPs, are pre-agreed with the SENCO and Deputy / Headteacher.

For uniform that cannot be changed immediately e.g., trainers, no blazer, false eye lashes and nails etc, students will lose their social time that day until this is addressed. There is an appropriate time scale for these to be addressed, before the actions of the student are defiance with a refusal to address these. The student will be given this (usually until the following Monday) before defiance is recorded.
Students will collect a "pass" from Pastoral when this is in place to ensure staff are aware the student has time to address the issue.

For uniform infringements, like shirt untucked, rolled skirt, top buttons undone, trousers worn too low, these are logged on Bromcom on each occasion. Repeat infringements for the same reason results in an incremental loss of social time and uniform item ban where appropriate.

Students should not show underwear when wearing their uniform, e.g. through wearing trousers / shorts lower (this includes wearing shorts under school trousers) or bikini tops. Displaying underwear and not adjusting this or repeatedly displaying underwear results in removal from circulation around the school.

Students repeatedly wearing their uniform incorrectly, will receive a uniform warning on Bromcom. If they continue to receive signatures or are repeatedly identified by staff, for this repeated uniform defiance, this will result in an item of uniform ban / change – e.g., logoed jumper, shoes, wearing skirt / trousers / tie incorrectly, belt to be worn with trousers.
Once a uniform ban is in place, if a student does not follow this, it will result in a daily C7 for defiance. A reminder that 3*C7 = C8.

Students are not allowed to draw on themselves. If students have drawing on arms / legs etc students are sent to Withdrawal Room to remove this immediately.

15. Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Prevention of Bullying The Ferndown Way

B0

Unkind behaviour.
Support for all invovled and 2 week follow up

B1

First Warning for bullying type behaviours.
Support for all invovled and 2 week follow up

B2

Second incident of bullying behaviours.
Appropriate sanction and Behaviour Support Plan.
Support for all invovled and 2 week follow up

B3

Third occassion of bullying behaviours.
C8 suspension from school.
Action Plan in place
Support for all invovled and 2 week follow up

B3+

Subsequent occassion of bullying.
Further C8 suspension from school.
Governors Warning and review
Support for all invovled and 2 week follow up

Bullying is repetitive, intentional harming of someone or a group. It is deliberately hurtful.
This can be in person, online or through others.
FUS has zero tolerance of bullying.

All bullying needs to be reported to Pastoral. Safeguarding is everyone's responsibility

The Ferndown Familu speaks up

16. School Sanctions

Misbehaviour is defined as:

- Disruption in lessons, collective group times, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or home learning
- Poor attitude
- Incorrect uniform - see Appendix 1 for correct uniform for students.
- Hate crime or intentional harming of a person / property.

Ferndown Upper School works hard to create an environment where detention, suspensions and exclusions are not necessary, because student behaviour does not require it.

C1: Verbal warning

The member of staff will advise the student that they are disrupting learning. They may write their name upon the board. This is recorded as a neutral event.

C2: Second verbal warning

The student will receive a second warning (which may again be written upon the board) and at this point, individual staff, teachers or teaching assistants, may request that the student takes a couple of minutes 'time out' outside the classroom door. This is recorded as -2 behaviour points.

C3: Behaviour Sanctions (lunch time - 20 mins)

If the warnings do not succeed in modifying the pupil's behaviour, a detention will be issued. Where the detention was set for disruptive behaviour, the student may then be removed to a 6th form lesson for the next lesson. This is to avoid repeated disruption to the learning of others. This must be organised in the full knowledge of the DOL for that subject area and parents will be informed via MCAS. Detentions are monitored and repeated detentions will trigger further sanctions and interventions from the Pastoral Managers such as report cards or Support Plans.

C3 Behaviour Detentions are completed the next lunch time. C3s are sat 1.30-1.50pm in B12 Monday to Friday. Students arriving late have the C3 escalated to a C5 on a Friday.

No Sanction is rolled – if a student does not attend, it is escalated.

Staff may also use other appropriate sanctions at their discretion such as detaining at break and lunchtimes or speaking to the student at the end of the lesson etc.

Home learning

Homework at Ferndown Upper School is a vital part of a student's educational experience. Studies have shown that students who engage with their homework achieve better outcomes and our homework policy has been driven from reviewing a range of research alongside a large consultation with staff. Research shows that students who do their homework achieve, on average, two grades higher in their GCSEs compared to those who don't do homework regularly.

There is considerable support in school for students with their home learning assignments. The Reading Hub is open before and after school each day. The Home Learning Club runs daily to provide support. Each teacher is also available for help before the deadline date.

Home learning Sanctions

HW1 – failure to complete a homework or if a student has not put enough effort into their homework. This is recorded on Bromcom for the parent / carer and student to see.

Fortnightly HW1's are reviewed by the Year team. Students with 2 or more will be issued with a 60-minute homework detention (HW3).

Students with repeat HW1 for a specific subject will be referred to those subjects for additional discussion.

Late Sanctions

Unless a pupil is exempt from lateness to school, e.g., registered young carer with caring duties in the morning, or lessons e.g., medical reasons, pupils are expected to be punctual for school, tutor and lessons.

Students arriving late to school with no valid reason complete their social time in Withdrawal Room and stay until 3pm after school the same day. Students who do not attend are set a C5.

Student lateness to lessons is monitored daily and any student arriving more than 5 minutes late to a lesson, completes their social time the following day in the Withdrawal Room.

Repeated lateness to lessons or school results in a C5 or C6. Repeated lateness and refusal to attend on time is defiance and will be sanctioned as this. Students are late if they arrive 5 mins or more after the lesson has started – this allows time for students to use the toilets between lessons.

C4: On Call

If the student is being disruptive in a lesson and has not responded to the C1-3 warnings, a teacher may call for 'On Call'. This is a senior member of staff who is on duty to collect students who are disrupting the learning of others.

The member of staff who is teaching will call or use the 'On Call' to notify the duty member of staff. This member of staff will speak with the student and staff member with the aim to reintegrate the student back into the lesson or to work in a Learning Area lesson if possible.

If not, the student will work for a minimum of 2 further lessons and a social time in the Withdrawal Room. As part of this time behaviour reflection is completed and has to be completed successfully to reintegrate to lessons. If this is during P5, the student will attend the Withdrawal Room P1, P2 and break time the following day as well.

If the behaviour is a repeat C4 in a day – the student will be placed to work in the Withdrawal Room for the rest of the day and into the next day if needed or is towards the end of the day.

It is the duty of the teacher who has used 'On Call' to record the incident as a C4 on Bromcom.

The C4 sanction is one hour after school on Friday. No Sanction is rolled – if a student does not attend, it is escalated.

If behaviour within the Withdrawal Room is not to an accepted standard, behaviour will escalate to a C7 as a minimum.

Once a student has received 3 C4s – a C5 will be issued.

Behaviour surveys

On a regular basis students complete peer behaviour survey to identify students that they feel are disrupting their learning in and out of the classroom. This is to ensure student voice is heard. This also identifies if students are feeling unsafe in any part of the school.
The survey is anonymous and completed by either the deputy headteacher, SLT link or HOY for the year group.
For areas of the school identified, increased checks and support is put in place to ensure there are no unsafe areas.
Parents of students identified repeatedly are written to, raising awareness to support working with home and school to rectify behaviours.

Alongside this positive and concern contextual letters are sent to parents of students with the highest rewards and highest behaviour points so they are aware.

Break / Lunch Sanction

Any student not in correct uniform will be issued with a Break / Lunch sanction I0 code. This means they must attend the Withdrawal Room at break and lunch time until the uniform infraction has been corrected.

Any student with poor behaviour in social times and not behaving in the Ferndown Way, will complete their social times in the Withdrawal Room.

Failure to attend the study centre will result in a C3 set on each occasion.

C5: Failure to complete detentions in a week (Friday - 3pm - 4.15pm)

If a student fails to attend their set C3 detentions or late detentions on the prescribed days students will then have to complete the time on Friday at 3pm. Students are expected to be able to make their own way home after this sanction. This sanction is for 60 minutes for all students in C5, even if there is only 30 minutes owing.

Staff on a Friday will aim to remind students to attend their Friday sanction. If students walk away from the member of staff who is trying to escort them, they will likely receive a C7IS (internal suspension). Students are reminded in the week by their tutor and Bromcom, as well as parents being informed, and they are also present on Bromcom for students and parents to see, so there is no excuse to not attend or know.

No Sanction is rolled – if a student does not attend, it is escalated.

C6: SLT detention (Friday - 3pm-4.30pm)

90 mins on a Friday after school.
This sanction is for high tariff behaviours. Unsuccessful reintegration to lessons following a C4, removal from lessons, repeated lateness, first office for vaping, with someone vaping or being in possession of a vape, snus or nicotine pouches.

C6 and C7 accumulation:

For a few students, after school sanctions can accumulate and we recognise that sanctions have more impact when immediate. Therefore, weekly reviews of C3-C6 sanctions occur each Friday and students who have accumulated sanctions will have these marked as complete and rolled into one accumulation sanction as a C7.

Lateness to detention:

Arriving more than 5 minutes late to a detention means that the detention has not been completed and will be escalated.

C7: Removal from the classroom – Isolation

Examples of behaviour that will result in an Isolation internal suspension (not an exhaustive list);

1. Disruptive behaviour in class
2. Three C4 SLT call-outs
3. Repeated disruption or defiance
4. Bullying; including misuse of social media in and out of school
5. Minor incidences of fighting or incitement to fight
6. Truancy from lessons
7. Minor vandalism or graffiti
8. Having smoking / vaping items in their possession
9. Smoking / vaping off the school site, not in uniform but identifiable as a member of the school e.g., standing with students in school uniform
10. Bringing the school into disrepute
11. Misbehaviour to or from school or via social media video posts
12. Rudeness or swearing in response to a member of staff
13. Minor examples of theft from a student
14. Repeated lateness
15. Refusal to follow reasonable staff direction

3*C7 = C7IS

C7IS: Internal suspension (lesson 1 – 3.30pm)

Some behaviours are borderline suspension and therefore for these incidents, students will work in the Withdrawal Room 8.30am- 3.30pm, including a parental meeting. Students will arrive at school and wait in Reception to be collected for the day, before entering the school site.

This is also used as a step before a suspension or an off-site direction, where appropriate.

3*C7IS = 2 day off site direction

Escalation of sanctions:

Students receiving 3+ of a sanction, will find the subsequent issuing of this sanction will result in an escalated sanction.

3*C3 = C4 warning – 4th *C3 = a C4
3*C4 = C5 warning – 4th *C4 = a C5
3*C5= C6 warning – 4th *C5 = a C6
3*C6= C7 warning – 4th *C6 = a C7
3*C7= C7IS warning – 4th *C7 = a C7IS
3*C7IS = 2 day off site direction to other local school.
A Second off site direction = C8.

No sanction is rolled – failure to attend results in the next higher sanction being issued.

C8: Suspension

Examples of incidents which may result in a suspension (0.5 to 15 day in length depending on the severity of the incident) or permanent exclusion (because some situations may be so serious as to warrant going straight to permanent exclusion and bypassing the C9 and 10 procedure) include (this is not an exhaustive list).

1. Three occurrences of a C7
2. Persistent defiance
3. Failure to follow reasonable instructions
4. Anti-social behaviour
5. Repeated truancy
6. Physical assault of other students
7. Direct verbal abuse of staff e.g., swearing at a member of staff
8. Verbal abuse of students e.g., racial, relating to disability, sexual orientation or gender reassignment.
9. Repeated non-completion of detentions or refusal to sit C5 Friday detention
10. Failure to behave or to complete work in the C7 internal isolation room
11. Bringing prohibited items into school e.g., alcohol, weapons, knives, fireworks or other dangerous items – dependent upon the circumstance, this offence may warrant a permanent exclusion
12. Smoking, including vaping either on the school site or off site in uniform
13. Under the suspected influence of drugs or alcohol
14. Refusing a school search – this sanction could become a permanent exclusion if the student runs away from or refuses a search that involves the suspicion of drugs
15. Theft
16. Persistent bullying including misuse of social media in and out of school
17. Serious cases of bringing the school into disrepute
18. Serious vandalism or graffiti
19. Dangerous behaviour which compromises the safety of other pupils
20. First offence of setting the school's fire alarm off
21. Being caught in the same toilet cubicle as another student – particularly if this has been for a long period of time

Work is set through the suspension letter to make access of online learning platforms e.g. SENECA, SPARX, Oak National Academy, as well as learning from student Knowledge Organisers and TEAMS pages.

Where a student has been suspended before, it may be appropriate for the second and subsequent suspensions to be extended in length. This is so the student understands that their behaviour must improve.

The school does not tolerate bullying and incidents of bullying behaviour are recorded using a B code with a sanction as a C code.

Following a suspension, a **re-integration meeting** is held with the student and ideally the parent, and any other relevant parties, to support successful reintegration back into full-time education.

Safeguarding separation:

On a very rare occasion this can occur when FUS needs to keep pupils apart for welfare and safeguarding reasons.
A student may be directed away from the school premises because of safeguarding concerns rather than disciplinary misconduct. For example, a peer-on-peer abuse allegation investigations where 2 students cannot safely remail together on the school site.

C9: Governor Warning

After three C8 suspensions students and parents will be written to with a Governor warning.

Before the warning is issued, a Governor will review the behaviour record, needs and circumstances around previous suspensions and details of reintegration meetings. From this the Governor will ask questions of the school in relation to the student and their behaviour, needs and support.

Once this has been reviewed and the Governing Body is reassured of the school's actions, a warning will be issued to the student.

In the warning it will be made very clear to both the student and their parents that any further suspensions could result in a permanent exclusion. For some cases off site direction for a period of time to another school and / or a permanent managed move to another school may be attempted.

Within the letter there is the opportunity for a parent to request a governor meeting to challenge the warning. There is also the opportunity to request a meeting with the Pastoral Team to review current support in place. These requests need to be made within 10 school days of the date the letter is issued.

The school could therefore be placed in the situation of giving a final warning to a student for a relatively minor offence such as non-completion of homework (or being late to school), as over time this offence could cumulatively build into persistent breaches of the school's behaviour policy. For example:

1. After school detentions are issued for non-completion of homework or poor behaviour.
2. Suspension is then issued for non-completion of detentions.
3. Once this had occurred three times, a final warning governor meeting would be conducted.
4. After a fourth offence (and after the final governor warning) the student would be permanently excluded.

C10: Permanent Exclusion

This decision will be made by the Head teacher and parents will be written to formally. This will happen as the result of a single serious incident or for persistently disruptive behaviour. In some cases, off site direction may be attempted, but if this is unsuccessful and the student then is expected to return to Ferndown, the permanently exclusion will then be implemented. A managed move may also be put in place to avoid a permanent exclusion.
Incidents that will result in permanent exclusion (although this is not an exhaustive list) are:

1. Persistent disruptive behaviour
2. Physical or sexual assault of a student or member of staff
3. Serious verbal intimidation of a member of staff
4. Behaviour that represents a danger to the welfare of others – physically or emotionally
5. Possession of a dangerous weapon or use of an item as a weapon
6. Damage to student, school or staff property
7. Arson
8. Theft from a member of staff
9. Persistent refusal to comply with the discipline procedures of the school (example given above in C9 description above)
10. 2nd offence of setting off the school's fire alarm
11. Bringing the school into serious disrepute
12. Malicious and unfounded accusations against a member of staff
13. Refusing a school search (or running away from a search) because of a suspicion of having drugs on their person
14. Incidents relating to illegal drugs – please refer to the details below

A pupil's behaviour outside of school can be considered grounds for a suspension or permanent exclusion.

When balancing the facts in relation to a suspension or permanent exclusion decision – the headteacher must apply the civil standard of proof, "on balance of probabilities" which means it is more likely than not, rather than the criminal standard of "beyond reasonable doubt".

The headteacher may cancel any exclusion that has already begun (or one that has not yet begun), but this can only happen when the governing body has bit yet met to consider whether the student should be re-instated.

17. Off-site Direction and Managed Moves

An offsite direction is a temporary short-term measure where a student is required to attend another education setting (school or alternate provision) temporarily to improve their behaviour. The school can direct a student to off-site direction without parental or student agreement.

The school will share paperwork for an offsite direction with parents a minimum of 2 days prior to the direction starting.

Parents do not have to agree to the school directing a student off-site and failure to attend is treated as school absence. It is parental responsibility for transport for off-site direction.

A review of the offsite direction will take place, with a range of possible outcomes including reintegration to Ferndown Upper School or a managed move.

Repeated offsite direction can lead to a Governors Review meeting.

Managed move is a permanent transfer to another school from Ferndown Upper School – there is no trial period for this. It is an agreed move with the student and parent. If the student has an EHCP, Local Authority SEND should be involved. A managed move can only occur if the admissions policy of the new school allows this, so a move can be denied if there is no available space and a waiting list.

A managed move can follow an off-site direction.

18. Use of part time timetables

A part time timetable should not be used to manage a pupils' behaviour and must only be in place for the shortest time necessary with regular reviews and increasing hours in school. Any program must have a time limit by which point a student is expected to attend full time education – either at school or Alternate Provision. The school will not keep a long-term part-time timetable.

19. Alternate provision (AP)

The very best AP can be important in managing behaviour and providing alternative to exclusion, as well as providing support for students to meet their SEND or medical needs.
AP is short term placement for students who need a time-limited intervention away from their mainstream school. Student will be supported to reintegrate into mainstream schooling.

Parents do not have to agree to the school directing a student to alternate provision and failure to attend is treated as school absence.

The Governing Body will be informed of any AP request and updated at timely intervals of the progress, including being part of the review process.

20. Reintegration after a suspension, alternate provision, off-site direction or separation for safeguarding purposes.

A meeting is held before or at the beginning of a student's return with the relevant school staff, student, parents and any other relevant professionals linked to the student of the return to Ferndown Upper School.

21. Responses to Drug Related Incidents

2012 DfE and ACPO advice requests 'that any response to drug-related incidents needs to balance the needs of the individual pupils concerned with the wider school community. In deciding what action to take schools should follow their own disciplinary procedures'. Therefore, Ferndown Upper school's response to drugs offences is as follows.

Offences Include

- Possession of drugs,
- handling drugs,
- supplying drugs,
- taking drugs on the school site and
- taking drugs off the school site but in school uniform (or if the student is identifiable as a FUS student).

The school will consider each incident individually and will employ a range of responses to respond. Some sanctions, such as suspicion of being under the influence of some drugs (alcohol) may be dealt with by a suspension, holding drugs for another student or having a small amount of drugs on their person (for a first offence) could be sanctioned via a longer fifteen day suspension and a final governor warning (under the agreement to liaise with drugs support agencies), whereas more serious cases such as larger quantities of a drug or the intention to sell drugs on the school site could lead to permanent exclusion.

The list above is not an exhaustive, definitive list and is only intended to give general direction when deciding upon the appropriate sanction. The final decision rests with the Headteacher and will be based upon the following considerations:

- mitigation in terms of admission (honesty and helpfulness in investigating the incident)
- the type and seriousness of the incident
- the welfare of the student concerned
- the welfare of the other students in the school
- the previous behaviour record
– will the student take the opportunity of a second chance?
- consistency with disciplinary action for other drug related incidents

Possible responses include:

- referral, inter-agency programmes and counselling when a student has disclosed a drugs problem
- suspension
- off-site direction
- a managed move – either for a fresh start or to avoid the requirement to permanently exclude
- permanent exclusion

Drug Dogs and Drug Testing

The school will employ the use of detection dogs at regular intervals to ensure that there is a known deterrent to ensure that the school remains drug free. Any substance that is found during these searches will be identified by a drugs test administered by the handler in conjunction with the school's DHT. The school will then attempt to contact the police, so that they can then offer a professional opinion (and to dispose of the drug). If the school cannot arrange for the police to carry out the above it will act upon the outcome of the drugs test mentioned above in deciding upon appropriate sanctions.

The school has drug tests available for parents / carers to either administer or to authorise for their child / ward to self-administer should there be a concern about drug use.

The school has breathalysers in school, where a student who is indicating being under the influence of alcohol, will be asked to breathe into the test to confirm or deny this. The pupil may request their parent / carer / appropriate adult present. Refusal to take the test will suggest that the outcome would have been positive.

22. Students with Special Educational Needs & Disabilities

Those pupils with Special Education Needs and Disabilities (SEND) as well as those with additional challenges will be taken into consideration when administering sanctions and rewards.

The school recognises its duties under the Equality Act 2010 to ensure that a student's SEND is considered when considering how discipline issues are dealt with.

The school also acknowledges that learners with more challenging behaviour may need specific support and an individualised approach. These pupils will be supported by the school's pastoral provision and may be placed upon a PSP.

Staff will not:

• treat a disabled pupil less favourably than another for a reason related to their disability or
•fail, without justification, to take reasonable steps to avoid placing SEND pupils at a substantial disadvantage. This is often known as the 'reasonable adjustments' duty.

The school will make all reasonable adjustments to ensure that a pupil with SEND is supported into adhering to the school's behaviour policy but this does not mean that pupils with SEND will not be sanctioned for breaking the school's behaviour policy. The policy will be applied fairly and consistently, it is the support offered that will ensure reasonable adjustment has been made.

23. Preventative and de-escalation measures

The school believes that preventing inappropriate behaviour is more effective and beneficial to pupils than managing situations when they occur. The aim is to create a safe, positive, and productive learning environment, based on the principles of consistency, fairness and engagement. In order to provide this, the school manages behaviour through positivity. To do this, adults and pupils:

- work to ensure positive, professional and mutually respectful relationships are developed between staff parent/carers and each pupil
- acknowledge and celebrate the talents, gifts and differences between individual pupils
- are always asked to do the best they can. Staff members' will teach and facilitate this behaviour.
- praise and reward appropriate behaviour
- use behaviour management strategies, such as distraction, addressing inappropriate behaviour quietly, listening to the pupil's voice
- restorative practices are used as a proactive measure to de-escalate situations and to explore, restore and repair relationships

24. The Permanent Exclusion decision making process

The school's responsibility is for the welfare and safeguarding of all the individuals within the school community and will therefore carry out the following judgemental process over a permanent exclusion.

It will investigate the personal circumstances of the individual and make a decision on the harm it would cause that individual to be permanently excluded.

It will then decide whether the offence places the rest of the student or staff body in harm, either directly or from the precedent that would be set of not permanently excluding. If the school is seen to not take action, this could lead to more offences within the school, which puts the safeguarding of all students in jeopardy.

Each offence will be individual and will be evaluated on its own personal merits.

Appendix 1 – Ferndown Upper School Uniform expectations.

These are also found on our website at https://fernup.dorset.sch.uk/information/uniform/

UNIFORM A

JEWELLERY

RULE OF ONE- One fine neck chain, one ring, one watch, one plain gold/silver stud, not hoops, in each ear, one plain nose stud-less than 1mm, one small bracelet, one charity wristband.
No other visible pierced jewellery, spacers or nose bars. No hair jewellery.

ACCESSORIES

Belts must be plain black, with no logo and no wider than 3cm,
No non-religious scarves or hats/head wear.

COATS

Suitable for bad weather, are worn on top of blazers, not instead of. **Coats are not worn inside.** No denim or hoodies.

HAIR

A uniform natural hair colour.
No shaved heads, patterns or hair tattoos.
Two tone hair,growing out of one natural hair colour to another, is only acceptable in the short term .
Hair should not be dyed unnatural colours or two tone colour. No hair jewellery.

MAKE UP & NAILS

Discreet natural looking make-up & nails only.
No false eye lashes or false nails (including gel builder)
Nails should only be painted in natural colours.
Please see our additional guidance on nails.

NOTE

School reserve the right to confiscate inappropriate items of clothing or accessories worn in school e.g. hoodies, scarves or jewellery

SHOES

Plain black leather type. NO fabric/canvas or leather 'Vans'. NO visible logos and must have black soles. NO high heels, backless shoes or strappy sandals. NO boots and NO trainers. Shoes with a rubber band around the bottom are considered trainers

***all uniform can be purchased from**
The School Shop, 3 ParkWay, West Moors, BH22 OHL

SCHOOL BLAZER

with embroidered school logo on breast pocket *

SWEATER

Plain black knitted long sleeved 'V' neck sweater (standard length) and for **winter wear only- it is not summer uniform.**
Worn **under blazer** not instead of a blazer.

SHIRT

Plain white buttoned school shirt with collar, buttoned at the top- no sports or casual shirts.

SCHOOL TIE

In house colour, worn to the correct length with house colour stripe visible.

TROUSERS

Plain black, tailored, full length school trousers. No jeans/jean style, leggings, low cut, logos or fastenings. Must be school trouser material not stretch or other fabric.
NOT skin tight. NOT sag below the waistline, or a belt will be provided.

SOCKS & UNDERWEAR

Plain black or white socks,
NO trainer socks. NO branded socks.
Underwear should not be visible in school

FERNDOWN
Upper School

UNIFORM B

JEWELLERY

Rule of one- One fine neck chain, one ring, one watch, one plain gold/silver stud, not hoops, in each ear, one plain nose stud-less than 1mm, one small bracelet, one charity wristband.
No other visible pierced jewellery, spacers or nose bars.
No hair jewellery.

ACCESSORIES

Belts must be plain black, with no logo and no wider than 3cm, No non-religious scarves or hats/head wear.

COATS

Suitable for bad weather, are worn on top of blazers, not instead of. **Coats are not worn inside.** No denim or hoodies.

HAIR

A uniform natural hair colour.
No shaved heads, patterns or hair tattoos.
Two tone hair,growing out of one natural hair colour to another, is only acceptable in the short term .
Hair should not be dyed unnatural colours or two tone colour. No hair jewellery.

MAKE UP & NAILS

Discreet natural looking make-up & nails only-
No false eye lashes or false nails (including gel builder)
Nails should only be painted in natural colours.
Please see our additional guidance on nails.

NOTE

School reserve the right to confiscate inappropriate items of clothing worn in school e.g. hoodies, scarves or jewellery.

SHOES

Plain black leather type. NO fabric/canvas or leather 'Vans'. NO visible logos and must have black soles. NO high heels, backless shoes or strappy sandals. NO boots and NO trainers. Shoes with a rubber band around the bottom are considered trainers.

***all uniform can be purchased from**
The School Shop, 3 ParkWay, West Moors, BH22 OHL

SCHOOL BLAZER

with embroidered school logo on breast pocket *

SWEATER

Plain black knitted long sleeved 'V' neck sweater (standard length) and for **winter wear only- it is not summer uniform.**
Worn **under blazer** not instead of a blazer.

BLOUSE

Plain white fitted school blouse with embroidered school house logo on the collar*.

SKIRT

Pleated black knee length school skirt*
A skirt ban will be implemented if the skirt is repeatedly worn incorrectly.

TROUSERS

Plain black, tailored, full length school trousers. No jeans/jean style, leggings, low cut, logos or fastenings. Must be school trouser material not stretch or other fabric.
NOT skin tight. NOT sag below the waistline, or a belt will be provided.

SOCKS & UNDERWEAR

Plain black or white socks,
NO trainer socks. NO branded socks.
Underwear should not be visible in school
Tight colour must be natural or black.

FERNDOWN
Upper School

NAILS @ FUS

CLEAN SHORT NATURAL NAILS

Nails should be natural and no longer than 2mm long (from the finger tip when looking at the hand palm up)

NEUTRAL COLOUR

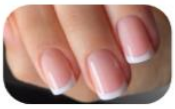
Any nail polish should be neutral in colour. All nails should be the same colour.

LONG NAILS- NATURAL OR FAKE

Nails longer than the accepted 2mm length are a potential health and safety risk to yourself and other members of our school community.

COLOURED TIPS

Your nails should be the same one neutral colour.
The tip of your nail should be of natural colour e i.e. no French tip or other colour.



NAIL ART OR DECORATIONS

Any polish should be neutral and one colour only. No nail art of decorations. Each nail should be the same colour.

CONSEQUENCES: Loss of social time initially, if not corrected or repeatedly not meeting standards - C7 defiance.

FERNDOWN
Upper School

Summer Uniform

WHEN?

Summer uniform will usually be announced for Summer 2 Term as and when the weather permits.
A message will also be sent home.

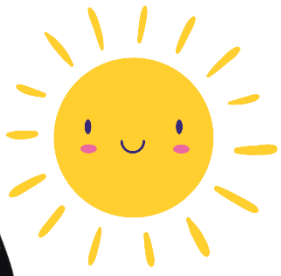
THE BASICS

ALL other uniform requirements remain in place.

WHAT CHANGES?

Students DO NOT NEED TO wear:
- their **blazer**
- their **tie**
- They may also choose to replace their trousers or skirt with **tailored knee length black shorts (school trouser material.**

*note a jumper does not form part of summer uniform.



EXCEPTIONAL HEAT CIRCUMSTANCES uniform

In exceptional heat circumstances, permission may be given for students to wear branded school PE Kit for a period of time.

This is **FUS Shorts or FUS Leggings, FUS PE Top & PE Sports Trainers** ONLY (Not fashion trainers).
Shorts will not be rolled.
The decision to move to exceptional circumstances will be communicated home.

Note: School reserve the right to revoke summer uniform for any student who persistently fails to meet the required expectation.

FERNDOWN
Upper School

Wearing your uniform the Ferndown Way

We want you to look smart and professional in your uniform

Staff notify Reception of uniform infringements and they are recorded on your Bromcom.

If you are wearing uniform that you are unable to correct immediately, you will be in our Withdrawal Room at break and lunch until this is correct. It is defiance to not turn up.

Recorded on Bromcom

Stages

Escalation

If your trousers are showing underlayers – they are "sagging".

Io code – trousers worn incorrectly

5 warnings = break and lunch
10 warnings = belt needs to be worn.

1) 2 weeks,
2) 6 weeks
3) Full academic term

Further warnings = defiance C7.

If your skirt is rolled

Io code – skirt worn incorrectly

5 warnings = skirt ban warning
10 warnings = skirt ban
1) 2 weeks,
2) 6 weeks,
3) Full academic term

Further warnings = defiance C7.

If you have too much jewellery

Io code – uniform infringement

5 warnings = break and lunch
10 warnings = 3 break and lunch
15 warnings = a week of break and lunch

Further warnings = defiance C7.

If your shirt is untucked

Io code – shirt worn incorrectly

5 warnings = break and lunch
10 warnings = 3 break and lunch
15 warnings = a week of break and lunch

Further warnings = defiance C7.

U N I F O R M ~ R U L E S

Trainers without a medical pass = break and lunch in Withdrawal Room

Trousers

Trousers need to be worn around your waist – students with "sagging" trousers showing underlayers will be required to wear a belt.

Skirts

Skirts should not be rolled. Skirts can be no shorter than 3 inches above your knee

Jewellery

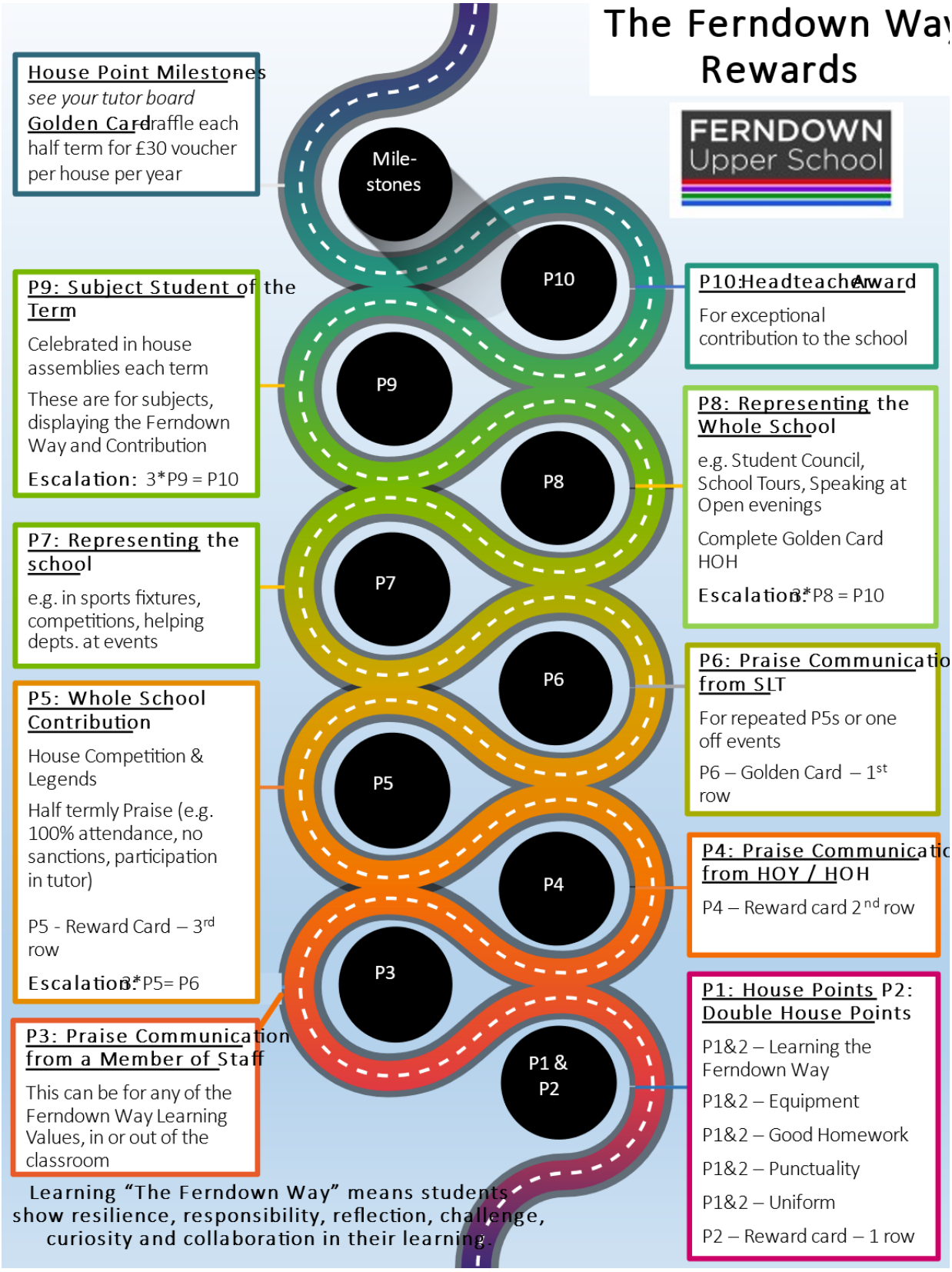
Rule of one:
One plain stud in each ear
One small ring
One small necklace
One small bracelet

Shirts

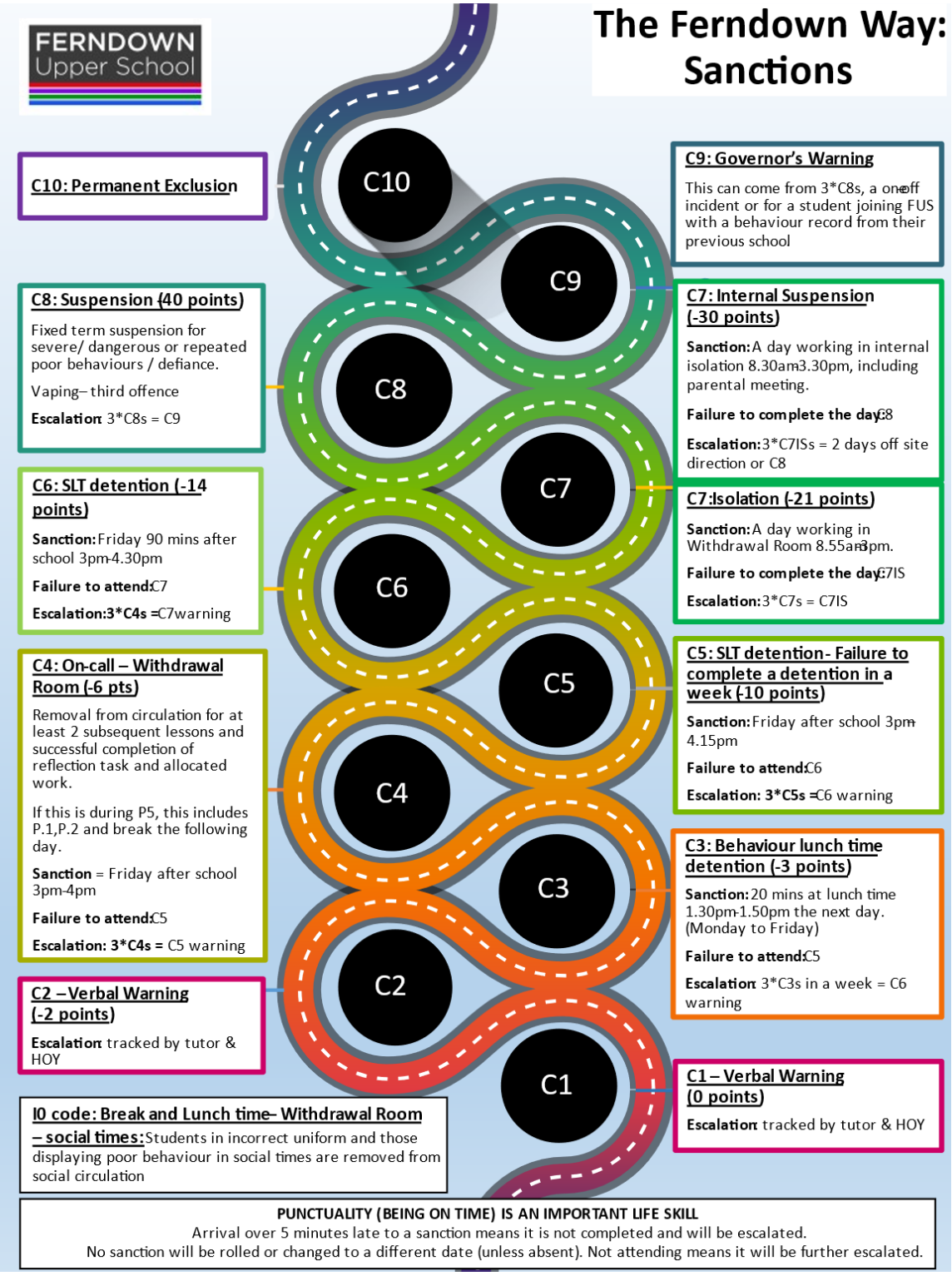
Shirts should be worn tucked in at all time.

If you borrow uniform from Pastoral, you will be asked to leave a deposit e.g. your keys / phone / trainers

Appendix 2 – Rewarding: The Ferndown Way



Appendix 3 – Sanctions: The Ferndown Way



Appendix 4: Wearing of a Kirpan

The Sikh Kirpan – FUS guidance on allowing wearing in school.

Purpose:
This guidance sets out the school's approach to Sikh pupils and staff who wear the kirpan as part of their religious observance. It aims to balance:

- Respect for freedom or religion and belief
- Inclusion and equality
- The health and safety, safeguarding and wellbeing of all members of the school community.

This guidance applies to pupils, staff, governors and visitors who wear the kirpan for religious reasons.

Aims:
The school aims to:

- Promote respect, understanding and harmony within our diverse school community.
- Support pupils and staff in practicing their faith in accordance with the Equality Act 2010.
- Ensure the arrangements for wearing the kirpan are safe, proportionate and consistent.
- Provide clear guidance for staff, pupils and parents.

Background:
For initiated Sikhs (members of the Khalsa who have undergone Amrit Sanchar ceremony) wearing the Five Ks is an important religious obligation:

- Kesh (uncut hair)
- Kangha (comb)
- Kara (steel wristband)
- Kaccha Short trousers or underpants
- Kirpan (sword)
- Some Sikhs regard the Keski (Turban) as being one of the Ks.

For many Sikhs, the kirpan is a sacred article of faith and not a weapon intended for offensive use.
Legal position:
Equality Act 2010 - The school must not discriminate against pupils or staff on the grounds of religion or belief. Sikhism is a protected religion under the Act.
Offensive Weapons legislation - The Offensive Weapons Act 2019 and related legislation make it an offence to possess a bladed article on school premises. However, there is a specific legal defence where the article is possessed or worn for religious reasons. A kirpan worn as part of Sikh religious observance is therefore lawful.

School guidance:

1. **Safeguarding of all pupils and staff is a priority throughout the school guidance**

2. **Respect for religious observance**

The school recognises the significance of the Five Ks and will not object to Sikh pupils or staff wearing them, including the kirpan, where this is part of their religious practice.
All members of the school community should be treated with respect and sensitivity in relation to religious dress and symbols.

3. **Notification and discussion with parents**

Parents/carers should inform the school if a pupil will be wearing a kirpan in school.

The school will meet with the pupil and parents/carers to discuss practical arrangements and ensure that expectations are understood by all parties. This will include completing a risk assessment to ensure the safeguarding of all in school, whilst balancing respect for religious observance.
The school may ask parents/carers or a faith representative to confirm that the pupil has undergone the Amrit Sanchar initiation ceremony, where this is relevant to the request.

4. Safe wearing of the kirpan

The kirpan must be:

- worn discreetly and out of sight;
- securely sheathed at all times;
- wrapped or fastened so that it cannot be drawn easily;
- of a size and sharpness (blunt) appropriate for school.

As a general guideline, the kirpan to be no more than 7.5 cm (3 inches) in total length, with the blunt blade not exceeding 5 cm (2 inches). However, Ferndown Upper School requests a smaller symbolic kirpan or kirpan necklace where possible and these are encouraged where appropriate.
The school reserves the right to discuss and insist upon these alternatives if a particular kirpan is considered unsuitable by the school for the school environment.
Periodically the school may check that the following criteria are being adhered to.

5. Risk assessment

The school will carry out an initial risk assessment in consultation with the pupil and parents/carers. This assessment will consider the size, method of wearing, and suitability of the kirpan for school activities. Regular reviews will take place of the risk assessment, with checks to ensure continuing compliance.
Any agreed arrangements will be recorded and reviewed periodically or if circumstances change.

6. PE, sport and practical activities

For PE, DT, Science practicals or other activities where jewellery or accessories may present a safety risk, the school will make a case-by-case assessment.
Where necessary for safety, pupils may be asked to remove and securely store the kirpan and/or kara for the duration of the activity. A respectful and private arrangement will be agreed in advance with the pupil and parents/carers wherever possible.
Staff should handle such situations sensitively and avoid drawing unnecessary attention to the pupil.

7. Educational visits and external venues

Arrangements for wearing the kirpan on trips and visits will be considered as part of the visit risk assessment.
Where external venues have specific security requirements, the school will liaise with parents/carers and the venue in advance to agree appropriate arrangements.

8. Staff awareness and education

Staff should be made aware of this guidance through safeguarding, equality, or staff training.
The significance of the Five Ks is explored through PSHE, Ethics and tutor time to promote understanding and respect among pupils.

9. Concerns or misuse

If there is a genuine safeguarding or safety concern relating to a kirpan, staff should follow normal safeguarding procedures and seek support from the DSL immediately.
Any response must be proportionate, respectful and based on specific concerns rather than assumptions about Sikh pupils or the kirpan itself.

Consultation and review
The school values its relationship with local Sikh communities and faith leaders and will seek advice where appropriate. This guidance will be reviewed periodically and following any significant legal or policy changes.

Further information
Equality Act 2010 – GOV.UK
Offensive Weapons Act 2019 – GOV.UK
School uniform guidance – GOV.UK
Network of Sikh Organisations
EHRC guidance on religion or belief in schools