

**Welcome to Fairfields Primary School**

This leaflet contains important information for you as a visitor, student or supply teacher to our school. We ask you to read it carefully and keep it with you for reference throughout your time with us.

If you have any problems or questions during your time at Fairfields, please ask any member of staff who will be happy to help you.

Headteacher: Mr Matthew Shotton

Assistant Headteacher: Mrs Donna Tagg

Chair of Governors: Mrs Nicolette Green

We hope you will find the following information useful whilst at Fairfields Primary School.

**Child Protection and Safeguarding Team**

If you have any concerns (no matter how “small” they may seem) about the welfare of a child, please speak directly to our Designated Leads for Safeguarding. Our staff will support you in completing the necessary referral forms which can be found in every classroom, the Staffroom and the Reception Office. A list of children who cannot be photographed can be obtained from the School Office.



**Donna Tagg Marilyn Jones Matthew Shotton**

Deputy Head Office Manager Executive Head

**DSL Lead Deputy DSL DSO**



**Martin Gallop Kirsty Outtram Emily Castle**

Assistant Head Assistant Head Assistant

Inclusion, Behaviour KS1 Head - EYFS

& Personal **DSO DSO**

Development

KS2 Lead/SENCO

**DSO**

* **DSL – Designated Safeguarding Lead**
* **DDSL – Deputy Designated Safeguarding Lead**
* **DSO – Designated Safeguarding Officer**
* The wellbeing and safety of the children at Fairfields Primary School is our priority. We ask that this is also your priority whilst you are here. At Fairfields, we always act in the best interest of the child.
* Please remember that all information concerning the children is confidential.
* All staff follow the School Behaviour Policy and we have high expectations of behaviour for all of our children.
* If you feel that a child is behaving in an inappropriate manner, please inform a member of staff.
* We encourage the children to be independent and try for themselves before asking for assistance.
* If a child is feeling unwell or has injured themselves, please inform a member of staff.

**Signing In and Out**

Any adult, who is not a member of staff, must sign in at the main Reception and photo ID will be taken. You are expected to wear the School visitor’s pass or your organisation’s identification badge at all times. Please ensure you sign out at the end of your visit, returning the visitors pass.

**Evacuation Procedures**

If you hear the emergency alarm, exit the school via the nearest Fire Exit (please take the time to locate these within School or ask where they are). The assembly point is the main playground. If you are covering a class, please ensure you know how many children you are responsible for. Once the children are lined up, you will be expected to do a quick head count. The Register will be given to you on the playground to take a formal register. It is imperative that you notify a senior member of staff if a child is unaccounted for.

If you discover a fire, please activate the alarm by breaking the glass of one of the red call points. These are situated throughout areas of the School. Please see our Fire Safety Officer: Andy Giles, if you have any questions. Please advise the School should you require any assistance in the event of fire.

 **First Aid**

All members of staff have been First Aid trained. In the event of an accident, please contact a member of staff. All accidents must be reported and will be recorded accordingly.

**General Information**

**The school day**

8.30 School starts

Morning Break 15 mins – 10.45am – 11.00 am

Lunch 1 hour – 12.00 – 1 pm

3.30 – End of School

**Registration**

If you are covering a class, please speak to the School Office about register procedures.

**Assemblies**

Whole School Assembly

Singing Assembly

Whole School Celebration Assembly

If teaching, please familiarise yourself with any medical needs, behaviour needs, EAL or special educational needs. You will find an orange SEN folder in the classroom and a yellow EAL folder in each year group which contain relevant pupil information and you should speak to either the Year Group Lead, Year Group Teachers or Teaching Assistant.

Please note that whilst on the School site, use of mobile phones is prohibited.

Smoking is not permitted anywhere on the school site or within view of the School.

If you have any further questions, please do not hesitate to ask.