

Fairfields Primary School

Parent Handbook

2020/21



Fairfields
PRIMARY SCHOOL

Today is your day, believe in yourself.

Apollo Avenue
Fairfields
Milton Keynes
Bucks
MK11 4BA

Email: enquiries@fairfieldsprimary.co.uk

Website: www.fairfieldsprimary.co.uk

Executive Head: Mr M Shotton



I am delighted to welcome you to Fairfield Primary School. It truly is an honour and a privilege to lead such an amazing school in our quest to become the beating heart of the new community of Fairfield.

Fairfield Primary School is part of the Inspiring Futures through Learning (IFtL) which is a respected multi-academy trust. The IFtL academies are home to over 3,000 children and more than 500 staff, including outstanding Headteachers, specialist and national leaders. The partnership has a strong moral purpose to improve education standards and achievements for all children in the community.

At Fairfield, we strongly believe that 'Every Child Matters' and we are committed to ensuring that the children of Fairfield receive the very best possible education and learning opportunities. I am proud to say we have a very dedicated, caring and talented staff team who make sure this happens. Our collective aim is to ensure all children leave Fairfield with the necessary skills and abilities to be successful in their next stage of education. We do this by providing a rich, broad and balanced curriculum that gives the children a wide range of exciting and memorable experiences.

We also work hard to ensure that children leave us with the right values and morals to contribute to our society. We focus all our provision around values which run throughout the school. Pastoral care is also a key component of our provision and we pride ourselves on being able to support our children and families throughout their time at Fairfield.

I am excited to work alongside all our families. We understand that parents are integral to our Fairfield family. Parents are a child's first, best and most important teacher. We aim to build upon the positive relationship between home and school and invite parents to celebrate their child's successes at our weekly Bees Knees and half termly Executive Head Celebration Assemblies. It is through working together that we will provide the children with an outstanding experience in preparation for secondary education as well as the demands of modern living. In this endeavour, you will have our full commitment. We are committed to working in partnership with parents and we welcome you to take full advantage of the many informal and formal opportunities to enhance the home-school relationship.

The first line of our school creed begins...

Every day is a little lifetime. Make each day a day to remember.

An exciting journey awaits all of us and we are so proud to be a part of it.

Today is your day! Believe in yourself! Achieve together, step by step!

Yours sincerely,

Matthew Shotton

Executive Head

Answering your questions

This document contains Key Information and Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01908 410330 or email enquiries@fairfieldsprimary.co.uk and we will be happy to help!

Key Information

What are our school times?

Gates/Classrooms open	8.30 am
Registration	8.45 am
Morning Session	8.45 am- 12 pm
Break	10.45 am-11.00 am
Lunch	12 noon – 1 pm
Afternoon Session	1 pm-3.30 pm

Arrivals and Departures

The gates and classroom doors open at 8.30 am and registration is taken at 8.45 am. The gates close at 8.45. if you are later than 8.45 am you will need to bring your child into school via the main school office where you will be required to sign your child in and they will be marked as late. If your child arrives after 9 am they will be marked as late and this lateness will be marked as unauthorised absence. Children are still their parents' responsibility until they are inside the classrooms, even if they are in the playground.

Picking your child up on time at the end of the day is just as important as getting to school on time. Please remember school finishes at 3.30. If on the occasion you may be late or someone else is collecting your child on your behalf, please let the school office know before 3.15 pm if possible.

Parking

Fairfields Primary School has a dedicated car park for parents to park in and drop off and collect their child/children. Parents are requested not to park on the roads in front of the school as this may cause a hazard.

Wrap Around Care

We offer our own wrap around care sessions. We will be offering Breakfast Club from 7.30 - 8.30 am and After School Club from 3.30 - 6 pm. Our Breakfast Club and After-School Club provision offers endless fun in a safe and secure environment. Children will be able to relax and enjoy creative and stimulating activities in a friendly, disciplined, safe and relaxed atmosphere.

Morning Sessions

7.30 – 8.30 am	Breakfast	£ 5.50
8.00 – 8.30 am	Early drop off (no breakfast)	£ 3.00

After School Sessions

3.30 – 4.30 pm	After school	£ 5.00
3.30 – 6.00 pm	After school with tea included	£10.00

Please contact the School Office for more details

Email: enquiries@fairfieldsprimary.co.uk

Phone: 01908 410330

School Uniform

Uniform

It is an expectation that all children attending Fairfields Primary School will wear the approved school uniform. We expect our children to take great pride in their school and this will be reflected in the way they dress for school.

Please note:

We do not permit extreme hair styles.

We only allow small stud earrings, which must be removed or covered for PE.

Please ensure all clothing and equipment is clearly named.

School Uniform is provided by Maisies

All school uniform enquiries and orders should be directed to Maisies.

For any questions or to order school uniform please contact:
<https://www.maisies-superstore.co.uk/>

Purple sweatshirt or cardigan with school logo

Grey trousers, skirt or pinafore

Summer alternative – Purple gingham dress or grey tailored shorts

Grey tights or white, grey or black socks

Black shoes, flat heeled, not open-toed

Purple fleece or jacket with school logo for outdoor wear - optional



Our PE Kit

It is important that children wear appropriate clothing for physical activity. PE uniform must also be suitable for the climate and for the specific activity.

Trainers or Plimsolls

Purple t-shirt with school logo

Black shorts with or without school logo

In winter, children are encouraged to have a track suit trousers and sweatshirt with school logo to wear for outdoor games.

Long hair must be tied up neatly.



School Meals

Each day, children will have a choice of a main meal, a vegetarian option or a meat/vegetarian sandwich lunch. We are committed to encouraging and helping children to make healthy choices and therefore we also offer salad and fresh fruit. Meals will need to be ordered in advance via Parent Pay.

All children in Reception and Key Stage 1 are entitled to a free school meal. Children in Key Stage 2 are able to order school meals for a cost of £2.50 (September 2020) per day.

Menus are available to download from the school website www.fairfieldsprimary.co.uk/parents/school-meals/ School meals are ordered through ParentMail. To book your child's school meal, the booking needs to be made on Wednesday, one week prior to the meal being taken. The payment for the meal must be made at the time of booking. You are able to book for the term and payment would need to be made for the entirety of the booking.

Drinks

All children under the age of five are entitled to free school milk. If you would like your child to receive this, we ask parents to return a completed form to the school office. Following a child's fifth birthday, milk can be purchased for 26p a carton. Water is always available in school.

Packed Lunch

If children choose not to order a school meal they may bring their own packed lunch. This must be in an unbreakable container, clearly labelled with the child's name and class. Definitely no glass containers please.

Please ensure that no fizzy drinks, sweets or chocolate are sent to school and that your child has a spoon / cup if these are needed. Due to the risk of allergies, it is requested that foods containing nuts are **NOT** brought into school at all, including as part of a packed lunch.

Birthday Treats

As we have a growing number of children in school with allergies and specific dietary requirements we ask that cakes and sweets are not sent in for birthdays. Should you wish, as an alternative, you may like to consider donating a book or a game to the class.

Fruit Snacks

Fairfields Primary aims to be a 'Healthy School' and encourages eating a balanced diet. Children from Early Years Foundation Stage to Year Two have free fresh fruit provided each morning for a snack. If Key Stage 2 children would like a snack they are able to bring fruit or vegetables for a healthy playtime snack.

Frequently asked questions

Here are our answers to what we find are the most frequently asked questions. However, if you have any questions that are not answered here, please contact the school office or email enquiries@fairfieldsprimary.co.uk and we will be happy to help!

Starting a New School

The school recognises that starting a new school is an exciting, yet anxious time for some children and their parents. Please don't worry, as we will work with you to ensure that your child enjoys as smooth a transition from home or previous school as possible.

Attendance

At Fairfields Primary, we truly believe that every school day counts towards your child's future. Days off school add up to lost enjoyment, achievement and learning. We appreciate it when families use the 175 non-school days a year for time together, family visits, holidays, days out and routine appointments where possible.

Absence for Nursery Class and Mainstream Children

To ensure children's safety, and help us meet Government guidelines, whether your child is in our nursery class or mainstream, we request that parents contact the school as soon as possible on the first day of absence to inform us of their children's absence. Parent/carers are required to call in to inform us about any children absent for any reason, or you can notify the school of your child's absence by logging in to your ParentMail Account. If the school is not contacted, a call home will be made to ensure all children are accounted for. If

school cannot make contact with any of the people on the contact list, a home visit will be made.

If Your Child is Absent

- Parent/carers are required to contact the School Reception Office on the day of the absence, informing them of the reason for absence and before the registration period at 8.45 am
- Each reason will be recorded on the child's registration document
- The parents/carers are required to contact the school EVERY day the child is absent.
- If parents/carers do not contact the school and the school is unable to speak to anyone about the child's absence, the school will conduct a home visit to check the child is safe. If we are concerned for the child's safety, a referral will be made to the MASH or the police may be called
- If the school are concerned about a 'Child Missing in Education', the procedures stated within the Children Missing in Education Policy will be followed.

If your child needs to be taken out of school for any reason during the school day, please notify the school in advance and notify one of the office staff when taking the child out and on return. You will be asked to sign your child in or out. This will ensure the safety of your child at all times.

Holidays & Leave of Absence

The Secretary of State for Education has removed the discretion of Headteachers to grant leave for holidays in term time. All holidays will be marked as unauthorised. Should you need to take your child out for any reason, please ask at the office for a 'Leave of Absence' form and submit the request to the school office who will pass it to the Headteacher. Please note that you may be subjected to a Fixed Penalty Notice (FPN). If your child attends the School Nursery, if your child's attendance should fall below 63% in a term then you will be liable for the shortfall.

Jewellery

Children should not wear jewellery in school, other than a wristwatch. If however, they have their ears pierced then plain studs are permissible, but the child must remove these for P.E. and games. Please provide a suitable container for this purpose.

Clubs and Activities

We endeavour to offer the children a wide range of extra-curricular and fun activities. Clubs are changed termly. To see what clubs we are running this term, please look on the website.

Special Educational Needs and Disabilities (SEND)

There are times when some children need additional support during their school life. Fairfields Primary is an inclusive school which offers a range of additional provision to support children with various special educational needs, including:

- social
- communication and interaction
- learning difficulties
- physical needs.

We will identify a child's particular needs and respond appropriately, enabling them to make progress alongside their peers.

SEND & Inclusion

Provision for pupils with SEND is co-ordinated by the school SENDCo, Mr Martin Gallop. Details of the school's local offer can be found on the school's website under 'Pupil Support'.

Charging Policy

We recognise that the wide range of additional activities, including clubs and visits can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties, please contact the school.

Security

We take the issue of safety and security very seriously. The school gates will be open at 8.30am and be closed at 8.45am each morning. Access to school during the day is via the main entrance only, which has an entry system and CCTV. The gate will be unlocked at 3.30pm and closed at 3.45pm at the end of the day.

Emergency Arrangements

In the event of the school being closed due to severe weather conditions, heating failures etc, announcements will be made on the news section on the home page of our website. We will also email through our Parentmail system. If necessary, we will also contact the local media to inform them of the closure.

Medicine in School

No medicine will be given without written parent consent. A permission form obtained from the School Office must be completed by the parent giving permission for medicine to be administered by staff. Whilst every effort will be made to administer the medicine at the correct time, it is not always possible to guarantee this in a busy school day. You are of course, welcome to come into school to administer medicine yourself.

Medicines must be delivered to school by the parent or escort (not sent into school in the child's bag) and handed in to the School Office. If medication were to come to school in a child's bag it would not be administered until the appropriate form has been completed and signed by the parent/carer or verbal consent via a telephone call home.

Medicines brought into school should be clearly marked with:

- The name of the medicine
- The pupil's name dosage (including method of administration and times)
- Special storage instructions

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Inhalers

If your child uses an inhaler, please inform the school and complete the confidential medical record for asthma inhaler users so that the school is fully aware of any emergency procedures and the use and storage of inhalers.

Lost Property

Any property lost and not claimed, will be placed in the Lost Property Box. Parents and children may look through this box at any time. Named items are easier to return to their owners. Please ensure that you name all items.

Working with parents

Communication

At Fairfields Primary School we try to maintain high levels of communication with parents. We operate an 'open door' policy and parents are encouraged in the first instance to speak to the Class Teacher should they have any queries or concerns. Should parents wish to speak to the Deputy Head or Executive Head, they will always endeavour to meet them at any time. However, in the unlikely event that they are unavailable to meet parents that same day an appointment can be made via the School Office. Alternatively, an appointment can be made with a member of the SLT.

We encourage resolution of problems by informal means wherever possible.

Key information, news, events and activities will be communicated to parents via a variety of channels, these include, but are not limited to:

News pages on the school website (Year Groups and Whole School)

ParentMail

Letters

School Social Media channels

School newsletter

Marvellous Me

Twitter

Facebook

ParentMail

Parents are encouraged to download the ParentMail App, in order to receive communications from Fairfields Primary School. There are a number of benefits to communication via this App:

- It is free for parents to download
- All school messages will be sent securely
- No need to search through a busy email inbox for important messages

- All communications kept in one place
- Accessible by both parents/carers
- Read and respond to school messages at work, at home or on the go

To download the App for free from either the Apple APP store or the Google Play Store simply search [ParentMail App]. Should you require any help, please do not hesitate to speak to Marilyn Jones or Louise Davis in the School Office

Newsletters

Half Termly newsletters are issued, usually electronically via Parentmail and published on our school website for you to download.

At Home

Parental involvement is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide home learning activities, in line with national expectations, but we hope that it remains a time when children and parents can have some fun working together.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. Please ensure that you sign and return the Home, School Agreement with your admission papers.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is vital that there is not only a phone number of your works address, but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency E-mail System

We use an email system (Parentmail) which enables us to contact you quickly in case of illness, absence, cancellation of an after-school activity due to bad weather etc. We use MarvellousMe to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current email address and mobile phone number.

Volunteering

The school recognises the value of parental and community involvement and as such parents are always welcome to help in school. We always like to include parent helpers on educational visits. Many opportunities exist for parental involvement and those parents who are able to help on a regular basis should have a chat with staff at the school office. Regular helpers are obliged to fill in a 'Disclosure and Barring Service' (DBS) clearance form. If you would like to volunteer, please contact the school office.

Friends of Fairfields Primary School

We have established a "Friends of Fairfields Primary School" Parent, Teacher Association to support the school with organising and helping to run events, fundraising to help provide a wide variety of complementary equipment and activities for the benefit of every child in the school. If you would like to join this team or if you are able to help out, please let the School Office know.

Policies

Why Do We Need Policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents Need Policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's Behaviour Policy or Special Educational Needs and Disability Policy, before deciding whether to apply for their child to attend the school.

High Standards

At Fairfields Primary School we believe policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you would like to see any of our policies, please visit the school website at www.fairfieldsprimary.co.uk/about-us/policies or ask the school for a paper copy.

Term Dates 2020/21

Autumn Term 2020	
Thursday 3rd September 2020	Inset Day - Children not in School
Friday 4th September 2020	Inset Day - Children not in School
Monday 7th September 2020	Term Starts
Thursday 22 October 2020	Term Ends
Friday 23rd October 2020	Inset Day - Children not in School
Monday 2 November 2020	Term Starts
Friday 18 December 2020	Term Finishes
25th and 28th December 2020	Bank Holidays
Spring Term 2021	
1st January 2021	Bank Holiday
Monday 4th January 2021	Term Starts
Friday 12 February 2021	Term Ends
Monday 22 February 2021	Term Starts
Friday 26 March 2021	Term Ends
Summer Term 2020/21	
2nd and 5th April 2021	Bank Holidays
Monday 12th April 2021	Term Starts
3rd May 2021	Bank Holiday
Friday 28 May 2021	Term Ends
31st May 2021	Bank Holiday
Monday 7 June 2021	Term Starts
Wednesday 21st July 2021	Term Ends
Thursday 22nd July 2021	Inset Day - Children not in School



Every day is a little lifetime. Make each day a day to remember.

As we journey together, we will learn to tread confidently towards the direction of our dreams.

We are individual and unique but together we are complete.

We will respect each other regardless of gender, race or background.

At Fairfields Primary School, we will learn to have the courage to pursue our dreams, knowing that nothing will stand between us and our goals.

With an open mind and an honest heart, we will break through the obstacles we are faced in order to succeed, remembering the journey is what makes us triumphant, not the destination.

Today is your day! Believe in yourself!
Achieve together, step by step!