



# FAIRFIELD INFANT SCHOOL



## About Fairfield

Fairfield provides education for an average of 270 children aged 4 to 7 years and a further 26 children aged 3 to 4 in the nursery. Nursery children attend for 15 hours a week, 3 hours a day in the morning. It is hoped that next year we will be reverting back to a 52 place nursery with morning and afternoon sessions.

There has been a school on this site since 1879. We are very proud of our beautiful Victorian buildings and extension providing an improved school entrance, offices and a magnificent hall. Outdoor facilities include a playing field, adventure playground, wildlife area and an early years outdoor learning area together with spacious hard play areas.

At Fairfield, we are proud of our friendly atmosphere and caring attitude. We challenge pupils with a broad and creative curriculum planned to motivate and inspire our pupils while also meeting the appropriate statutory requirements. We also provide many opportunities for extracurricular activities.

Ofsted noted our excellent provision when we were inspected in July 2017 and we were graded 'Good'. Staff from other schools visit regularly to observe and learn from our practice.

The education of your child is a responsibility we are privileged to share with you as parents. We actively encourage parents to be our partners in children's learning. Teachers are happy to discuss with you any matter concerning your child. There are many opportunities for parents to help in school on a voluntary basis and we have a lively voluntary support association, the Friends of Fairfield, which organises social and fundraising events throughout the year.

Fairfield is one of a group of schools in Felixstowe collectively known as the Felixstowe Academy Pyramid. At the beginning of the autumn term after their 7<sup>th</sup> birthday, most pupils transfer to Colneis Junior School. As Fairfield and Colneis schools work in a federation with the same senior management team, transition from Fairfield to Colneis runs smoothly as we share the same staff and important principles. At the age of 11, they move again, this time to Felixstowe Academy or a similar setting.

## **Breakfast Club**

A breakfast club is run by Fairfield and Colneis schools as a self-funded, non-profit making organisation. It is held each day at Fairfield in the school hall from 8am to 9am and offers a range of age appropriate play activities and also serves a nutritious breakfast each day.

The cost is £3.75 per day per child and further information and registration forms are available from the school office.

At the end of the session, children are taken to their classrooms for the beginning of the school day.

## **Collecting children**

If you need to collect your child during the school day or are helping in class or if you wish to talk to a member of staff, please report to the respective school office. If you are coming to help in school, you will need to sign in and wear a visitor's badge. Children cannot leave the school premises during the teaching day without an adult to accompany them. It also helps if you can let us know beforehand of any appointments or visits.

At the end of the school day, the children are brought out onto the playground by their class teachers or another member of staff through the door nearest to their classroom. They are instructed to wait with their teacher if they cannot see the person who is collecting them. The staff wait outside with the children and then bring any children who have not been collected back into school to wait by the main office. Phone calls will then be made to parents to confirm collection arrangements.

If you have small children, please ensure that they stay with you for their own safety. Please note; children are not allowed to use the equipment on the adventure playground before or after school.

## **Extended schools**

We offer a number of after school clubs. Further details will be published in newsletters and are available from the school office. All clubs are run by well qualified coaches and give parents an opportunity to collect children from school at a later time. There is also a lunchtime dance club available too.

Details of times, costs, etc are available from the school office.

Please note that some clubs are only available to specific year groups. If a club is held after school, your child will be given a permission slip for you to fill in and return to the school as quickly as possible.

### **Friends of Fairfield**

All parents are automatically members of the Friends of Fairfield. Members can join the committee or the helpers list and can help with any of the events arranged. The main aim of the Friends is to raise money for the school and to organise events for parents and children. They do this very successfully but they can only run with your help.

Over recent years, the Friends have raised thousands of pounds and have helped to buy new play equipment, pay for the refurbishment of the wildlife area and are now embarking on a rolling programme of buying new Smartboards for the classrooms. They also make a contribution to school visits and Christmas parties to keep down the amount of money we have to ask parents and carers for. They do a magnificent job so please support them if you can. For more details, please contact the school office.

### **Homework**

Children will make much more progress at school if they are supported by their parents or carers at home. We will always be willing to help you to support your child so please ask.

Children are expected to read at home for a minimum of four times a week and they have a reading diary for you to sign! All children reading four times a week will be entered in to the “golden ticket” competition at the end of every week and have the chance to win a new book from the school.

As well as reading there may be small literacy, numeracy or topic based homework tasks as the children move through school.

A “Big Question” is also sent home once a week to encourage speaking, listening, reasoning and opinion forming.

### **Milk**

Subsidised milk is available to all children in KS1 at a small daily cost to parents via Cool Milk Ltd. Details of how to register for the scheme are available from the school office.

All children in nursery, reception and those eligible for free school meals will receive this free of charge.

### **ParentMail**

When your child joins our school, you will be issued with a ParentMail code. This enables you to register with ParentMail online to receive communications from the school and also to make online payments for school uniforms, trips, etc.

### **School council**

At the beginning of each term, each class elects two class representatives for the school council. The council usually meets once every half term. The children discuss all kinds of school issues and can make decisions about new equipment we need etc.

### **School day timings**

#### **School day**

8.50 am	bell rings in playground and children line up
9.00 am	registers taken
10.25 am	assembly
10.40 am	playtime
10.55 am	second session begins
11.45 am	lunchtime begins for Reception
12.15 pm	lunchtime begins for Years 1 and 2
12.45 pm	afternoon session begins for Reception
1.15 pm	afternoon session begins for Years 1 and 2
3.15 pm	end of school day

#### **Nursery day**

8.40 am-11.40 am

#### **Schools Fruit and Vegetable Scheme**

Fairfield is part of the Schools Fruit and Vegetable Scheme which provides a piece of fruit for each child each day.

## Security

We have security locks on all of the outside doors and our playground is fenced off from the road. All these gates (except the pedestrian access gate on High Road West) are padlocked during the school day. These are measures to ensure your child's safety. Children can easily get out of the building in an emergency and termly fire drills take place.

## Staff

Mr Mark Girling	Headteacher (as from September 2018)
Mr Keith Rimmer	Acting Headteacher (Fairfield and Colneis)
Mrs Lisa Ransom	Acting Deputy Headteacher (Fairfield and Colneis)
Mrs Anne Marks	SENCO Consultant (Fairfield and Colneis)
Mrs Heidi Haxley	Year 2 teacher – year group leader
Miss Sophie Maitland	Year 2 teacher
Miss Frances Fuller	Year 2 teacher
Mrs Melissa Barker	Year 1 teacher – year group leader (job share)
Miss Kirstie Aberdein	Year 1 teacher (job share)
Miss Juanitta Clarke	Year 1 teacher
Mrs Linette Beasley	Year 1 teacher (covering DHT contract) (job share)
Mrs Sarah Loxley	Year 1 teacher (job share)
Mrs Kelly Simmons	Reception teacher (job share) – early years leader
Miss Emma-Jane Donnelly	Reception teacher
Mrs Laura Brinkley	Reception teacher (maternity leave)
Mrs Anita Werrett	Reception teacher (job share)
Miss Amy Anderson	Reception teacher
Miss Sam Read	Nursery teacher
Mrs Dawn Piper	Family Support Worker (Fairfield and Colneis)
Mr Gregory Gooch	Higher Level Teaching Assistant
Mrs Heidi Wheeler	Higher Level Teaching Assistant
Mrs Laura-Beth Hammond	Higher Level Teaching Assistant
Mrs Ann Kingham	Senior Teaching Assistant
Mrs Cassandra Aitchison	Teaching Assistant
Mrs Julia Bowen	Teaching Assistant
Mrs Shelley-Anne Briers	Teaching Assistant
Mrs Sally Hitchen	Teaching Assistant
Mrs Linda Hogger	Teaching Assistant
Mrs Jo Laker	Teaching Assistant
Mrs Lisa Ramsay	Teaching Assistant
Mrs Tracy Spalding	Teaching Assistant
Mrs Sarah Tel Davies	Teaching Assistant
Mrs Anne Rowe	Teaching Assistant
Mrs Laura Comber	Teaching Assistant
Miss Hayley Webster	Teaching Assistant

The Federation of Fairfield Infant and Colneis Junior School

Mrs Preet van den Ende	Teaching Assistant (Fairfield and Colneis)
Mrs Lorraine Deal	Teaching Assistant
Mrs Sam Szczesiak	Teaching Assistant (Fairfield and Colneis)
Mrs Tara Lingley	Teaching Assistant
Mrs Maggie Harvey	Teaching Assistant (Fairfield and Colneis)
Mrs Clair Backhouse	Teaching Assistant
Mrs Sarah Baldwin	Teaching Assistant
Mrs Svetlana Hare	Teaching Assistant
Mrs Hafsa Irtaza	Teaching Assistant
Mrs Fay Liffen	Teaching Assistant (Fairfield and Colneis)
Mrs Libby Winton	Business Manager (Fairfield and Colneis)
Mrs Verena Ozanne	Admin Assistant
Mrs Laura Barrow	Admin Assistant
Mr Vince Cook	Site Manager (Fairfield and Colneis)
Mrs Anna Stennett	Cleaner
Miss Kathy Barry-Boulcott	Cleaner
Mrs Fiona Cartwright	Cleaner
Mrs Helen Baxter	Head of Kitchen
Mrs Servet Bicen	Kitchen Assistant
Ms Cheryl Halls	Kitchen Assistant
Mrs Karen Payne	Kitchen Assistant
Mrs Elizabeth Tardy	Kitchen Assistant
Mrs Linda Long	Senior MDSA
Mrs Rosie Cattermole	MDSA/Breakfast Club
Miss Sue Rutter	MDSA
Mrs Lisa Minter	MDSA
Mrs Karen Goodhand	MDSA
Mrs Liliana Pereira	MDSA
Mrs Heather Cobb	MDSA
Miss Amanda Corbett	MDSA
Mrs Lisa Ramsay	MDSA
Miss Felicity Boulton	MDSA
Miss Tracy Coniam	MDSA
Mrs Jeanette Jennings	MDSA
Mrs Sheena Wiggins	MDSA
Mrs Miki Campbell	MDSA
Miss Kathy Barry-Boulcott	MDSA
Mrs Sam Coleman	MDSA
Mrs Rosie Cattermole	Breakfast Club
Mrs Sophia Tonks	Breakfast Club
Mrs Sharon Kellett	Breakfast Club
Mrs Sheena Wiggins	Breakfast Club

## Swimming

Year 2 have one session a week in the pool at Colneis during the second half term of the summer term. The instructors follow County guidelines which state that the children should not swim in bikinis or baggy shorts. Pupils will also need to wear a swimming hat. These can be purchased from the school office in their Colneis house colours if required.

## Transfer

On completion of year 2 at Fairfield most children transfer to Colneis. We liaise very closely with Colneis to ensure the transition is a smooth one. Before the children start at Colneis, they have the opportunity to meet their new teachers and to visit the school for a day to become familiar with the building and some of the routines. They also have opportunities for more informal visits including seeing the Colneis's school production and joining in special curriculum days.

Also, year 2 pupils have a "buddy" in year 5 who will help them settle in when they move up to Colneis. The year 2 and year 5 pupils meet several times during the year before the year 2 pupils join Colneis. They take part in joint projects together and this helps the younger pupils feel more confident especially at playtimes. We also run a mini-project which the children begin at Fairfield and complete at Colneis. Staff from both schools meet to discuss children's progress before they move into year 3 and again during the first term.

## Uniform (Reception, Year 1 and Year 2 only)

- Dark grey skirt, pinafore dress, shorts or trousers
- White shirt/polo shirt
- Royal blue cardigan or sweatshirt\*
- Blue and white gingham dress (in summer)
- Plain grey, white or navy socks
- Plain dark coloured low heeled shoes or ankle boots
- Plain blue or black shorts (or tracksuit bottoms and sweatshirt in winter), a white t-shirt and plimsolls for PE\*

\*Available from the school office

For art and design lessons, children will need an overall or apron – an old shirt will do – to protect their clothing. **Please remember to name all your child's clothing.**

If your child cannot wear uniform for any reason please send a note of explanation to your child's teacher. Please note that nail varnish and transfers should not be worn in school.

### **Visits**

The children are offered the opportunity to go on a wide range of educational visits. These include places of interest, farms, rivers, museums and events and activities which take place in school. All of these visits form a very important part of the educational programme we offer to children. Therefore, we hope that all children will be able to take part. We ask for a voluntary contribution towards the cost of a trip or activity. However, should contributions be insufficient to cover the costs then we will cancel that event.

As often as we can, and with the help of the Friends, we try to subsidise or cover the cost of some visits and events during the year.

### **Water**

Children are encouraged to bring (plastic) bottles of water to have through the day.

Enclosures: OFSTED report