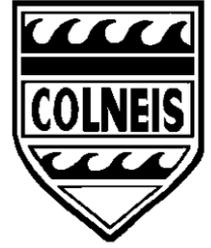




**FAIRFIELD INFANT SCHOOL
AND
COLNEIS JUNIOR SCHOOL**



SHARED INFORMATION

Admissions

Suffolk County Council is responsible for admissions to the schools. Full details of the policy and procedures are set out in the “Admissions to Schools in Suffolk” booklet which is available online at www.suffolk.gov.uk/admissionstoschools. Parents should contact SCC Admissions if they have any queries about admissions on 0845 600 0981. Priority is usually given to children who live in the schools’ catchment areas and to children in public care. Our planned admission number (number of children in each school year) is 90.

Parents wishing to visit either school should telephone the school offices to arrange for an appointment.

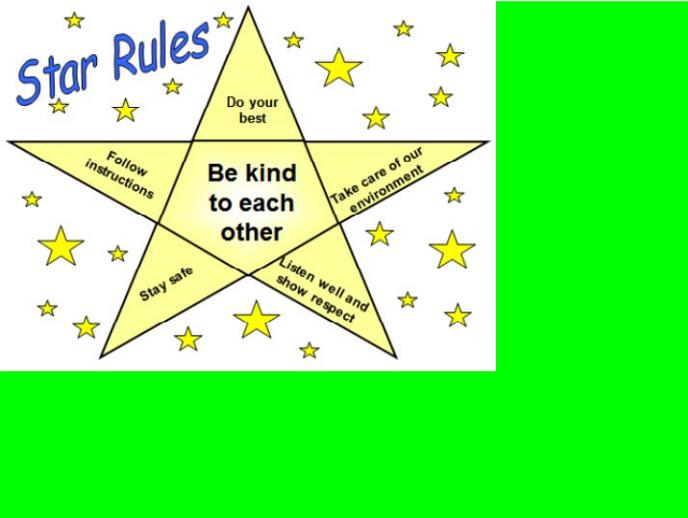
Attendance and absence

If your child is absent from school for any reason, you need to contact the relevant school office as soon as possible on the first day and every subsequent day of absence unless agreed with the office. If we have not heard from you by 9.30am we will text/phone you to find out why your child is not at school. When your child returns to school, please send a short note explaining the absence. Children arriving more than 15 minutes late will be marked absent (unauthorised absence). If we do not receive notification for an absence, after two weeks this will be recorded as an unauthorised absence in line with our policy.

If you need to take your child out of school, you need to fill in a leave of absence form available from the school office. All of the schools in Felixstowe follow the same procedure. In line with the Department for Education guidance, absence will only be authorised for holidays in exceptional circumstances as any absence from school has a negative effect on a child’s learning.

In accordance with our attendance policy, fines will be issued to parents of any pupil who has more than five sessions of unauthorised absence over a three month period. A copy of our whole school attendance policy can be obtained from the school office or viewed on our website (www.fairfieldinfant.co.uk or www.colneisjunior.co.uk).

Behaviour



These are our star rules and all children are expected to keep these rules.

With the help and support of parents, we expect the highest standards of behaviour from our children. Children are encouraged to be respectful, well mannered, considerate of others and self-disciplined. We consider these qualities to be vital aspects of their education. At the beginning of each school year, children and their teachers discuss together a code of conduct for the classroom, playground and other areas of the school based on the two schools' star rules above. Nursery children just focus on the heart of our star rules – “be kind to each other”. This code is presented in positive terms and reflects our concern for the safety and well being of all members of the school community. When lapses of behaviour occur teachers will follow our behaviour policy. This may mean that a pupil has some “time out” away from the other children or their class.

Occasionally a child's behaviour may give rise to a particular concern; in these cases the school will contact parents so we can work together to support the child.

Our Whole School Behaviour Policy is available from the school office or can be viewed on our website (www.fairfieldinfant.co.uk or www.colneisjunior.co.uk).

Childcare

The Suffolk Family Information Service offers free and impartial advice to parents about finding childcare, along with a range of other family services for 0-19 year olds.

For further information, including a request for a childcare search, please contact the Suffolk Family Information Service on 0845 60 800 33 or visit <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers>.

Collective worship

The Federation of Fairfield Infant and Colneis Junior School

In accordance with the requirements of the Education Act of 1944 and the Education Reform Act of 1988, children attend an act of collective worship of a broadly Christian nature in school every day.

At this time the whole school comes together to share and celebrate community values and achievements. During this time we encourage the qualities of tolerance, patience, respect, understanding, selflessness and consideration of others through activities such as listening to stories or music, singing, silent reflection and prayer.

Also, we have regular visits from a local Open the Book team who deliver Bible stories to the children in a fun and interesting way.

Parents may withdraw their children from collective worship if they so wish. Requests should be made in writing to the Headteacher.

Family Support Worker

Our Family Support Worker, Mrs Dawn Piper, works across both schools and is available to meet with parents as and when required. Mrs Piper works closely with many families and outside agencies and can often provide additional support to families when necessary. Mrs Piper can be contacted via the school offices.

General Data Protection Regulation (GDPR)

As you may be aware, in May 2018, the rules regarding data protection changed.

The “General Data Protection Regulation” (GDPR) has changed how we can use personal data and how we keep it safe. It has also strengthened your rights over your own data.

This legislation has come into force to make sure sensitive or private information about yourselves and your children stays safe. We are proud of the work we have completed to ensure that we are compliant with the GDPR and, should you have any questions about how the GDPR affects you please contact the school office.

Governing Body

The Governing Body of the Federation of Fairfield and Colneis is listed below:

- Mrs Celia Davies (Chair)
- Mrs Allison Coleman (Vice-Chair)
- Mrs Shelagh Dangerfield
- Mrs Luisa Letts
- Mrs Corrine Franklin
- Mrs Barbara Hooker
- Mr Mike Jude

The Federation of Fairfield Infant and Colneis Junior School

- Mrs Alison Macleod
- Mr Paul O'Brien
- Mr Keith Rimmer
- Mr Graham Smith
- Mr Neil Winton
- Mr Andrew Rowe
- Miss Emma Sheppard
- Mrs Gill Hadwen
- Mrs Carol Nind.
- Mrs Margaret Jennings

Members can be contacted via the school office.

Who are the Governing Body and what do they do?

School governors are drawn from different parts of the community and include parents, the Headteacher, members of teaching staff and support staff, people appointed by the Local Authority and members of the community. This helps to ensure the governing body has sufficient diversity of views and experience but does not mean governors of a particular category represent that group on the governing body. For example, parent governors do not represent the parents at each school and do not report back to them.

Since January 2015, Fairfield and Colneis have one governing body – the Federation of Fairfield and Colneis. Governors have agreed a shared ethos for both schools and as far as possible make plans on the basis of the two schools working together as a primary across the separate infant and junior sites.

The Governing Body takes a strategic role, acts as a critical friend to the schools and is accountable for decisions made. Governors are responsible for making sure the schools provide a good quality education and work with the Headteacher and the leadership team to strive to continually improve standards. Governors support the schools in having high expectations of what pupils can achieve.

Governors work closely with the Headteacher, who is responsible for the day to day leadership and management of the schools. Governors have a critical friend role which includes monitoring the way that the curriculum is delivered and evaluating pupil achievement data, with the aim of ensuring all pupils achieve their potential.

What are governors responsible for?

The governing body has a range of duties and powers and a general responsibility for Colneis and Fairfield with a view to promoting high standards of educational achievement. Responsibilities include but are not limited to:

- setting targets for pupil achievement

The Federation of Fairfield Infant and Colneis Junior School

- managing the school's finances
- making sure the curriculum is balanced and broadly based
- appointing the Headteacher
- reviewing staff performance and pay.

The Governing Body may delegate certain of its responsibilities to certain governors or committees of governors; but always hold a dedicated full governing body meeting each term.

Homework

All parents and carers are expected to support at home by sharing stories with their children and listening to them read or asking questions about what they have read.

As children move through the school so homework will increase. These may be maths challenges, spellings to learn or research about topics. At Colneis, all children will have a homework diary. At Fairfield, children will use their reading diaries. Helping your child at home will make a real difference to their progress and future success.

Information for parents

We hold regular meetings with parent/carers to discuss their child's progress. We hold the following meetings during the year –

Autumn term – October/November: parent interviews to discuss how your child has settled into their new year group, the progress they have made and set new targets.

Spring term – February/March: parent interviews to discuss your child's progress, review targets and set new ones.

Summer term – July: annual written report to parents (appointments can be arranged to discuss these if parents wish to).

Summer term – July: open evening – a chance for you and your child to share their work, look at displays, see their new classroom and meet their new teacher.

Information is sent home at the start of each term about the curriculum in your child's year group. All curriculum information is also available on the website.

We send regular newsletters home via ParentMail too. The newsletter will also be available on the school's website. Homework and home/school diaries can be used for communication and will contain your child's targets. There will also be opportunities throughout the school year to visit your child's class eg, open afternoons and class assemblies.

Jewellery and Hairstyling

The Federation of Fairfield Infant and Colneis Junior School

Children should not wear jewellery or nail varnish at school. Children who have pierced ears should wear sleepers with flat studs on the back and must remove them when taking part in PE lessons. Watches should also be removed for PE activities. Teachers cannot take responsibility for the removal and safekeeping of earrings and watches.

All shoulder length/long hair must be tied back using a plain hair band or bobble. Boys' hair should not be shaved below grade 3 and we request that patterns are not shaved into the hair as this is inappropriate for school.

Illness and accidents

If your child has an accident or is ill at school we will try to contact you during the school day if we think it is necessary. If it is a more minor incident we will send an accident slip home explaining the situation. A text/phone call will be made to parents following head bumps.

We have many members of staff who are first aid trained, including several of our MDSA's. If we feel that your child needs to visit the Minor Injuries Unit/A&E at the hospital, we will try to contact you. However, if we are unable to do so, we will take the child there ourselves while continuing to try and contact you. Please ensure, therefore, that you make the school aware of any changes in contact details.

Lost property

Parents should note that teachers are unable to accept responsibility for toys and personal items brought into school. All children are encouraged to care for their own property and respect that of others.

There are lost property boxes in school where items of lost property can be placed until claimed by their owner. Items not claimed will be disposed of. **Please ensure that all items of clothing worn to school are named.**

Medicines

"When children are ill, it is the parents' responsibility to ensure that they receive proper care, and schools may advise parents that when their children are unwell they should not be sent to school. The administration of medicines to children is also the parents' responsibility unless the circumstances (such as for a pupil at a special school) make this impractical." (From the District Health Authority Notes of Guidance)

Taking into consideration these notes of guidance, the school wishes to be as flexible as possible when it comes to caring for pupils. If it is essential for a child to take medicine during the day, parents are able to complete a form available at the school office and leave the medicine for staff to administer during the day. Inhalers for the control of asthma and Epipens for allergies are an obvious case in point. They should be named, the appropriate forms completed and it will then be kept in a clearly labelled box in their classroom where your child can have supervised access to it. At Fairfield, the school arranges for children using inhalers to be supervised by a member of staff.

Parents and voluntary helpers

Your child's education depends upon the successful partnership between home and school and so we are always happy to see parents, carers or relatives helping in school. If you offer to help in school, your child's teacher will arrange times with you and discuss the kind of activities you will be doing.

Obviously working with children puts us all in a privileged position and all parent helpers must maintain confidentiality.

We have drawn up simple guidelines for volunteer helpers. This includes information about typical helper tasks and how to ensure helpers and children are safe in school or on visits. All regular volunteers in school are also required to read and work within various policies and have a DBS check completed. The office will be able to help you with this. No helpers will work with children unsupervised; there will always be a member of school staff in charge. Please note that if you come into school as a volunteer, it may be that you will not be working in your child's class.

Parking

If parents are collecting children by car, please do not use the zigzag lines outside the schools. Only holders of disability badges are able to park in the school car parks by prior arrangement and must display their badges. Parents must also avoid parking on yellow lines which form part of the traffic systems on Fairfield Avenue and Colneis Road and the roads surrounding these areas. Police patrol these areas on a regular basis. We also request that parents/visitors to the school do not use the entrance of the Colneis car park as a turning circle/drop off point as this could potentially become dangerous to those coming into school by foot.

If a child is not collected at the end of the school day, they will be brought to the school office to wait there until an adult arrives in order to ensure their safety. We will always look after your child in an emergency, but please let us know if you are going to be late.

Playtimes

Children have a set playtime in the morning and may have an afternoon break at the teacher's discretion. However, if they are at Colneis then pupils are encouraged to take part in the "daily mile". They may bring plastic bottles of water into school but these should be kept in school during break times. Children also have access to water fountains. Pupils must always come to school with appropriate outdoor weather clothing as they may go out to play in light drizzle and on cold days. We provide play equipment for both outdoor play and wet playtimes.

Policies

Fairfield and Colneis regularly update all statutory policies. Copies of policies, eg, behaviour, special educational needs, child protection and safeguarding, attendance, etc are available from the school office or can be viewed on our website (www.fairfieldinfant.co.uk or www.colneisjunior.co.uk).

Pupil premium

Funding for extended school activities ie, swimming lessons, scout/brownie subscriptions, sporting activities, etc is available via Pupil Premium for those children receiving free school meals and also for those in receipt of some other benefits. Please contact the school office for further information and an application form if you think you may be eligible.

If you become eligible for free school meals, you are also entitled to receive a free sweatshirt/sweat cardigan and a book bag.

Safeguarding children

At Fairfield and Colneis, the health, safety and wellbeing of every child is our paramount concern. We listen to our pupils and take seriously what they tell us.

On rare occasions, if we have a concern about a child, we may need to consult other agencies even before we contact you. The procedures which we follow have been laid down by the Suffolk Area Child Protection Team. The school has adopted a Child Protection and Safeguarding Policy in line with County recommendations for the safety of all. All staff members are trained in Child Protection Awareness and Mr Rimmer is a Child Protection trainer. Mr Rimmer and other members of staff and governors have also received additional training in Safer Recruitment Practices. If you want to know more about our procedures or the policy, please speak to Mr Rimmer or Mrs Ransom who are all senior designated child protection officers. If you would like to speak to the Chair of Governors please call into the school office.

School meals

School lunches are cooked on the school premises and children can choose from a menu that is displayed each week. Menus can also be viewed on the "School Dinner Menus" link under "Office" on the school website (www.colneisjunior.co.uk or www.fairfieldinfant.co.uk). Special diets can be catered for on request. The children also have the option of a pick n mix meal and a separate menu is available giving further details. Children may bring a packed lunch to eat at school or alternatively, go home. The cost of the lunch is £2.30 per day.

Where appropriate, payment can be made via ParentMail or sent into the office. Cheques made payable to Suffolk County Council are accepted along with cash which should be sent in a clearly marked purse or envelope.

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Pupils from families receiving Income Support, Income based Job Seekers Allowance or Child Tax Credit may be eligible to receive free school meals. If you think your child may qualify for a free school lunch, please contact the school office for the relevant form and details.

In line with the school's healthy eating policy, packed lunches should contain either sandwiches or a salad and no fizzy drinks, sweets or chocolate. Our senior midday supervisors and the teams of midday supervisors, ensure that children are cared for throughout the lunch break and often organise games. Premier Sport also provides activities for the children during some lunch hours. The Headteacher or Deputy Headteacher and a member of staff are also on duty.

Special Educational Needs

We recognise that each individual child will learn at a different rate and we ensure that we meet the needs of all these differing abilities in our planning. Fairfield and Colneis are committed to the early identification of additional needs and to prompt provision as appropriate. Some children with additional learning needs will require their own special programme of study to enable them to progress. Other forms of support may include additional individual help from a teaching assistant or small group work usually within the classroom. In all instances, we expect to liaise closely with parents. In cases of specific or long term difficulty, we may call upon the expertise of advisory teachers and educational psychologists and other professionals, as appropriate, working within the Local Education Authority.

The Governing Body and the Headteacher have overall responsibility for our SEND provision and our Special Needs Consultant (SENDSCO), Anne Marks oversees the day to day programme.

Our Whole School Special Educational Needs Policy is available on request or can be viewed on our website (or www.colneisjunior.co.uk).

Term dates

A full list of term dates is available on the school website.

Travelling to school

Many families walk to school. Parking is limited near the schools so please refrain from using the car if you can. Although both schools have cycle and scooter racks we cannot take responsibility for bikes and scooters left on the school premises. Children who cycle to school should be accompanied until they have passed their cycling proficiency. This is offered to Colneis pupils in year 5. All children cycling to school must wear a cycle helmet.

Visitors

All visitors to school are required to report to the office to sign in and collect a visitor badge which they must wear whilst in school. Different coloured lanyards are used to define whether current DBS's are in place – green for those with DBS's and red for those who have not.