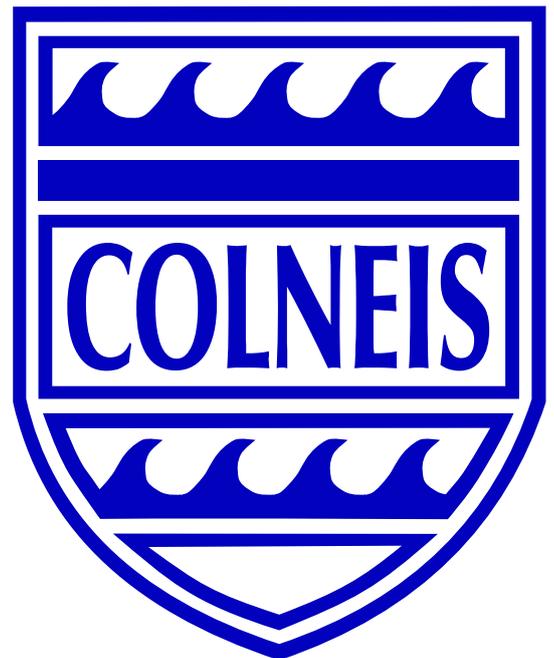


The Federation of Fairfield and Colneis

Prospectus

2018/19



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.

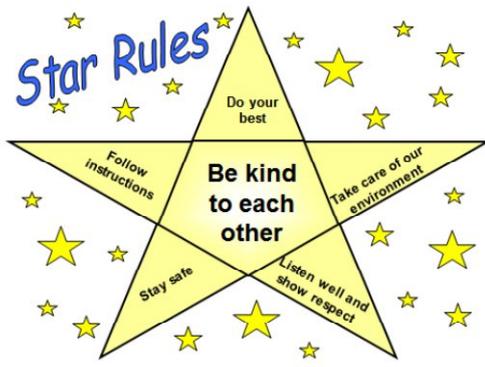
Attendance and absence

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. 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>.

Collecting children

If you need to collect your child during the school day please report to the respective school office. Children are unable to 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 at Fairfield, 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.

At Colneis, children in years 3 and 4 are brought out onto the playground by their class teachers or another member of staff. They are instructed to wait with their teacher if they cannot see the person who is collecting them. Staff wait outside with the children and then bring any children who have not been collected back into school. Children in year 3 are brought onto the far end of the playground near the field and children in year 4 exit the school from doors leading out into the courtyard area.

Children in years 3 and 4 may be collected from the playground by an older sibling in school but we would appreciate a letter explaining the arrangements you have made. If you wish to meet your child en route please inform the class teacher in writing.

Parents of children in years 5 and 6 can choose whether to collect them from school or allow them to walk home unaccompanied.

We would appreciate it if those collecting children could stand well back from the doors so that children can easily identify the person who is collecting them. If you have small children, please ensure that they stay with you for their own safety.

Collective worship

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 acceptance, 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.

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.

Copies of our privacy notices are available on our website.

Governing Body

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.

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
- 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.

All governors can be contacted via the school offices.

Healthy schools

Fairfield is part of the Schools Fruit and Vegetable Scheme which provides a piece of fruit for each child each day. These are generally eaten during morning playtime.

At Colneis, children are allowed to bring fruit for a snack at playtimes. Also, each afternoon children are encouraged to do the “daily mile” which involves walking/running as many lengths of the field/playground as possible in 15 minutes.

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.

Children are expected to read at home at least four times a week and we do ask that you sign their reading diary to this effect. 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 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.

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.

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

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.

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 each 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.

Milk

Subsidised milk is available to all children at a small daily cost to parents via Cool Milk Ltd. Details of how to register for the scheme are available from the school offices or via their website – www.coolmilk.com

If your child is eligible for free schools ore in nursery or reception then this milk will be provided free of charge.

Mobile phones

Children must not have mobile phones in school. However, we appreciate that as children get more independent and come to school on their own, then parents may wish their children to bring a phone into school. If so, the phones need to be switched off and kept in the school office during the day. All phones need to be named and a parental consent form completed (available from the office).

Parent/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. . To start the process, you will be asked to complete a simple application form which is available from either school office.

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, breakfast club, etc.

Pastoral Support Worker

Our Pastoral 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.

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.

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 Local Safeguarding Children's Board. 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 Girling, 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 Girling or Mr Rimmer 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 lunches

School lunches are cooked on the school premises and children can choose from a menu that is available on our website. 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.

All children at Fairfield are entitled to a free school lunch under the universal free school meals scheme. However, children at Colneis are required to pay for any lunches taken at a cost of £2.30 per day.

Payment is preferred via ParentMail. If this is not possible, cash or cheques made payable to Suffolk County Council can be sent to the school office in a clearly marked envelope.

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 register online via the Suffolk County Council website (www.suffolk.gov.uk/children-families-and-learning/schools).

In line with the school's healthy eating approach, packed lunches should contain sandwiches or a salad and no fizzy drinks, sweets or chocolate. Our schools are also a nut free zone so we do ask that products containing nuts are not brought into school.

School trips

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 but should contributions be insufficient to cover the costs then we will cancel that event. However, places for free school meal children will be funded. 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.

Most of our visits are for a day or half day but in year 6 children have the opportunity to go on a residential visit for 5 days. It is an experience that many will remember for the rest of their lives and helps to develop social skills and independence.

Security

We have security locks on all outside doors and our playgrounds are 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.

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.

Transferring to high school

When year 6 children transfer to high school; most move to Felixstowe Academy. We have close links with the school and the teachers. The children visit the Academy and Academy staff also visit the children at Colneis. During the final term, we also begin projects at Colneis in the core subjects which are continued when they move to the Academy. If your child transfers to a different high school similar arrangements exist with those schools.

Transferring to junior school

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 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.

Travelling to and from school

Many families walk to and from school. Parking is limited near the schools so please refrain from using the car if you can. 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.

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.

December 2018