



**FAIRLANDS PRIMARY SCHOOL**

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**Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA**

# **School Information Handbook (Reception)**

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**Headteacher Mr Robert Staples BA (Hons)**

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**[www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk)**

Fairlands Primary School is part of The Claxton Trust, a charitable company limited by guarantee and registered in England and Wales with company number 10461895. The registered office is at Fairlands Primary School, Pound Avenue, Stevenage, Herts SG1 3JA

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# Contact Information

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Mrs Nicola Fleck

Teacher – Ash Class

Miss Rochelle Free

Teacher – Beech Class

Mrs Tarryn Miller

Teacher – Birch Class

# School Uniform

You can purchase uniform with our school Logo  
from [www.yourschooluniform.com](http://www.yourschooluniform.com) or  
[www.tesco.com/ues](http://www.tesco.com/ues)

Girls	Boys
<ul style="list-style-type: none"><li>• white shirt/polo shirt</li><li>• grey tailored skirt/pinafore/ trousers/ shorts</li><li>• navy <u>school</u> sweatshirt, cardigan or fleece; OR plain navy sweatshirt or cardigan</li><li>• plain navy, grey or black tights; or white, black or grey socks</li><li>• In the summer, a summer dress with blue and white checks or stripes.</li><li>• black shoes or plain black trainers (no boots or high-tops)</li></ul>	<ul style="list-style-type: none"><li>• white shirt/polo shirt</li><li>• grey tailored trousers or shorts</li><li>• navy <u>school</u> sweatshirt, cardigan or fleece; OR plain navy sweatshirt or cardigan</li><li>• plain black, white or grey socks</li><li>• black shoes or plain black trainers (no boots or high-tops)</li></ul>

## PE KIT

- Shorts – plain navy
- Tops – plain white or navy
- Footwear inside – bare feet
- Footwear outside – plimsolls or ankle trainers that can be fastened
- Winter kit – plain sweatshirt and jogging bottoms
- During PE lessons all children will be asked to remove wrist watches and remove/cover their earrings. All classes should have a roll of tape to cover studs during PE lessons.
- Boys – swimming trunks and towel. Bermuda shorts may NOT be worn, as requested by the pool managers.
- Girls – swimming costume (not bikini), towel.
- Children with long hair must tie it back with a hair band or wear a swimming hat.

The school's policy on jewellery and other uniform issues can be found under Policies on the school website.

# Policies

The following policies and leaflets can be found on the school website

[www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk)

Attendance

Reaching High Targets

Homework

Behaviour Management

The Green Room

Anti-Bullying

Anti-Racism

Healthy Lunchbox Ideas

Click on “Our School” in the main heading then “Policies”. User friendly versions are labelled “Information for Parents.”

# Attendance

Once your child starts full-time in Reception, it becomes legally compulsory for him/her to attend school every day. We will work very closely with you to help you achieve this.

Regular attendance is important, not just because the law requires it, but because it is the best way of ensuring that a child makes the most of the educational opportunities which are available to him or her.

There may be rare occasions when a child has to miss school – for example, if he or she is very unwell. Any other absences should be kept to an absolute minimum. **In particular, parents should never take their child out of school during term-time in order to go on holiday.**

If your child is absent from school, we expect you to inform us of the reason. Please contact the office by phone, text or email by 10.00am on the first day of absence.

If your child has an unavoidable appointment during the school day, please ensure you inform the school office beforehand. If the appointment means that your child will be late to school, please also ensure you book their school meal in advance.

Please remember that we do not authorise the taking of holidays during term time.

For further information on attendance, please refer to our Attendance Policy on the school website.

# Free School Meals

There are two different Free School Meal Schemes in school:

## **UNIVERSAL FREE SCHOOL MEALS (UFSM)**

Children in **Reception to Year 2** are all entitled to have a free school meal each day under this Government run scheme called *Universal Free School Meals*.

## **FREE SCHOOL MEAL STATUS (FSM)**

Parents of any children in **Reception to Year 6** who are claiming one of the benefits listed below, are entitled to register for *Free School Meal Status*.

- Income Support
- Income based Jobseeker's Allowance
- Pension Credit (Guarantee Credit element)
- (Income Related) Employment Support Allowance
- Child Tax Credit with income below £16,190 and not in receipt of Working Tax Credit

You will already have been asked to provide us with your NI details and your child will automatically be registered for UFSM by the school.

For each child who is registered the school will receive £1,320 Pupil Premium funding, which schools have the freedom to spend in a way they think will best support the raising of attainment for the most vulnerable pupils.

If your circumstances change and you become eligible for FSM status, please visit [www.hertfordshire.gov.uk/freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals) to apply, or call 0300 123 4048, providing your National Insurance Number and date of birth. Alternatively, please contact the school office with these details and we can apply for you.

# Extended Services

We offer the following onsite facilities:

## **Breakfast Club**

7.45am – 8.50am

Dining Hall (Upper Building)

*No need to book*

&

## **Treehouse After-School Club**

3.15pm – 6.15pm

No more than 2 hours for children under 5

*Booking essential*

For further information and prices please visit the school website and click on “Community” in the main heading then “Childcare”, or contact the school office.



Are you looking for support with childcare costs?

Childcare Choices brings together all the government childcare offers in one place for the first time. The new Childcare Choices website makes it easy to find out what's on offer.

To see what offers are available to support you and your family. Use the Childcare Calculator at [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator)

As well as current schemes, Childcare Choices introduces Tax-Free Childcare and 30 hours – two new offers being introduced gradually throughout 2017, starting on 21 April with parents of children aged under four (on 31 August), and parents of disabled children aged under 17.

Visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to find out more about the new and existing offers and how they can help you.





Family Lives is a service the school works closely with and encourages parents to contact when they need support with everyday demands and challenges. You can contact the free Family Lives Helpline in confidence on **0808 800 2222** or visit the website at [www.familylives.org.uk](http://www.familylives.org.uk)

Our Family Lives Support Worker runs a coffee morning for parents/carers at school in the Family Room (lower building) each Thursday morning from 9.00 to 11.00am. Toddlers are welcome.

## **Parent/Carer Forum**

Each year group has a Parent/Carer Forum representative who meets with Mr Staples, our Headteacher, once a month. If you have any issues you would like to be discussed, please email your question to [parentforum@fairlands.herts.sch.uk](mailto:parentforum@fairlands.herts.sch.uk)

## **School Gateway**

We use the School Gateway electronic system to communicate with our parents and offer an on-line payment system for school trips and Breakfast Club. **Please ensure you have provided us with an up-to-date email address** so that we can keep you informed about school activities. [www.schoolgateway.com](http://www.schoolgateway.com)

# Parent View



A key part of a school's Ofsted inspection are the views expressed by parents. Ofsted no longer sends out paper surveys and relies purely on views expressed through their Parent View Website.

It is therefore really important that we make sure that ALL parents views are represented on this website, including the 'silent majority' who are happy but tend not to speak up!

So, **PLEASE** could you take some time and visit [www.parentview.ofsted.gov.uk](http://www.parentview.ofsted.gov.uk) to response to the questions on the Parent View Website.

You just have to register quickly using an email address, and then there are 12 questions to answer. It takes 5 minutes!

**Please make sure that YOUR views are represented** - you can go back at any time to update your responses, if your views change.

You can see the latest results from Fairlands by clicking on the link on the school website.



We have very strong links with our local Children's Centre, which is based in Bridge Road West and is part of the Stevenage North Group of Children's Centres.

Children's Centres can offer:

- Information about good quality early years provision available during hours to suit working parents.
- Support for all children with additional needs and disabilities.
- Parent support including toy libraries, parent and toddler groups and parenting programmes.
- Play sessions and outdoor activities.
- Information about childminding networks and/or childminding groups.
- Local advice and information for parents.
- Effective links with Jobcentre Plus, local training providers, further and higher education providers, to provide access to information, training and career opportunities.
- Child and family health services, including antenatal services and breastfeeding support

For more details about Bridge Road Children's Centre and any of the children's centres in the Stevenage North Group visit [www.stevenagenorthcc.org.uk/bridgeroad](http://www.stevenagenorthcc.org.uk/bridgeroad)

You can contact the **Group Manager, Helen Longstaff** at: [enquiries@stevenagenorthcc.org.uk](mailto:enquiries@stevenagenorthcc.org.uk)  
or call 01438 202692

# HERTFORDSHIRE SCHOOL NURSING SERVICE

The School Nursing Service is provided by Hertfordshire Community NHS Trust, for children and young people aged 5 to 19 in mainstream schools.

The service provides confidential support and advice on a range of health and wellbeing topics. Some of these include:

- Emotional health
- Lifestyle issues including weight management and healthy eating
- Keeping safe.
- Health conditions requiring support in schools.

The service also manages a local Health for Kids website, designed to deliver topical health messages and advice for children, parents and carers, through interactive tools and creative marketing materials.

Health for Kids – aimed at those aged four to 11 – can be seen, via [www.healthforkids.co.uk/hertfordshire](http://www.healthforkids.co.uk/hertfordshire)

The website is kept updated with local information and events.

To contact a school nurse with any concerns, a referral form is available to complete online, via [www.hct.nhs.uk/forms/school-nursing-form.asp](http://www.hct.nhs.uk/forms/school-nursing-form.asp)

All Reception children will be seen for growth, vision and hearing screening. Parents are informed of the results, with further growth monitoring in Year 6.

The service is also commissioned to provide the routine childhood Flu immunisation programme in schools for Years 1, 2 and 3.