



**FAIRLANDS PRIMARY SCHOOL & NURSERY**

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**Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA**

# **School Information Handbook (KS1 – Years 1 & 2)**

**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.

**July 2018**

# Contact Information

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Email [admin@fairlands.herts.sch.uk](mailto:admin@fairlands.herts.sch.uk)

## Miss Emma Verlander

KS1 Deputy Headteacher

[emma.verlander@fairlands.herts.sch.uk](mailto:emma.verlander@fairlands.herts.sch.uk)

Year	Class Name	Teacher
Year 1	Cedar	Mrs Sue Edwards
	Cherry	Miss Jessica Brown
	Chestnut	Mrs Ruth Day & Mrs Ruth Harnett
Year 2	Elder	Mrs Erin Toll
	Elm	Miss Kim Ferguson
	Fir	Miss Ella Tyrrell

### **Planned events and approximate costs for YEAR 1 during the 2018/19 academic year**

<b>Event</b>	<b>When</b>	<b><i>Approximate cost</i></b>
Move a Mile	Daily	None
Trip to local park	Autumn 1	None
Trip to Stevenage Old Town Fair	Autumn 1	None
Pantomime	Autumn 2	£11
KS1 Christmas Production	Autumn 2	None
Once Upon a Time WOW day	Spring 2	Costume and sponsored event
Into Space WOW day	Summer 1	Costume
Gulliver's Land Trip	Summer 2	£20

### **Planned events and approximate costs for YEAR 2 during the 2018/19 academic year**

<b>Event</b>	<b>When</b>	<b><i>Approximate cost</i></b>
Move a Mile	Daily	None
Healthy Humans WOW day	Autumn 1	Costume and fun run
Pantomime	Autumn 2	£11
KS1 Christmas Production	Autumn 2	None
Great Fire of London	Spring 2	Costume
Local Allotment Walk	Summer 1	None
Australia Day Wow day	Summer 2	None
School Trip	Summer 2	£20

There may be other local trips throughout the year, which parents will be informed at the time. These will be free of charge.

Children may also be given the opportunity to come to school in costumes for the WoW days, again, more information will be given nearer the time.

# 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)

## **All children are strongly encouraged to wear school uniform:**

- White shirt/polo shirt
- Grey tailored skirt/trousers/shorts
- Navy school sweatshirt, navy school cardigan OR plain navy jumper, sweatshirt or cardigan
  - Plain navy, grey or black tights; or white, black or grey socks
  - Black shoes, sandals or boots
- In the summer, a summer dress with blue and white checks or stripes

## **PE Kit / Swimming 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 will have a roll of tape to cover studs during PE lessons.
- Swimming - swimming costume or trunks and towel. Bermuda shorts / bikinis may NOT be worn, as requested by the pool managers.

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

# Free School Meals

There are two different Free School Meal Schemes in school.

## UNIVERSAL FREE SCHOOL MEALS

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

## FREE SCHOOL MEALS STATUS

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 Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

For each child who is registered and eligible for **free school meal status**, 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. See **School/Pupil & Sports Premium** at [www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk) for more details.

You have already provided us with the details we need and permission to register your child for Universal Free School Meals, however, if your circumstances change and you become eligible to claim one of the above benefits, please let us know and we can help you re-apply.

For more information visit [www.hertfordshire.gov.uk/freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals) or call 0300 123 4048.

# Attendance

Children of school-age who are registered at a school must, by law, attend school regularly.

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 and your child requires a small meal, please ensure you book this in advance.

**Each parent with PR is individually responsible for their child's attendance.**

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

# 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.

# 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.”



# Schoolcoms/Schoolgateway

We use an electronic system to communicate with our parents and offer an on-line payment system for school meals, school trips and Breakfast Club. **Please ensure you have provided us with an up-to-date email address and mobile phone number**, so that we can keep you informed of school activities. You can register and download the app at [www.schoolgateway.com](http://www.schoolgateway.com) **Don't forget to stay signed in to the app to ensure you receive any messages.**

## Parent/Carer Forum

Our Parent Forum group consists of a parent/carers representative from each year group who meet regularly with Mr Staples, our Headteacher. 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)



Family Lives is a service the school works closely with and encourage 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 [www.familylives.org.uk](http://www.familylives.org.uk)

# 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 we make sure that ALL parents/carers' 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 to visit [www.parentview.ofsted.gov.uk](http://www.parentview.ofsted.gov.uk) and 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 for Fairlands Primary School by clicking the link on the school website.