



# FHS PARENT/CARER HANDBOOK 2020-2021





## CONTENTS

Code of Conduct

House System

School Terms & Holiday Dates

School Uniform

The School Day & Meals

Home-School Communications including Absence Policy

Reports & Homework

Student Support

School Payments & School Transport

Academy Agreement to complete



## CODE OF CONDUCT FOR STUDENTS

As a part of the Fairfield Community adhere to the following core values:

- We are **Ethical**;
- We are **Inclusive**;
- We are **Creative**;
- We are **Aspirational**;
- We are **Individual**;
- We are **Global citizens**.

Our code of conduct reflects these values. We expect our students to:

1. Complete all work and homework to the best of their ability, remembering that we learn from our mistakes and perseverance is the key to success (**Aspirational; Creative; Inclusive**).
2. Take every opportunity to learn and never disrupt the learning of others (**Aspirational; Creative; Inclusive**).
3. Behave and speak with respect to others, using appropriate language (**Inclusive; Ethical; Individual**).
4. Take care of one another, speaking up when people are being unkind and reporting any unkind or bullying behaviour to an adult (**Inclusive; Ethical; Individual**).
5. Arrive at school and lessons on time with the correct equipment which will help in their learning (**Aspirational**).
6. Wear correct uniform, (refer to policy) at all times and behave in a way which brings honour to the school (**Individual; Global Citizens**).
7. Have respect for their own and others' possessions. Keep our school building clean and tidy, reporting any accidents, damage or breakages immediately to an adult (**Individual; Global Citizens**).
8. Walk quietly around the building, keeping to the right in corridors (**Individual; Global Citizens**).
9. Use the internet and communication technology safely and appropriately (**Individual; Ethical**).
10. Have an interest in, and care for, our local, national and international communities (**Global Citizens, Aspirational**).

## **HOUSE SYSTEM**

The House System plays a key role in communicating and modelling Fairfield's ethos and culture. It provides each member of our community with a sense of belonging. Each student is placed in one of four houses and is supported by a well-balanced programme of competitions and activities led by our Heads of House, House Systems Manager and student leaders.

The aim of the House System is to provide students with personal development opportunities such as working together to benefit the school community, select charities, and their local community. House members are encouraged to think creatively, critically and collaboratively to enact their ideas and goals.

Competitions and events take place throughout the year and include inter-house competitions, Sports Day and Core Skills Day. Achievement Points are awarded to students for excellent behaviour and participation. A trophy is awarded termly to the House which earns the most Achievement Points. Recognition and incentives are provided by the school and our community partners. Do let us know if you'd like to contribute a prize or reward opportunity.

Our two Head Students, Prefects, House Captains and Sports Captains are selected by application and interview from among our senior students. They have a role within the school to lead, mentor and help the Fairfield community. Tutor Representatives (Years 7-11) are democratically elected by their fellow tutees to represent their tutor groups' concerns and ideas to their House Captains who meet with other student leaders at regular Student Council meetings.

The house names for this academic year are as follows: Emerald, Ruby, Sapphire and Amethyst.

### Precious Gems at FHS



We are all precious...

**FAIRFIELD HIGH SCHOOL Term Dates 2020-2021**

	August/September 2020					October 2020					November 2020						
Monday	31	7	14	21	28		5	12	19	26		2	9	16	23	30	
Tuesday	1	8	15	22	29		6	13	20	27		3	10	17	24		
Wednesday	2	9	16	23	30		7	14	21	28		4	11	18	25		
Thursday	3	10	17	24		1	8	15	22	29		5	12	19	26		
Friday	4	11	18	25		2	9	16	23	30		6	13	20	27		
Saturday	5	12	19	26		3	10	17	24	31		7	14	21	28		
Sunday	6	13	20	27		4	11	18	25		1	8	15	22	29		
	December 2020					January 2021					February 2021						
Monday		7	14	21	28		4	11	18	25			1	8	15	22	
Tuesday	1	8	15	22	29		5	12	19	26			2	9	16	23	
Wednesday	2	9	16	23	30		6	13	20	27			3	10	17	24	
Thursday	3	10	17	24	31		7	14	21	28			4	11	18	25	
Friday	4	11	18	25		1	8	15	22	29			5	12	19	26	
Saturday	5	12	19	26		2	9	16	23	30			6	13	20	27	
Sunday	6	13	20	27		3	10	17	24	31			7	14	21	28	
	March 2021					April 2021					May 2021						
Monday		1	8	15	22	29		5	12	19	26		3	10	17	24	31
Tuesday		2	9	16	23	30		6	13	20	27		4	11	18	25	
Wednesday		3	10	17	24	31		7	14	21	28		5	12	19	26	
Thursday		4	11	18	25		1	8	15	22	29		6	13	20	27	
Friday		5	12	19	26		2	9	16	23	30		7	14	21	28	
Saturday		6	13	20	27		3	10	17	24			1	8	15	22	29
Sunday		7	14	21	28		4	11	18	25			2	9	16	23	30
	June 2021					July 2021					August 2021						
Monday		7	14	21	28			5	12	19	26		2	9	16	23	30
Tuesday		1	8	15	22	29		6	13	20	27		3	10	17	24	31
Wednesday		2	9	16	23	30		7	14	21	28		4	11	18	25	
Thursday		3	10	17	24		1	8	15	22	29		5	12	19	26	
Friday		4	11	18	25		2	9	16	23	30		6	13	20	27	
Saturday		5	12	19	26		3	10	17	24	31		7	14	21	28	
Sunday		6	13	20	27		4	11	18	25		1	8	15	22	29	

	School Holidays
	Inset Days
	Excalibur Inset Day
	Open Evening
	Progress Review Days – partial closure to some students
	Bank Holidays



### **Public Holidays**

31 August 2020	Summer bank holiday
25 December 2020	Christmas Day
26 December 2020	Boxing Day
1 January 2021	New Year's Day
2 April 2021	Good Friday
5 April 2021	Easter Monday
3 May 2021	Early May bank holiday
31 May 2021	Spring bank holiday

### **Year 7 Key Dates:**

Please note that all date/costs are subject to change and will be confirmed during the academic year.

#### **2020**

3<sup>rd</sup> Sept – First day back start 8:30 am

17<sup>th</sup>/18<sup>th</sup> Dec – Progress Review Days

#### **2021**

May – Year 7 Residential trip

June - Year 7 Parents Evening

## **SCHOOL UNIFORM**

At FHS, we expect the highest standards of our staff and students. This is to prepare them for success in adult life and for the expectations of employers.

- Any student not in correct uniform will be issued with a 15 minute detention after school on the same day. Their tutor/AC will discuss the issues and timescale for uniform issues to be solved. If this is persistent the school may choose a stronger sanction.
- If there is an **exceptional circumstance** and a student arrives without full, correct uniform, they must have a note in their planner to explain the reason. **Their tutor or AC will decide if the reason given is acceptable**, and they will be issued with a yellow slip, which means they will not be kept after school.

## **DAILY UNIFORM**

### **Compulsory**

- White long-sleeved shirt with collar (both boys and girls). Shirts should be tucked in.
- FHS tie (appropriate to House)
- Black, **smart, tailored** trousers or skirt (no more than 3cm above the knee).
- Black smart shoes only:
  - they must be polishable.
  - they should **not be made by a sports brand and there should be no sports logo on them at all.**
  - the heel can be up to 3cm, but no higher
  - the shoe must cover the whole foot or have a **strap to secure over the foot** if they are smart pumps or smart slipper shoes
- Navy blue V-neck jumper with FHS logo (if the student chooses to wear a jumper on any given day).

### **Optional**

- Headscarf (if worn) – Plain navy blue or black only
- Charcoal grey, **smart, tailored** uniform shorts
- White short sleeved shirt
- Jewellery: Only one plain signet ring / ear-studs only
- Plain single colour simple hairband - Navy blue or black only.
- In Years 10 and 11 only, if a student studies Dance, Drama (GCSE) or Sport Science (Cambridge National) they have the option of ordering a personalised FHS hooded jumper. Please see the PE and Performing Arts team for further details.

### **Example of NOT PERMITTED (this list is not exhaustive)**

Please **DO NOT** allow your child to wear / have these items:

- Oral or facial piercing
- Excessive makeup
- Jewellery: hoops, dangling earrings, visible necklaces, more than one ring, or bracelets
- Bandanas
- Skin-tight trousers: Leggings, Jeggings or “skinny” style trousers / jeans / stretchy trousers
- Jeans or trousers of jean style material
- Sports shorts or baggy shorts. Shorts with logos
- Short or skin-tight skirts
- Abayas



- Footwear: trainers, canvas shoes / daps / plimsolls/slipper shoes / pumps (without a securing strap), dolly shoes, high-heeled shoes
- Outdoor clothing such as: coats, hats, caps, scarves etc **may not be worn inside the building at any time.** They may be confiscated if they are.

**Please note that shoes, socks and tights must be removed for lessons in the Drama/Dance studios.**

### **Equipment expectations**

- Pencil case – minimum of a pen, pencil, rubber, sharpener and ruler. Items must be in a pencil case and not in pockets or loose in bag. Items can be bought in school library.
- Reading book

## **PE UNIFORM**

Sportswear is not to be worn outside of lesson/clubs.

PE UNIFORM – to be worn for all KS3 and KS4 PE lessons

<b>Boys</b>	<b>Girls</b>
<ul style="list-style-type: none"><li>• Regulation Navy Blue Training Top with Fairfield printed logo</li><li>• Navy Blue Rugby Shirt with Fairfield Logo</li><li>• ¼ Zip Training Top (Optional)</li><li>• Navy Shorts</li><li>• Yellow football socks</li><li>• Football Boots</li><li>• Trainers</li><li>• Navy Blue Training Joggers</li><li>• Gumshield</li><li>• Shin Pads</li></ul>	<ul style="list-style-type: none"><li>• Regulation Navy Blue Training Top with Fairfield printed logo</li><li>• Full Zip Training Top with logo</li><li>• Navy Blue Shorts</li><li>• Navy Blue Skort (Optional)</li><li>• Yellow football Socks</li><li>• Football Boots (Optional)</li><li>• Trainers</li><li>• Navy Blue Leggings</li><li>• Gumshield</li><li>• Shin Pads</li></ul>

*\*Please note school cannot take any responsibility for accidents caused through lack of correct equipment.*

**WILL PARENTS/CARERS PLEASE ENSURE THAT ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH THEIR CHILD'S NAME**





## PURCHASING SCHOOL UNIFORM

School uniform is available from Sportswear International.

**Jumpers and PE Tops must be bought from the school supplier as they have the school logo on them. Other items can be bought from alternative suppliers.**

You can order uniform in 3 simple ways:

- By visiting [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk) or Fairfield High School website (<http://www.fairfield.bristol.sch.uk/page/?title=Uniform&pid=30>)
- By calling 0845 519 0099
- By sending an order form directly to  
Sportswear International Ltd.  
Fairoak Lane  
Whitehouse Industrial Estate  
Runcorn  
WA7 3DU

Payment can be made by cheque or credit or debit card.

Delivery takes 4 working days from date of order - (this will be extended by 5 days if paying by cheque).

Cost of postage for direct delivery to your home address is £4

### Personal Items

Students who lose items of uniform should ask at Student or Main Reception.

### Student Reception opening hours:

<b>Monday</b>	8.30 - 8.40	11.10 -11.40	1.30 – 2.00pm
<b>Tuesday</b>	8.30 - 8.40	11.10 -11.40	1.30 – 2.00pm
<b>Wednesday</b>	8.30 - 8.40	11.10 -11.40	<b>CLOSED AT LUNCH. GO TO MAIN RECEPTION</b>
<b>Thursday</b>	8.30 - 8.40	11.10 -11.40	1.30 – 2.00pm
<b>Friday</b>	8.30 - 8.40	11.10 -11.40	1.30 – 2.00pm

Students may carry electronic devices such as iPods and mobile phones at their own risk, but they must be switched off during and between lessons. If a mobile phone is found in use it will be confiscated and returned at the end of the day.

If your child will cycle/scoot to school please provide a lock to ensure the bike/scooter can be securely locked in the bike shed. It is vitally important that they wear a helmet. You are strongly advised to insure bikes and other valuable items.

**The school is not insured for the loss of personal property. This includes mobile phones and items kept in the bike shed.**

## THE SCHOOL DAY

8.40 am	Arrive at School
8.45 am – 9.10 am	Reach / Assemblies
9.10 am – 10.10 am	Period 1
10.10 am – 11.10 am	Period 2
11.10 am – 11.40 am	Break
11.40 am – 12.40 pm	Period 3
12.40 pm – 1.40 pm	Period 4
1.40 pm – 2.25 pm	Lunch
2.25 pm – 3.25 pm	Period 5
3.25 pm	Additional Support/After School Activities / Twilight Studies

## LUNCH AND BREAK ARRANGEMENTS – FREE SCHOOL MEALS

Food and refreshments are served on a cafeteria system in World Canteen and there is a wide choice. Menus can be downloaded from the Student section on our website ([www.fairfield.bristol.sch.uk](http://www.fairfield.bristol.sch.uk)).

Students have a spend cap of £5 per day; this includes snacks at breakfast and during break time. Students must not over spend by lunchtime, as the system will decline the transaction.

Students in receipt of Free School Meals will be able to buy items to the value of £2.25. Anything over and above that cost is to be paid for by the student and break time snacks are NOT included. If you have been previously eligible for FSM or if you meet the criteria detailed on the Parents section of our website we encourage you to apply via the website or Main Reception.

We serve food to meet all dietary requirements in our on-site kitchen, including Halal, vegetarian and gluten free. If you wish to discuss an allergy with the kitchen staff, please contact them via your child's tutor.

Students bringing packed lunches can eat on tables provided. There is a free water fountain in World canteen; we advise students to bring a named water bottle.

**We run a Biometric catering system. This system allows parents/carers to top up online and see what your child has purchased using an online payment system, Parentmail. If you are unable to pay online we will also accept payment by cheques on a Monday morning. The system is biometric so there is no need for pupils to carry a fob as the system will recognise the thumb of your child at the revaluation pay points and at the tills. If you choose not to have your child registered on the Biometric System a 4 digit PIN code will be allocated. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times. If you have not received a letter regarding biometric registration, please contact reception. ALL students must remain on the school site at lunchtime and breaktime**



## **HOME / SCHOOL COMMUNICATIONS**

### **PARENT / CARER COMMUNICATION**

Parent/Carer communication is extremely important to us.

Termly newsletters are emailed to all students and parents/carers, giving updates on activity in the school and forthcoming news. Previous copies are also available to download from the school website.

Parents Evenings and Year 7 Meet the Tutors are another chance to speak directly with staff, and we also use a facility that allows us to text/email parents/carers directly should immediate notices need to be given. Please ensure you keep all of your contact information up to date so you receive all of these notices.

The easiest and quickest way for communication between parents/carers and tutors/achievement coordinators is via email. Email addresses are available on our website.

Most contact with parents/carers will be made through the Tutor, either via:

- Student Planners (parents/carers must sign this once a week as part of the Home/School Agreement)
- Email is our preferred method of communication ([xxx@fairfield.excalibur.org.uk](mailto:xxx@fairfield.excalibur.org.uk))
- Text via ParentMail
- Letter
- By appointment through the School Office

Contact with parents and carers is welcomed by staff, but they are unable to see you without a pre-arranged appointment.

### **STUDENT PLANNER**

This is a diary and notebook given to all students at the start of the year. It is important because it;

- is the channel of communication between school and home.
- will contain messages from school, for example stickers to inform you about Parent's Evenings.
- contains the student's timetable and other important information.
- is the place where House Points and other rewards are noted.
- is where students write details of homework tasks to be used alongside Show My Homework.

Please ensure the planner is brought to school every day.

The Planner also contains the home school agreement which should be signed in September.



## PARENTMAIL

We use an electronic system called 'Parent Mail' for communications between school and home. This system allows you to:

- Receive messages on your computer, tablet or mobile
- Make payments for school meals, music fees etc..
- Book a slot for Parents Evening
- See all your messages in one handy, uncluttered feed
- Keep up to date with your school calendar

We recommend you download the free ParentMail app. Just search for ParentMail in your app store. You will receive a registration text or email in September. You can find out more about the system on the School Website.

## Attendance Counts

Here at Fairfield we encourage our students to be aspirational individuals, this forms a part of our core values. Good attendance at school is key to attainment and therefore enables students to achieve at their highest possible level.

Evidence shows a link between missing school and performance at the end of Key Stage 4 (KS4). It shows that in general the higher the percentage of sessions missed across the key stage, the lower the likely level of attainment at the end of KS4. Specifically, pupils with no absence are 2.8 times more likely to succeed by achieving five or more good passes at GCSE, including Maths and English (Department for Education).

As Parents and Carers we ask you to work with us to promote and reward good attendance and punctuality.

## How do I report absence?

### Illness:

- In the case of illness please telephone or e-mail school (0117 9527101) on the morning of each and every day of absence.
- If this is not possible, write a note in the student's planner to explain absence on the student's return to school. Sign and date the note and ensure students show their tutor.

In cases where there are prolonged instances of illness or repeated periods of illness we will require a medical note. We will not authorize **more than 7 days** illness over the year except in extreme circumstances. This means that following the 7<sup>th</sup> day of absence all subsequent absences related to illness will be **unauthorized**.

### Medical

- Try to make medical appointments outside of school hours. If this is not possible, only remove the child from school for the minimum amount of time necessary for the appointment. Please ensure students show their Tutor their medical appointment card so they can be given permission to leave school.



- Provide School with copies of any medical evidence such as appointment cards, prescriptions or medication packets so that medical absences can be authorized. If you do not the absence will be classed as unauthorized.

Medical absences **will not be authorized for a full day** unless they relate to hospital or specialist appointment and we must receive a copy of the appointment letter as evidence.

### **Holidays**

We are unable to authorize absence from school except in exceptional circumstances. Therefore we would ask you to avoid taking holidays during term time.

- If this is unavoidable please contact the Principal in writing. Although holidays will be recorded as an unauthorised holiday, and may incur a fixed penalty notice if it reaches the threshold (see below), it is better that we know a child is safe rather than missing.
- If there are unavoidable family circumstances, please complete an authorised absence request form (available from school reception), and/or arrange a meeting with the Assistant Principal for Attendance.

### **Religious Observance**

We will authorise absence for legitimate religious observance for the maximum of **two days**. They will be authorised on dates exclusively set apart for this purpose by the religious body to which the parents/carers belong. Any additional days taken will be classed as unauthorized and may incur a penalty notice

### **What happens if my child does not attend?**

#### **We will not authorize absence for**

- Holidays except in exceptional circumstances
- Medical appointments without evidence
- Illness in excess of 7 days over the year (except in exceptional circumstances)
- Religious observance over two days

Once a student has a percentage of unauthorised absences above the government threshold within an academic year they will be classified as persistently absent. The current Persistent Absence threshold according to Government guidelines is **10%** of the school year. This means that students who have cumulative absence as shown below will fall into the Persistent Absence banding –

**Term 1** = 4 days

**Term 2** = 8 days

**Term 3** = 12 days

**Term 4** = 16 days

**Term 5** = 20 days

**Term 6** = 24 days

Once absence falls into this category a **penalty notice** may be issued.



### **What is a Penalty Notice?**

Fairfield High School and Local Bristol City Council are working together to issue warnings and Penalty Notices under Section 444(A) of the Education Act 1996 (amended regulations 2013) for students with high levels of absence.

A Penalty Notice is a fine up to £120. It is £60, if paid within the first 21 days but then £120 past the 21st day / within the 28 days. If the penalty is not paid in full by the end of the 28 day period, the Local Authority will instigate Court Proceedings and the outcome of a prosecution could be up to £1,000 per parent/adult. This is an alternative to the prosecution of parents/carers/guardians for failing to ensure the regular attendance of a compulsory school age (age 5-16 years) student where they are registered or at a place where alternative provision is provided.

Other criteria (than those listed above) for Penalty Notices include where an excluded student is found in a public place during school hours without a justifiable explanation or following a truancy sweep.

### **Can I get help if my child is not attending regularly?**

Please contact us at the earliest possible opportunity if you require any support with your child's attendance. We have interventions on offer for support and we will also be able to signpost external support services.

### **References**

Fairfield High School. 2016 *Attendance and Punctuality Policy* [Online]

Department for Education. 2014. *School attendance* [Online] London: Department for Education [Accessed on 01/07/2016] Available from

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/518586/Advice\\_on\\_school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/518586/Advice_on_school_attendance.pdf)

Department for Education. 2015 *The link between absence and attainment at KS2 and KS4* [Online] London: Department for Education [Accessed on 01/07/2016] Available from

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/412638/The\\_link\\_between\\_absence\\_and\\_attainment\\_at\\_KS2\\_and\\_KS4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/412638/The_link_between_absence_and_attainment_at_KS2_and_KS4.pdf)



## **REPORTS AND HOMEWORK**

### **PROGRESS REPORTS**

Parents and Carers will receive **THREE** reports each academic year. These reports summarise the progress students have made and advice on how to improve. If parents/carers have concerns about their child's progress between reports, please contact the tutor or the subject teacher to discuss; we value the relationship with parents/carers in ensuring all students achieve their potential

### **HOMEWORK KS3 AND 4 – SHOW MY HOMEWORK (SMHW)**

We set homework online with 'Show My Homework' (SMHW)

Whenever a teacher sets homework it will be recorded using SMHW.

Guidance on how to log in to view the **online homework calendar** and follow steps to see your child's homework are available in the Parent section of our website and the beauty of SMHW is that you do not need log in details to look at the homework – you can just search for Fairfield High School and then select by year, teacher or class and it will detail the homework that's been set.

You can also check what Homelearning projects your child has and when they are due in the Students section of the website under 'Homelearning'.

Copies of homework are emailed to students and information may also be included in their planners.

### **Home learning Policy**

#### **Key Stage 3**

Year 7 students should experience flipped learning 3 times per term. Students in Year 8 and 9 should expect to have at least one flipped learning per term and 1 hour on English, Maths and Science per week.

#### **Key Stage 4**

Students in Year 10 should expect to have flipped learning 3 times per term and 11 should expect to have 3 flipped learnings per term for option subjects. Languages and English once a week and Maths and Science twice per week.

Government guidelines for homework for secondary school children are: Years 7 and 8 are 45 to 90 minutes per day Year 9 are 1 to 2 hours per day Years 10 and 11 are 1 ½ to 2 ½ hours per day.

## **STUDENT SUPPORT**

We are committed to providing high quality education in a challenging and stimulating atmosphere, enabling individual development for all within a culturally rich and caring school.

Parents/Carers, students and teachers are supported by the following teams and individuals:



## **TUTORS**

The tutor is the key adult in the school life of a student and the aim is for each tutor to stay with their group for the duration of the students' time at Fairfield. Each tutor meets their students every day and is responsible for registering and monitoring attendance and delivering a programme of personal and social education. We will provide you with your child's tutor email address and we aim to get back to you within a day. Please feel free to contact the Y7 Achievement Co-ordinator who has responsibility for all students in Year 7 if the tutor cannot help you via School Reception (01179 527100).

## **STUDENT RECEPTION**

Student Reception is located opposite the library and is open at break and lunch time (opening times previously given in this document). They can help with any queries students may have and help with lost fobs and paying for school trips.

## **FIRST AID**

There are trained First Aiders throughout the school who are on hand to assist.

## **LEARNING SUPPORT**

The SENCO and learning support assistants aim to ensure that each student, with his or her unique talents and needs, is recognised and cared for as an individual. The school has excellent working relationships with the full range of support services.

## **LEARNING MENTOR (Keely Holloway)**

Supports students identified as needing extra support for specific family reasons.

## **PASTORAL SUPPORT**

Our professional pastoral support team provide group and individual interventions to support positive behaviour and emotional resilience.

## **SCHOOL NURSE (IN SCHOOL ON THURSDAY LUNCHTIMES ONLY)**

Free and confidential drop-in sessions in a small room past the library on the first floor. You can also book appointments if you need to discuss a health issue which is bothering you.

## **PAYMENTS & TRANSPORT**

### **MAKING PAYMENTS**

#### **Online payments**

Our preferred method of payment is via Parentmail.

You can make an online payment for school trips, school meals and other events via ParentMail: <http://www.parentmail.co.uk/help/parenthelp>. A more detailed guide can be found in the Parents section of the website.

#### **Cheques**

Please can all cheques be made payable to 'Fairfield High School'





### **Common Student Concerns and Questions**

The move from Primary to Secondary School can be a daunting experience, as well as being exciting and stimulating. Through our transition process, we aim to allay fears and ensure that students start in September with confidence and enthusiasm. We have listed below information which students and parents/carers have frequently asked about.

### **STUDENT GROUPINGS**

Everyone at Fairfield is a member of a Tutor Group. Your child's tutor moves up the school with you each year and is the main point of contact for parents/carers. Children work for the majority of their day in their tutor groups. Maths is set by ability, Science is streamed. English, Art, Engineering, Food Technology, and ICT are mixed ability but not tutor groups.

### **CLUBS AND ACTIVITIES**

We run an extensive section of clubs and activities. They will be advertised by tutors and on the main club notice board in the atrium. There are many opportunities to join in, for example, sports, music, drama, nature club, reading, scrabble and many more. Students are expected to take part in these activities and they will help towards PixlEdge accreditation, (more details will be given at the parents' evening and in September). The library is open before and after school to read or complete homework. Our friendly librarians can help with homelearning tasks.

### **BULLYING**

Bullying is not tolerated at Fairfield – we have an anti-bullying policy and work hard to ensure everyone feels safe and valued in our school. Bullying is a deliberately hurtful behaviour, repeated over a period of time.

Bullying could be:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist, homophobic, sexist remarks)
- Indirect (spreading rumours, excluding someone from social groups)
- Cyber bullying (defamatory or threatening behaviour by e-mail, mobile phone or social networking)

We use a Restorative Approach to improve relationships after any incidents of unkindness or bullying. Tutors and pastoral support workers work with anyone involved in an incident of bullying to change behaviour, given the opportunity to apologise and explain and agree actions to prevent it happening again. We will inform parents/carers of any incidents where students are involved in unkind behaviour or bullying. By working together we can help young people develop healthy, respectful, tolerant relationships with their classmates.



If your child is being bullied, knows somebody who is being bullied, or is unhappy about the way another student or students are treating them, please encourage them to tell someone as soon as possible.

Year 7 participate in anti-bullying days and drama workshops at the start of the year so they are familiar with procedures.

If someone makes a racist, disablist, sexist or homophobic comment, please report it to a member of staff as soon as possible. We are committed to equal opportunities at Fairfield. Everyone has the right to be treated with respect for who they are.

Please help to keep Fairfield fair by:

- Speaking to and about everyone with respect
- Reporting any disrespectful comments to a member of staff. We will take this seriously: racism, discrimination or prejudicial behaviour will not be accepted or overlooked.



## **EXCALIBUR ACADEMIES TRUST**

### **HOME – ACADEMY AGREEMENT**

Within the strong family ethos, moral code and values embedded in our academies, children and young people are taught to appreciate the world in which we live and respect others as well as themselves. Providing education of the highest quality, so that pupils grow into responsible, enthusiastic learners is a joint enterprise that involves the academy, parents, carers and the children themselves, working together in mutual support. We hope that all parties involved are able to see this Home-Academy Agreement as an expression of our partnership and the importance each academy puts on this relationship.

At FHS we value and celebrate the diversity of our community. We have developed our curriculum in-line with legislation and best practice to ensure that our students leave Fairfield equipped to take their place as tolerant, well-informed British citizens. By joining our school, parents and carers are agreeing to support this curriculum. We expect all our students to participate actively in every lesson. We will teach every topic, however controversial, with sensitivity and respect for all.

#### **The Academy**

#### **We will aim to:**

- Offer a friendly, secure and supportive learning environment that encourages pupils to be inspired by learning;
- Go beyond the requirements of the National Curriculum;
- Meet, wherever possible, the individual needs of each pupil;
- Encourage enjoyment in learning and recognise effort and achievement in all areas of academy life;
- Promote high standards of work and encourage all to do their best at all times by setting appropriate challenges and marking work in a way that recognises success and gives support for further improvement;
- Teach pupils to respect others, themselves and the environment;
- Teach pupils to become resilient, responsible, confident learners who believe they can make a difference;
- Treat all with courtesy and respect;
- Treat seriously any concerns;
- Let parents/carers know of concerns or problems that affect their child's work or behaviour;
- Share reasons for celebration;
- Be open and welcoming at all times and offer opportunities for families to become involved in the daily life of the academy;

Date June 2020

***This document forms part of our Academy Trust's statutory documents as required by the DfE (Department for Education)***



### The parents/carers

#### **I/We will aim to**

- Let the academy know about any concerns or problems that might affect my child's work, behaviour or attendance as soon as possible;
- Ensure my child attends daily and arrives on time;
- Support the academy's aims and values;
- Support the academy's policies and guidelines – paying particular attention to the Attendance, Safeguarding, Uniform, E-Safety/IT and Behaviour policies;
- Support my child in homework and other opportunities for home learning – including listening to them read regularly and encouraging independent reading;
- Take a lively interest in school life and work with the academy to support the education of my child;
- Read letters and newsletters, returning any permission slips and consent forms promptly;
- Attend parents' evenings and discussions about my child's attainment and progress;
- Treat staff and pupils with courtesy and respect;
- Act safely and considerately when delivering or collecting pupils by car;
- Fully support the academies aims, values and curriculum;

Name (please print) \_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_

### The pupil

#### **I will aim to:**

- Bring equipment I need and wear the correct uniform;
- Carry out my homework and give it in on time;
- Take an active part in the life of my academy and help to make it a better place;
- Listen carefully to adults and follow instructions;
- Act on marking and feedback from my teachers to help me improve;
- Work as independently as possible, but ask for help when I need it;
- Tell someone that I trust if something is making me unhappy and I need help with sorting it out;
- Act as a responsible messenger between home and my academy;
- Treat others as I would like to be treated;
- Play fairly and safely;
- Take responsibility for my actions and do what I know is right even when it is sometimes difficult;
- Always try my best;

Signed \_\_\_\_\_ Date \_\_\_\_\_