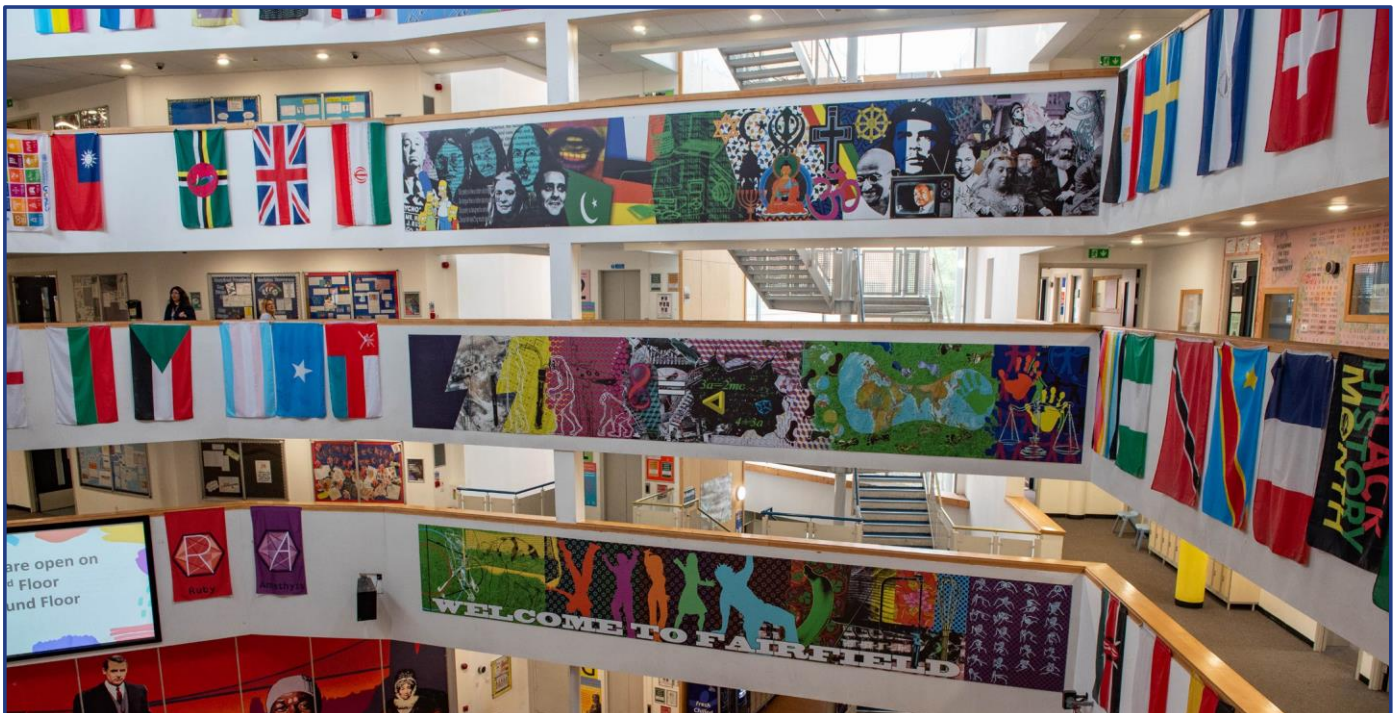




**Fairfield  
High School**

*Achieving Excellence*

# Fairfield High School Parent/Guardian Handbook 2025 - 2026



<b>Acronym/ Abbreviation</b>	<b>Meaning</b>	<b>Definition</b>
AC	Achievement Coordinator	Head of year group responsible for the academic, social and emotional well-being of students.
AM	Achievement Manager	Pastoral support for the year group responsible for the social and emotional well-being of students.
EAL	English as an Additional Language	Students whose first language is not English.
EAT	Excalibur Academies Trust	Fairfield High School is one of 20 schools overseen by EAT.
FHS	Fairfield High School	The school.
FSM	Free School Meal	Free School Meals are available if parents/guardians are in receipt of <u>certain benefits</u> .
GCSE	General Certificate of Secondary Education	The qualifications your child will gain by the end of their time with us.
ICT	Information and Communications Technology	The use of computers and other electronic equipment, the internet and software etc.
KS	Key Stage	KS3 – Years 7, 8 and 9. KS4 – Years 10 and 11.
LSA	Learning Support Assistant	A member of staff who provides additional support to certain students, helping them learn, prepare and understand their schoolwork.
P.E.	Physical Education	School classes that focus on health and physical fitness.
PP	Pupil Premium	Additional funding given to the school to help support every child whose family are in receipt of <u>certain benefits</u> .
SLT	Senior Leadership Team	Senior members of staff who are responsible for various aspects of school life. They liaise with all members of staff and report directly to the Principal.
SENDCo	Special Educational Needs and Disabilities Coordinator	A named person/persons who are responsible for the coordination of provision for students with SEND, and liaises with parents/guardians and relevant professional organisations.
Tutor	Tutor	Your child's Tutor will be their main point of contact for support.

## Contents

<b>BEHAVIOURAL EXPECTATIONS</b> .....	3
<b>SCHOOL TERMS AND HOLIDAY DATES</b> .....	6
<b>SCHOOL UNIFORM</b> .....	7
<b>EQUIPMENT EXPECTATIONS</b> .....	10
<b>ELECTRONIC DEVICES</b> .....	11
<b>KEY DATES</b> .....	14
<b>THE SCHOOL DAY</b> .....	15
<b>WHO CAN MY CHILD TALK TO IF THEY NEED HELP?</b> .....	16
<b>REPORTS AND HOMEWORK</b> .....	20
<b>ATTENDANCE</b> .....	21

Information within this document is correct at time of preparation (July 2025), please keep an eye on our website/policies for the most up-to-date information.

If you have any questions about the information within this document or on our website, please get in contact via [enquiries@fairfield.excalibur.org.uk](mailto:enquiries@fairfield.excalibur.org.uk)

## **BEHAVIOURAL EXPECTATIONS**

As part of the Fairfield community, we 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**.

We also ask students to commit to our **Fairfield Five**:

- We arrive on time with correct equipment.
- We wear correct uniform and take our coats off at the classroom door.
- We listen and speak respectfully to all members of our community.
- We think and work hard.
- We focus on learning throughout every lesson.

# Culture for Learning



## Achievement Points

- Positive behaviour rewarded by writing pupil name on board under Achievement points and awarding 1 AP on Class Charts.
- Star of the lesson awarded by writing pupil name on board under Star of the Lesson and awarding SOTL on Class Charts 5 APS.



## Lates

- If a student has a late (L) on the register throughout the day, they must stay after school for 15 minutes.
- Should a student have triple science, further Maths or an intervention they can go to their lesson and complete the 15 minutes afterward.
- 5 or more lates a week = After School SLT Detention / 10 or more lates a week = Half Day Internal



## STAGE 1 Verbal Warning

A verbal warning is given and expectations clarified using language of choice. There are no behaviour points linked to this stage. Student name should be written on the board as a visual reminder underneath Stage 1.

- Please note - Students can not work off a stage for good behaviour.



## STAGE 2 Behaviour Point

Poor Behaviour has persisted after verbal warning; students name added to board underneath Stage 2. Behaviour point, and restorative conversation personal catch up (\*RJ) logged on Class Charts.

- Non attendance of personal catch up will be logged as a Stage 3 Faculty Detention Tuesday After School.
- Please note - Students can not work off a stage for good behaviour.
- If behaviour is repeated, home will be contacted.



## STAGE 3 Partner Class

Behaviour has escalated, the student should now be partner classed and FHS Duty called. Faculty detention issued, and contact made with home. If the incident is serious, report to End of Day #EOD rather than adding a Stage 3.

- Non attendance of a Tuesday Faculty Detention after school will result in an Thursday SLT Detention after school.
- Some behaviour will require an immediate escalation of stages.
- Please note - Students can not work off a stage for good behaviour.
- If behaviour is repeated, home will be contacted.



## STAGE 4+ Escalation

Detentions:

- All information recorded on Class Charts.
- After school detentions commence in the canteen, Faculty on a Tuesday 3.15pm - 4.00pm, and SLT on a Thursday 3.15pm - 4.15pm
- Should a Triple Science pupil receive a Faculty Detention, they shall complete the Faculty Detention during the Thursday SLT slot.

Internals:

- Students should be in silence working or reading, work is available in the space. If staff want to provide work, they can. KS4 students have access to laptops.
- They run in two stages; full days from P2 (10.00am) until 4.00pm and half day internals from P4 (12.30pm) until 4.00pm. Lunch time is at a separate time from the rest of the school, 12.35 - 1.00pm and then back to internal - students have access to all food options and outside space.

RBE 06/25

# WE ARE FAIRFIELD



**A**spirational for all



**R**esponsible Global Citizens

**E**nterprising, Creative, Innovative



# SCHOOL TERMS AND HOLIDAY DATES

The [FHS calendar for 2025/26](#) below shows the planned school holidays, inset days, progress review days and bank holidays for 2025/26.

Students will have two timetables, week 1 and week 2, the calendar below shows which timetable is in use each week. On 18 and 19 December 2025 we will hold Progress Review Days, where yourself and your child will be invited into school for a progress review meeting, no lessons take place on these days.

## Fairfield High School Term Dates 2025-2026

September 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
1	15	16	17	18	19	20	21
2	22	23	24	25	26	27	28
1	29	30					

October 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1			1	2	3	4	5
2	8	7	8	9	10	11	12
1	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
	27	28	29	30	31		

November 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
1	17	18	19	20	21	22	23
2	24	25	26	27	28	29	30

December 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
1	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

January 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4
2	5	6	7	8	9	10	11
1	12	13	14	15	16	17	18
2	19	20	21	22	23	24	25
1	26	27	28	29	30	31	

February 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
							1
2	2	3	4	5	6	7	8
1	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
2	23	24	25	26	27	28	

March 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
							1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
1	16	17	18	19	20	21	22
2	23	24	25	26	27	28	29
1	30	31					

April 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
1	27	28	29	30			

May 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1					1	2	3
2	4	5	6	7	8	9	10
1	11	12	13	14	15	16	17
2	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

June 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
1	15	16	17	18	19	20	21
2	22	23	24	25	26	27	28
1	29	30					

July 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1			1	2	3	4	5
2	6	7	8	9	10	11	12
1	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
	27	28	29	30	31		

August 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

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

## **SCHOOL UNIFORM**

At FHS we expect the highest standards of our students, to prepare them for success in adult life and for the expectations of employers. The majority of our [school uniform](#) can be purchased from a supermarket or the high-street to ensure affordability.

### **PURCHASING SCHOOL UNIFORM**

School ties are part of our uniform; your child must wear the tie that corresponds to their House colour. Ties and other branded items can be purchased from [Sportswear International](#) (SWI).

Items will be delivered to your home address, postage costs £4.50 for orders under £75, orders over £75 have free delivery. You may opt to have your order sent to school for your child to collect from Main Reception, if you choose this option please set up the order in your child's name so they are able to collect it themselves.

### **P.E. UNIFORM**

<b>P.E. Uniform</b>	<b>Purchase locations</b>	<b>Required/Optional</b>	<b>Season</b>
Rugby long-sleeve top	SWI	Required	Autumn/Winter
Gum shield	Sports shop or online	Required	Autumn/Winter/Spring
Navy-blue or black plain sports trousers or sports shorts (no lycra shorts)	Supermarket or high-street shop	Required	All-year
Navy-blue plain t-shirt	Supermarket or high-street shop	Required	All-year
Trainers	Sports shop, supermarket or high-street shop	Required	All-year
Yellow long socks	Supermarket or high-street shop	Required	All-year
Football boots and shin pads	Supermarket or high-street shop	Required	All-year
FHS branded zip-up jacket	SWI	Optional	All-year

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

Your child may not need everything listed above immediately; term-specific P.E. uniform requirements will be communicated via the Weekly Briefing at the end of the preceding term to allow you to buy items during school holidays ready for the next term.

# UNIFORM REMINDER

Navy v-neck  
jumper, plain  
navy hoodie

Headscarf /  
Hairband - any  
colour, plain in style.  
No Durags

FHS tie

White shirt  
or polo  
shirt with  
collar

Black, navy  
blue or  
charcoal  
grey tailored  
trousers or  
shorts

Skirts with  
plain black,  
grey or  
navy-blue  
tights worn  
underneath

Black shoes  
or trainers

Please note shoes, socks and tights must be removed for lessons in the Drama and Dance Studios. If your child does not like having bare feet, they may wear grip-soled socks that can be purchased from a supermarket or the high-street.

## **EXAMPLES OF ITEMS THAT ARE NOT PERMITTED**

This list is not exhaustive:

- Skin-tight trousers – leggings, jeggings or ‘skinny’-style trousers/jeans/stretchy trousers,
- Jeans or trousers of jean-style material,
- Shorts with logos,
- Abayas,
- Mini-skirts, ruffle miniskirts, lycra hot-pants/shorts,
- Crop-tops, bralettes, string-strap vests with nothing on top or underneath,
- Colourful trainers (except when in P.E. uniform), slipper shoes, high-heeled shoes, sliders, Croc-style shoes or sandals,
- Outdoor clothing, such as coats, hats, caps, scarves etc may be worn to school but must be removed as students enter the building.
- Underclothing must not be visible, for example a long-sleeved top under a short-sleeved shirt.
- Fishnet tights, stockings, long over-knee socks.

## **PERSONAL BELONGINGS AND LOST PROPERTY**

If your child cycles/scoots 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.

If your child loses an item of clothing or other personal belonging, they should ask at the Main Reception in case it has been handed in. Unclaimed unnamed items will be donated to charity at the end of each term.

# EQUIPMENT EXPECTATIONS

Your child should bring the following equipment to school to support their learning, it will be checked regularly in school. Please also check your child's equipment at home and replace items when needed.

**EQUIPMENT EXPECTATIONS**

Available to purchase from the library

SHATTER RESISTANT Ruler

Highlighter

Pencil

Rubber

Sharpener

Two red pens

Two green pens

Two black pens

Essential for Maths & Science

Compass

Protractor

Scientific calculator

Reading Book

Student Planner 2024/25

Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

House: \_\_\_\_\_

The LIE TREE

FRANCES HARDINGE

WINNER OF THE COSTA POETRY AWARD

The Tree of Lies. Now it's your turn and the journey stretched out before her...

**Excalibur Academies Trust**  
Community, Individuality, Excellence.

**Fairfield High School**  
Achieving Excellence

## **ELECTRONIC DEVICES**

All electronic and personal belongings should be stored within your child's school bag from when they step onto the school grounds to when they leave, exemptions are available for medical and SEND purposes.



**IF WE SEE IT**

**IF YOU USE IT**

**IF WE HEAR IT**



**YOU WILL LOSE IT**



**Phones must be off and in bags whenever onsite**



**Failure to follow this rule will result in confiscation**



**Let's stay focused, respectful, and ready to learn**

## **ANTI-BULLYING**

At FHS, bullying is not tolerated. We are committed to creating a safe, inclusive environment where every student feels respected, valued, and supported. Our [anti-bullying policy](#) outlines clear expectations and procedures to address any form of unkind or harmful behaviour.

### **What Is Bullying?**

Bullying is intentional, hurtful behaviour that is repeated over time. It can take many forms, including:

- **Physical:** hitting, kicking, or theft.
- **Verbal:** name-calling, or making racist, sexist, homophobic, or other discriminatory remarks.
- **Indirect:** spreading rumours, excluding others from groups or activities.
- **Cyberbullying:** sending threatening or defamatory messages via email, mobile phones, or social media platforms.

### **Our Approach**

We use a **Restorative Approach** to rebuild relationships and promote understanding after incidents of bullying or unkindness. Tutors and pastoral staff work closely with all individuals involved to:

- Encourage honest conversations.
- Provide opportunities to apologise and reflect.
- Agree on actions to prevent further incidents.

### **Parental Involvement**

We seek to inform parents or guardians of any incident where a student is involved in bullying or unkind behaviour. We believe that by working together with families, we can support students in developing respectful, tolerant, and healthy relationships.

### **Reporting Concerns**

If your child is being bullied, knows someone who is, or is unhappy with how they are being treated, we encourage them to speak to a trusted member of staff as soon as possible.

If a student hears or experiences a racist, disablist, sexist, or homophobic comment, it is important to report it immediately. FHS is committed to **equality and inclusion** - everyone deserves to be treated with respect and dignity.

### **Prevention and Education**

To support early intervention, Year 7 students take part in anti-bullying awareness days and drama workshops at the start of the academic year. These sessions help students understand school expectations and how to seek help.

### How Can You Help Keep FHS Fair?

- Speak to and about everyone with respect.
- Report any unkind, discriminatory, or disrespectful behaviour to staff or anonymously via Whisper App

### Our Commitment

We take all reports of racism, discrimination, or prejudice seriously. Such behaviour will not be welcomed at FHS.



**If you hear  
'NO HANDS'**



**If you continue,  
there will be consequences**

**WHY?**



**To avoid unwanted touch**



**To avoid escalation**



**To create a safe environment for everyone**

## **KEY DATES**

### **YEAR 7**

School starts on **Thursday 4 September 2025 at 8:30 am**, only Years 7 and 11 will be in school on this day, so it will be a lot quieter.

On your child's first day they will be shown to the Sports Hall where they will be officially welcomed to the school with an assembly. Following this their Tutor will take them to their tutor room for an extended-tutor time. From Period 2 onwards they will follow their class timetable.

There will be Year 7 Parent/Guardian Evening on 29 April 2026.

### **YEAR 8**

School starts on **Friday 5 September 2025 at 8:30am**. Students will have an extended-tutor time to welcome them back, before following their class timetable from Period 2 onwards.

The Year 8 Parent/Guardian Evening is on 20 May 2026.

### **YEAR 9**

School starts on **Friday 5 September 2025 at 8:30am**. Students will have an extended-tutor time to welcome them back, before following their class timetable from Period 2 onwards.

The Year 9 GCSE Options Evening is on 4 November 2025, and the Parent/Guardian Evening is on 19 November 2025.

### **YEAR 10**

School starts on **Friday 5 September 2025 at 8:30am**. Students will have an extended-tutor time to welcome them back, before following their class timetable from Period 2 onwards.

The Year 10 Parent/Guardian Evening is on 26 January 2026.

### **YEAR 11**

School starts on **Thursday 4 September 2025 at 8:30am**. Students will attend an assembly to welcome them back to school, they will then follow their normal class timetable from Period 2 onwards.

The Year 11 Parent/Guardian Evenings are on 3 December 2025 and 30 March 2026.

## **THE SCHOOL DAY**

8:30 am – 8:40 am	Arrive at tutor room
8:40 am – 9:00 am	TUTOR TIME/ASSEMBLIES
9:00 am – 10:00 am	Period 1
10.00 am – 11.00 am	Period 2
11.00 am – 11.30 am	BREAK
11.30 am – 12.30 pm	Period 3
12.30 pm – 1.30 pm	Period 4
1.30 pm – 2.10 pm	LUNCH
2.10 pm – 3.10 pm	Period 5
3:10 pm – 4:10 pm	KS4: Triple Science or Additional Maths

### **LUNCH AND BREAK ARRANGEMENTS**

A wide range of food and refreshments are served daily, [menus](#) can be viewed on our website. If you wish to discuss an allergy with the kitchen staff, please contact them via your child's Tutor. Students are also welcome to bring packed lunches.

We advise students to bring a named reusable water bottle to school, these can be refilled for free via a number of water fountains around the school.

**Please be advised that all new students must bring a packed lunch for the first week of school to allow time for us to add them to the cashless system via ParentMail.**

### **PURCHASING FOOD AND SNACKS**

We use a cashless payment system allowing parents/guardians to top-up money via ParentMail. If you are unable to add money online, your child can bring cash into the Student or Main Reception which can be added to their account.

Please check and top-up your child's account balance frequently so they have sufficient funds available. A new catering company will be supplying food/drink from September 2025 onwards, their system does not allow lends so your child will not be able to purchase food/drinks unless there is money in their account.

### **FREE SCHOOL MEALS**

Students eligible for Free School Meals (FSM) will have money added to their account daily, unused funds do not rollover. The money will be available to **purchase food/drink at lunchtime only**, not during break. This amount is enough money to buy a meal deal from our food outlets. Anything over and above their FSM allowance is to be paid for by the student.

If you have previously been eligible for FSM or if you meet the [criteria](#) we encourage you to apply.

## WHO CAN MY CHILD TALK TO IF THEY NEED HELP?

The graphic below shows all of the people available for your child to contact should they need help or support. [Staff email addresses](#) are available on our website along with additional information about [student wellbeing](#) and [wellbeing interventions](#).



**Fairfield High School**  
Achieving Excellence

# Who can I go to?

For more detailed information please see school website

<b>Form Tutor</b> Daily check-ins, attendance worries, feeling low or stressed, friendship issues, general wellbeing.	<b>Class Teacher</b> Struggling with classwork, understanding topics, seating plans, deadlines, behaviour in lessons.
<b>Any Trusted Teacher or Adult</b> If you're unsure who to go to, speak to someone you trust – they'll help or guide you.	<b>Prefects and Student Council</b> Talk to older students trained to help with school life, friendships, or worries.
<b>Achievement Coordinator</b> Concerns about progress, motivation, attendance, support setting goals.	<b>Achievement Manager</b> Help with behaviour, emotional challenges, staying on track in lessons.
<b>School Nurse</b> Health worries, puberty, sleep issues, sexual health, wellbeing advice.	<b>School Counsellor</b> You can be referred to a counsellor for mental health, anxiety, family issues and confidential emotional support.

# Where can I ask/sign up to go?

<b>Library (Quiet Space)</b> A peaceful place to reset, read, or take time away from the crowd.	<b>Reflection or Prayer Room</b> Quiet time for personal reflection, spiritual wellbeing, or mindfulness.
<b>Lunchtime / After-School Clubs</b> Meet people, build friendships, boost confidence (e.g. drama, art, music, chess, sports, etc.)	
<b>Whisper Anonymous Reporting Tool</b> If you would like to report any concerns to the school using an anonymous reporting tool, go to this web address and send your message using the 'Whisper reporting tool' <a href="https://swgfl.org.uk/whisper/fhs123/">https://swgfl.org.uk/whisper/fhs123/</a> <b>All reports will be treated with confidentiality</b> If you do choose to leave your email address (which would still be anonymous to the school) - we will aim to respond within 48hrs	

## **FHS WEBSITE**

Our website has a wealth of information, for example:

- [Policies](#),
- [Term dates](#),
- [Staff email addresses](#),
- [How to report absence](#),
- [Safeguarding](#),
- [Student](#) and [family wellbeing](#), and
- [FHS news](#), [termly newsletters](#) etc.

## **EXTRA-CURRICULAR CLUBS AND ACTIVITIES**

We run an extensive selection of [clubs and activities](#), as Government guidelines allow. There are many opportunities to join in, for example: sports, music, drama, nature club, reading, Scrabble and many more. Students will also have the opportunity to complete their Bronze Duke of Edinburgh Award in Year 9 or 10.

The library is open after school to read or complete homework. Our friendly librarians can help with home learning tasks.

## **HOME / SCHOOL COMMUNICATIONS**

Parent/Guardian communication is extremely important to us. You can expect to receive the following types of communication from FHS:

- Termly newsletters are emailed to all students and parents/guardians, giving updates on activity in the school and forthcoming news. Previous copies are also available to [download](#).
- Parent/Guardian Evenings provide an opportunity to speak directly with staff/teachers.
- Weekly Briefings for your child's year group containing information about the school, faculty news, competitions and other opportunities etc are sent to you every Friday via ParentMail.

### **PARENTMAIL**

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

- Receive messages on your computer, tablet or mobile.
- Make payments for lunch money, school trips etc.
- See all your messages in one place.
- Report student absence.

You will receive a registration text or email in September once your child has attended their first day. You can find out more about the system on the School Website. **We recommend you download the free IRIS ParentMail app, just search for ParentMail in your app store.**

### **PERSONAL INFORMATION**

Please ensure you keep all your contact information up to date, so you receive all communications. If you need to contact a member of staff the easiest and quickest way is via email, you will find staff email addresses on our [website](#). If you want to meet a member of staff in person they will be happy to do so, please contact them in advance to organise an appointment.

# Fairfield High School Home-School Communication Guide



## Our Aims

We value clear, respectful, and timely communication. It helps support your child's learning, wellbeing and success.

## How We Communicate With You

### Method Used For

- Weekly Briefings - Events, school news, key dates and surveys
- Parentmail - Payments and consent forms
- Email - Reports, behaviour updates and teacher contact
- Website - Calendar, policies, and emergency information
- Phone - Urgent matters, wellbeing and academic concerns
- Letters - Trips and newsletters
- Text - Attendance alerts
- Meetings - Parent/Guardian evenings, SEN support, pastoral or academic concerns

## How You Can Reach Us

### Query Type Contact

- Subject questions - Please email the relevant Head of Department (Please see our website for a contact list)
- Pastoral and Well-being - Please email the relevant Head of Year
- Absence - Call (0117) 952 7101 or use the Parent Mail communication tool
- Trips, Uniform and General - [enquiries@fairfield.excalibur.org.uk](mailto:enquiries@fairfield.excalibur.org.uk)
- SEN Support - [sendco@fairfield.excalibur.org.uk](mailto:sendco@fairfield.excalibur.org.uk) or [deputysendco@fairfield.excalibur.org.uk](mailto:deputysendco@fairfield.excalibur.org.uk)

## Response Times

Staff endeavour to reply within 5 school working days.

**Core hours:** 8:30am – 3:10pm (Mon–Fri)

Please note that, except in urgent safeguarding situations, our staff are not expected to respond to emails during evenings, weekends, or holidays. Thank you for your understanding.

## Respectful Communication

Always be polite and considerate in messages or meetings.

## Accessibility

We aim to make communications accessible to all by offering:

- Translations
- Accessible formats
- Interpreters

**Contact the school office to request support.**

## **REPORTS AND HOMEWORK**

Students will receive **two reports** each academic year:

- Progress Review Report - this will be issued before **Progress Review Days** (18<sup>th</sup> – 19<sup>th</sup> December 2025).
- Academic Report - this will cover both **current assessment and attitude to learning** and will be sent two weeks prior to your child's Parent/Guardian Evening.

Both reports will be emailed to parents/guardians, with advance notice via ParentMail. If you do not receive a report, please contact the school reception for a replacement.

## **HOMEWORK KS3 AND KS4**

Information about Home Learning is available on our [website](#). Homework and extended learning are an essential part of learning at FHS and completion of work set by subjects is taken extremely seriously. Praise and rewards will be given by subject teachers for excellent effort and work produced whilst missed deadlines will be recorded in our School Information Management System, our student reporting service.

## **GOVERNMENT GUIDELINES**

Government guidelines for homework for secondary school students is as follows:

- Years 7 and 8 is 45 - 90 minutes per day.
- Year 9 is 1 - 2 hours per day.
- Years 10 and 11 is 1.5 – 2.5 hours per day.

Any students worried about the amount of work they must do or who are finding planning work at home difficult should speak to their Tutor.

Please contact your child's Tutor or AC if your child does not have access to a device. We will endeavour to provide help and assistance where possible.

## **CLASSCHARTS**

We use ClassCharts to allow teachers to track student achievement, behaviour, and attendance. One of the key benefits of ClassCharts is that it enables us to share this information with parents and students.

Your child's Tutor will give them a letter with your unique parent/guardian access code, which you will need to access your ClassCharts account. For more information, please visit the [ClassCharts](#) page on our website. If the letter does not make it home or you are unable to gain access please contact your child's Tutor.

## **ATTENDANCE**

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.

We have engaged Sol Attendance to help us manage student attendance at Fairfield. We track every student's attendance which allows us to identify attendance gaps/issues quickly and implement actions to help drive improvements.

Further information on attendance can be found in our [FHS Attendance and Punctuality Policy](#).

- [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.

- [What is a Fixed Penalty Notice?](#)

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

Please be reminded that from September 2024, the 'Working together to improve school attendance' guidance came into practice. This saw a national framework for the consideration of issuing Fixed Penalty Notice.

From September 2024 the threshold for consideration is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

From September 2024, only 2 Penalty Notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate. The first Penalty Notice issued to a parent in respect of a particular pupil will be charged at £160, if paid within 28 days, this will be reduced to £80 if paid within 21 days. A second Penalty Notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

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

## **REPORTING ABSENCE**

### **Illness**

Our preferred method of reporting your child's absence is via ParentMail on each morning of illness. Alternatively, you can telephone the student absence line on 0117 952 7101. You must include full details of the illness, for example symptoms, for the absence to be authorised.

In cases where there are prolonged instances of illness or repeated periods of illness, we will require a medical note. We will not authorise more than seven days of illness over the year except in extreme circumstances. This means that following the seventh day of absence all subsequent absences related to illness will be unauthorised.

### **Medical**

Please try to make medical appointments outside of school hours. If this is not possible, only remove your child from school for the minimum amount of time necessary for the appointment. Please ensure you **provide evidence of the appointment** in person or via email, or the absence will not be authorised. If you do not provide evidence the absence will be marked as unauthorised.

Medical absences will not be authorised 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 authorise 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 via our [Attendance Admin](#). Although holidays during term time will be recorded as unauthorised holiday and may incur a Penalty Notice if it reaches the threshold (see above), 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 Main Reception or our [website](#)).

### **Religious Observance**

We will authorise one day of absence to allow students to celebrate an official religious festival. You must notify us of this absence via ParentMail, the absence phonenumber or by emailing your child's Tutor. They will be authorised on dates exclusively set apart for this purpose by the religious body to which the parents/guardians belong. If more than one day is required you must complete an [Absence Request Form](#) for the additional day(s).

## **REGISTER CODES**

The table below includes the most commonly used register codes for your information.

Code	Definition
/ or \	Present (morning and afternoon)
E	Suspended or permanently excluded and no alternative provision made
G	Holiday not granted by the school
I	Illness, symptoms provided
L	Late arrival before register is closed
M	Leave of absence for the purpose of attending a medical or dental appointment
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
R	Religious observance
U	Arrived in school after registration closed
V	Attending an educational visit or trip
#	Planned whole school closure (e.g. school holidays and INSET days)

## PERSISTENT ABSENCE

As Parents and Guardians, we ask you to work with us to promote and reward good attendance and punctuality. Though in many situations 90% sounds like a good score, in attendance terms it is not. An attendance of 90% across a school year is the equivalent of approximately 20 days (a whole month) of missed learning. If 90% attendance is maintained over a student's secondary education, this would mean 100 missed days of learning. Students who have an attendance below 90% are categorised by the Government as being 'persistently absent'. The impact of low attendance on attainment is particularly profound for those deemed 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 be classed as 'persistently absent':

- 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.









**Fairfield  
High School**

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*Achieving Excellence*