

## **INTRODUCTION**

Welcome to Fairstead House! We are delighted that you have chosen our School to educate your children and we are very excited to be sharing their learning journey with you.

This Information Booklet has been designed to answer your queries about practicalities and day-to-day life at Fairstead House. If at any time you do have any other queries then please contact the School Office or your child's teacher, who will be only too pleased to assist you.

## **GENERAL INFORMATION**

### **School term dates**

The School term dates can be found on the School website, [www.fairsteadhouse.co.uk](http://www.fairsteadhouse.co.uk)

These are available well in advance to enable you to book your holidays around the School term.

### **Access to the School and Parking**

We have three gates into the School grounds and each gate is clearly signposted. The gates are open from 7.30am to 9.00am in the mornings and 3.30pm to 6.00pm in the afternoons.

### **Arrival and Collection**

The School is open from 8.20am and registration closes at 8.40am. We ask that if you arrive by car, please enter through the Gate 3 (the large gates closest to Tesco). The Head and other staff will be waiting to collect your child and take them safely into School. Should you park off-site and arrive on foot (and we strongly recommend this), please wait outside Gate 2 where, again, the Head or other staff will meet you and escort your child safely into School.

School for Reception, Year 1 and Year 2 will finish at 3.30pm. Please follow the above procedure to collect your child. If you have an older child in Years 3-6 whose School day finishes at 4.00pm and you would like to collect them together, please arrive at 4.00pm. Your younger child will be looked after in their classroom until you arrive. Please advise your child's teacher of this.

### **Access & Security**

During the day, all School gates are closed for the safety of the children. If you need to come to school between 9.00am and 3.00pm, please ensure that you arrive on foot (and buzz the intercom to speak to the School Office). Thank you for your understanding.

All doors to the School are securely locked throughout the day. All visitors must report to the School Office and are given visitor badges. Anyone in School without a visitor badge will be immediately questioned.

## **WRAP-AROUND CARE**

Fairstead House provides wrap-around care to all children. The fees for Breakfast Club and After School Care are charged to your account in arrears.

### **Breakfast Club**

Breakfast Club takes place in the Hall and is open from 7.30am. Breakfast is available until 8.10 am and then the children are escorted to their classrooms at 8.20am. There is a charge of £4.75 if your child arrives before 8.00am or £2.50 for arrival after 8.00am.

To let the Breakfast Club know that you have arrived, please call 07526 352010 and a member of staff will come to collect your child.

### **After School Care and Clubs**

There are a variety of After School Clubs available to all children, ranging from Russian, Tennis, Football, Multi-sports and Dance to Board Games, Chess or Mindfulness.

All clubs available to your child can be booked via 'SchoolBase', our Management Information System, accessed at the beginning of each term. Please that there may be a charge for some of the clubs.

After School Care is available from the end of School until 6.00pm. If your child attends an After School Club then the member of staff taking that club will collect your child and take them to After School Care. The following charges apply to After School Care and will be billed to your account in arrears.

Entering & leaving between 3.30 pm & 5 pm	£5.75
Entering & leaving between 3.30 pm & 6 pm (including tea)	£8.75
Entering after an After-School Activity (including tea)	£6.50

### **Holiday Club**

This very popular Club takes place in the three main School holidays and runs from 7.30am until 6.00pm. Booking forms can be found online or from the School Office. This Club is run by our own staff and the children make the most of all the School activities both inside and outside. Children are invited to bring their own bicycles or scooters so that they can fully make the most of the School grounds.

Please contact the School Office for further details.

## **THE CURRICULUM**

Your child's teacher will hold a 'Curriculum Evening' early in the Michaelmas Term and discuss with you the subjects your child will be taught that year, together with any specific topics to be covered.

### **Foreign Language Tuition**

At Fairstead House, there are opportunities for all children to learn Mandarin and a combination of Spanish and French. As well as learning the languages, the children are immersed in the culture of the language including its history, geography and cuisine.

### **Inclusion**

At Fairstead House, we believe that the emotional and social development of your child is especially important and we have created a nurturing but stimulating environment to allow your child to flourish. We provide appropriate enrichment and extension activities to children who are keen for further challenges. These activities will usually take place either within the classroom or in small groups and these sessions are provided to hone individual talents and skills.

Fairstead House has a dedicated Learning Support team, consisting of qualified teachers who will provide additional support to any child who needs extra tuition in a certain area. If your child should need extra help, we will carry out assessments and meet with you to discuss how we can provide the most suitable support for your child.

## **THE SCHOOL DAY**

### **Morning Snack**

The School will provide all children with a selection of healthy snacks at break time, such as crudités, bread sticks, rice cakes, fresh fruit, etc.

### **Lunch**

All children are offered a nutritionally balanced lunch, freshly prepared each day in our kitchens by the catering team. All produce is locally sourced when possible and our local meat is provided by Powters of Newmarket and Spinney Abbey in Wicken. All dietary needs and requirements are catered for and all the children are encouraged to try new and different foods. If your child has an allergy or food intolerance, then please ensure that you have provided us with a letter from their GP or dietitian confirming the nature of the allergy or intolerance.

The children sit with their class teacher and other members of staff, who will encourage good table manners and social skills whilst enjoying their lunch. All children are required to bring a linen napkin to School on Monday mornings and this will be taken home to be laundered on Fridays.

### **Water Bottles**

A water bottle is supplied to each child at the beginning of each school year. The bottles should be taken into School daily, filled with water only, and we will ensure that it is kept full and that your child has plenty to drink throughout the day. Should your child lose their water bottle, the School Office will replace it and a small charge will be applied to your account. Please note that only school water bottles should be used.

## **BEHAVIOUR**

### **Positive Behaviour**

At Fairstead House, we are extremely proud of our courteous and considerate children and we place great importance on teaching children to be kind and mindful of one another. Positive language is encouraged and we take a constructive and encouraging approach to developing each child's self-esteem and confidence. The significance of these values is reinforced to the children in class 'Circle Times' and in Assemblies. Merit certificates are given out weekly by the Head during Assemblies to children from each class for a wide range of achievements, including academic, sports and social skills.

### **Kindness Cup**

Each week, Kindness Cups are awarded to a child in Key Stage 1 and Key Stage 2 who exhibits kindness and consideration towards others. The reasons for these cups being awarded are shared with all the School in Assembly to re-inforce our standards and expectations.

### **Celebrating Achievement and Birthdays**

Please do bring in any cups, medals or certificates that your child has won outside School, or tell us about any other achievements. We will share your child's success with the other children during Assembly.

If it is your child's birthday, you are most welcome to bring in a cake or cupcakes to share with your child's class but please ensure that these are nut-free as we are a nut-free school.

### **Bullying**

Bullying is not tolerated at Fairstead House. If you have any bullying concerns regarding your child then please speak to their class teacher immediately. Please do read our Bullying Policy (available on the website) for further information on the strategies in place to tackle any bullying incidents.

## **COMMUNICATION WITH PARENTS**

At Fairstead House we use a variety of methods to ensure frequent and effective communication between the School and parents:

### **Informal Discussions**

Communication between teachers and parents is extremely important. All staff have e-mail addresses which are readily available on the School website or in the School calendar; however, please do not expect a reply to an e-mail during teaching time. Your class teacher will be pleased to meet with you at any point during the term to discuss any query or concern regarding your child. Please contact your child's teacher to make an appointment. Similarly, your child's teacher will contact you at once if a concern should arise.

If, after talking to your class teacher, you still have a concern then please contact the School Office to make an appointment to see the Head. Please see our Complaints Policy, which is available on the school website, for further information.

## **Parents' Evenings**

Parents' Evenings are held every term. Parents are offered ten-minute slots which are bookable in advance.

## **Reports**

Written reports on your child's progress are sent home at the end of the Michaelmas and Summer Terms.

## **Interactive Learning Diaries**

In Reception, Interactive Learning Diaries (Tapestry) allow parents to access information regarding their child's progress online. You will be able to see regular updates about your child's work that day, together with their School portfolio and achievements.

## **School Calendar**

The School calendar is available on the website and lists all the important events, sporting activities and other occasions of note.

## **Weekly Newsletters**

Our informative, weekly newsletters are posted on to the School website every Friday evening. They are packed with news and photographs of the children's learning and activities for the past week, together with future events and information for the week ahead. Please do take time to read these over the weekend to ensure that you are up to date with the forthcoming week's events.

## **Annual Planners**

Every child has an Annual Planner. Please check this each evening and initial to indicate that your child has completed the homework or reading set. Please also add a brief comment if applicable and use this as a means of communicating with your child's teacher.

## **SchoolBase Information System**

Before the beginning of the Michaelmas Term, you will be sent log-in details to access 'SchoolBase', which is the information system we use both to communicate via e-mail with parents and for you to view information regarding your child, such as their reports and timetables. You may also use SchoolBase to book your child into After-school Club or activities and to make an appointment for parents' evening. There is also a SchoolBase app which you may download.

## **HEALTH**

### **General Health**

If your child is poorly, please keep them at home until they are completely recovered. If your child has had sickness or diarrhoea, please keep them at home for 48 hours after their last bout of illness to help stop the spread of infection in School.

If your child displays symptoms of Covid-19, please ensure that they are tested for this virus and a copy of the negative test result sent to School before your child returns.

If your child is taken ill at School, we will contact you to come and collect them. Please make sure that the School has an up-to-date contact list for emergencies with at least two emergency contact numbers.

Please keep the School Office up-to-date with any relevant information regarding your child's health.

### **Medicine Policy**

Members of staff are only allowed to administer medicine in exceptional cases. Calpol will not be given except in the case of injury. If your child has been prescribed antibiotics three times daily, then the dose should be administered by parents first thing in the morning, directly after School and at bedtime. Should the dosage be

more than three times daily then staff may administer the dose, in which case you will be asked to complete a Medicine Administration Form.

If your child has asthma or an allergy, please make sure that the School has the appropriate and up-to-date inhaler or treatment at all times. Staff will administer asthma relief or anti-allergy medication as required. Medicine will be securely stored (and refrigerated if necessary) in the School Office.

### **Absence from School**

If your child is unable to attend School, please e-mail or telephone the School Office as soon as possible and give the reason for absence. If we have not heard from you regarding your child's absence by 9.30am, we will try to contact you as it is the School's statutory duty to contact Social Services if a child is absent and we do not know why.

### **Sun Cream**

If the weather is warm, please apply a long lasting sun cream to your child before School.

## **POLICIES**

### **School Policies**

Many School policies (including our Safeguarding Policy and Complaints Policy) are available to read on the website. If you have any queries regarding policies then please contact the School Office who will be pleased to assist you.

### **School's Social Media Policy**

Parents are reminded that it is not appropriate to use social networking sites (e.g. Facebook or Twitter) to comment openly and publically on School issues. Any negative or derogatory remarks seen in the public domain could be classed as defamation of character, harassment or libel and those responsible for posting such comments could be sued by the aggrieved person or prosecuted by the Police.

We also politely ask parents not to upload photographs or videos of your child taking part in School events which include other children onto social networking sites.

### **Holidays during Term Time**

The Head will not grant leave of absence unless there are exceptional circumstances. Written permission for absence must be requested in advance and the Head must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave.

If the Head does not authorise a leave of absence but you still take your child out of school, or the child is kept away for longer than was agreed, the absence will be recorded as unauthorised on your child's records.

Please note that the School will not set extra work for your child during their holiday.

### **Workplace Childcare Vouchers and Tax Free Childcare**

Fairstead House accepts childcare vouchers (from most schemes) and 'Tax Free Childcare' issued from your employer in payment or part payment of School fees for any child aged three up to the end of the term in which the child turns five years old.

Fairstead House is part of the Suffolk Early Years Fund Scheme, which entitles children to 15 funded hours per week. Parents of children in Reception who are still eligible for these funded hours will be contacted by the School Office with information on how to claim them. Childcare vouchers can also be accepted for Breakfast Club and After School Club.

If have any queries regarding childcare vouchers or the funded hours then please contact Mrs Tamsind Duffety-Fuller, Accounts or Mrs Lucie Melen, Nursery Manager.

## UNIFORM LIST

Uniform can be purchased directly from our supplier, 'Mr Cricket' at the shop in Burwell or online at [www.fairsteadhouseuniformshop.co.uk](http://www.fairsteadhouseuniformshop.co.uk). Uniform can be delivered either to School or to your home. Please visit the Uniform Shop website for further information.

Please note that the old-style grey blazer may be worn until July 2022.

The FHS PA also run a second hand uniform shop: <https://www.ebay.co.uk/usr/fhspa2020>

The following uniform will be required (all items marked with an asterisk should be purchased from Mr. Cricket):

### Reception, Year 1 and Year 2

#### Boys

Green winter coat\*  
Green School blazer\*  
Red & green tie (elastic)\*  
Bottle green V-neck pullover\*  
Grey long trousers for winter  
Grey shorts for summer  
White shirt  
Grey short socks  
Black, polishable school shoes (sandals are not allowed and no flashing lights!)

#### Sportswear (Boys & Girls)

PE top\*  
PE shorts\*  
School Sports hat\*  
School hoodie\*  
School drawstring waterproof PE bag (green)\*  
(for PE kit & swimming kit)  
Swimsuit/trunks (Years 1 & 2 only)  
Swimming hat (Years 1 & 2 only)  
Black plimsolls  
Trainers

### Years 3 -6

#### Boys

Green winter coat\*  
Green School blazer\*  
Red & green tie\*  
Bottle green V-neck pullover\*  
Grey long trousers for winter  
Grey shorts for summer  
White shirt  
Grey short socks  
Black, polishable school shoes (sandals are not allowed and no flashing lights!)

#### Girls

Green winter coat\*  
Green School blazer\*  
Red & green tie (elastic)\*  
School green cardigan or pullover\*  
Tartan pinafore\*  
White shirt  
Green & white stripe summer dress\*  
Bottle green tights or pillar box red tights/socks for winter  
Short/long white socks for summer  
Black polishable school shoes (open toe shoes & sandals are not allowed and no flashing lights!)

#### General (Boys and Girls)

Green overall for artwork\*  
Book bag\*  
Green winter hats/scarves and gloves\*  
Pair of wellies for outdoor use

#### Girls

Green winter coat\*  
Green School blazer\*  
Red & green tie\*  
School green cardigan or pullover\*  
Tartan kilt\*  
White shirt  
Green & white stripe summer dress\*  
Bottle green tights or pillar box red tights/socks for winter  
Short/long white socks for summer  
Black polishable school shoes (open toe shoes & sandals are not allowed and no flashing lights!)

**Sportswear (Boys & Girls)**

PE top\*  
 PE shorts\* or girls' skorts\*  
 School Sports cap\*  
 School Sports bag (red/black)\*  
 School Sports Waterproof coat\*  
 School Sports trousers  
 School hoodie\*  
 Swimsuit/trunks  
 Swimming hat  
 School Drawstring waterproof PE bag (green)\*  
 Boot bag\*  
 Black plimsolls  
 Trainers  
 Long black socks and short white socks

**General (Boys and Girls)**

Green overall for artwork\*  
 Rucksack\*  
 Green winter hats/scarves and gloves\*

All items of clothing including socks should be clearly and securely labelled. Mr Cricket can add names on the outside of sports kit on request.

All accessories (such as hair bands) should be in School colours. Long hair must be tied back.

No jewellery is to be worn or earrings of any type including studs.

**STAFF LIST**

Mr Michael Radford, B.Ed. (Hons), M.Ed.	Head
Mrs Katie Sanders, B.A. (Hons), QTS	Reception Teacher
Miss Sian Drayton, B.A. (Hons), PGCE	Year 1
Mrs Kelly Allen, B.Ed. majoring in Early Childhood	Year 2
Miss Danielle Hunt, B.A (Hons), QTS	Year 3
Mrs Keily Newman, B.A. (Hons), QTS	Year 4
Mr Simon Everitt, B.Sc. (Hons), PGCE	Year 5
Mr Sean Peace, B.Ed. (Hons)	Year 6
Mrs Teresa Toynbee, B.Sc. (Hons), PGCE	PE Teacher KS1
Mr Philip Salt, B.Sc. (Hons), QTS	PE Teacher KS2
Mrs Anna Cooke, B.A. (Hons), PGCE	Teaching Assistant
Mrs Lynn Freestone, HLTA	Teaching Assistant
Mrs Tracey Hardy, Level 3 Dip.	Teaching Assistant
Mrs Patrice O'Leary, Level 3 Dip.	Teaching Assistant
Mrs Lise Sherry, Level 3 Dip.	Teaching Assistant
Mrs Lucie Melen, F.D., Cert. Nursery Management	Designated Safeguarding Lead (DSL)
Mrs Claire Thurlby, B.A. (Hons), PGCE M.A. SEN	SENCo
Mrs Karen Varma, B.A. (Hons), PGCE	Learning Support, Wellbeing Lead & Deputy DSL
Mrs Karina Warburton, B.A.(Hons) A.B.S.M.	Piano & Violin, Director of Music
Mrs Kathryn Cocks, LTCL	Voice & Drama
Mr Richard Holmes	Drums, Guitar & Banjo
Mr Jonathan Woolf	Speech & Drama
Miss Kathryn Bryan, M.A. (Cantab), PGCE	French & Spanish
Mrs Haiqi Li, Cert. Teaching Chinese as a foreign language	Mandarin

### **Staff E-mail Addresses**

mradford@fairsteadhouse.co.uk  
ksanders@fairsteadhouse.co.uk  
sdrayton@fairsteadhouse.co.uk  
kallen@fairsteadhouse.co.uk  
dhunt@fairsteadhouse.co.uk  
knewman@fairsteadhouse.co.uk  
severitt@fairsteadhouse.co.uk  
speace@fairsteadhouse.co.uk

kwarburton@fairsteadhouse.co.uk  
kcocks@fairsteadhouse.co.uk  
cthurlby@fairsteadhouse.co.uk  
lmelen@fairsteadhouse.co.uk  
kvarma@fairsteadhouse.co.uk  
bursar@fairsteadhouse.co.uk  
accounts@fairsteadhouse.co.uk  
secretary@fairsteadhouse.co.uk

### **Useful Contacts**

Mrs Claire Freer, B.A. (Hons), ACA	Bursar
Mrs Tamsind Duffety-Fuller, B.Sc. (Hons), ACA	Accounts & Admissions
Mrs Paula Hazelwood	Head's PA

If you require contact details for any other members of staff then please contact the School Office.

The School Office	01638 662318
Independent Schools Inspectorate	020 7600 0100
OFSTED	0300 123 4666

We hope that this Information Booklet has been helpful to you. If you have any further questions or queries then please do not hesitate to contact the School Office or speak to any member of staff.