

INTRODUCTION

Welcome back to Fairstead House and an especially warm welcome if this is your first term with us. 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. We understand that beginning a new School or a new school year can be a very daunting experience for both parents and child and we hope that this document will be a helpful reference guide. 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 and the School day

The School term dates can be found in the School calendar which is issued each term and also on the website.

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

Arrival and Collection

The School is open from 8.20am and the children may arrive in their classrooms from that time onwards before lessons begin at 8.40 am. The Head and Deputy Head will be on duty in the carpark to ensure that the children arrive safely and are directed to their classrooms.

At the close of the day, the children leave School at the following collection times.

Ponies Rooms & Reception	3.30pm
Year 1 & Year 2	3.45pm
Years 3 – 6	4.00pm

If siblings finish at different times then your younger children may remain in school so that both/all children may be collected at the same time. There is no charge for this provision; however, please collect both children at 4.00pm or book them into After School Club.

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 from 3.15pm to 6.15pm in the afternoons.

Mornings

Gates 1 and 2 are to be used for dropping your children off in the morning. The Head and Deputy Head are outside to welcome your child and take him/her into school. Parents of children in Reception and Years 1 and 2 who would like to park may do so in the marked bays if a space is available and then leave via Gate 3. ***Please note that Gate 3 is for exit only.*** Please take care not to block the horse walk or Fordham Road.

Afternoons

Parents of children in Reception and Years 1 and 2 who would like to park may enter through Gate 1 or 2 and park *if there is space available*. Parents of children from Year 3 upwards should also enter via Gates 1 and 2 (taking care not to block Fordham Road) and remain in your cars, unless you would like to speak to a teacher, whilst staff bring your child to you and leave through Gate 3.

Access & Security

During the day, all School gates are closed for the safety of the children. If you need to come to School during the day, please use Gate 2 and press the key pad on the right for access. Please then go to the front door, where you will be welcomed by the staff in the Office. All doors to the School are locked and are fitted with combination locks. All visitors must report to the School Office and are given visitor badges. Anyone in School without a visitor badge will be immediately challenged.

Please could parents coming to the School in the daytime ensure that they firstly report to the School Office and not go directly to their child's classroom. Thank you.

WRAP-AROUND CARE

Fairstead House provides wrap around care to all children from Nursery upwards. The fees for the clubs used are charged to your account in arrears.

Breakfast Club

Breakfast Club takes place in the Hall and is open from 7.30 am. Breakfast is available until 8.15 am and then the children are taken to their classroom at 8.20am. If you need to use the Breakfast Club then please let the School Office know but we also accept children into the Breakfast Club 'on the day'. There is a charge of £7.75 if your child arrives before 8.00 am or £4.50 for after 8.00 am.

After School Care

There are a variety of After School Activity Clubs available to all children, ranging from Multi-sports and Board Games for the little ones, to Computer Programming, a variety of sports clubs and chess. There is no additional charge for these clubs unless external coaches are involved. A form detailing the clubs available and any cost is distributed to parents at the beginning of each term. Please return this promptly as most clubs have a maximum number of children. Children are signed up to a club for the term. Should your child be unable to attend on a particular day then please ask your child to excuse themselves to the member of staff leading the club.

After School Care Club is available from the end of School until 6.00 pm. If your child attends an After School Club then a member of staff will collect your child and take them there. Children may complete their homework under supervision. Tea is then served in the Hall after 5.00pm. A charge is applied to your account if your child is collected after 6.00 pm.

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	£7.75
Entering & leaving between 3.30 pm & 6.00 pm (including tea)	£11.75
Entering after an After-School activity (including tea)	£8.75

To book your child into After School Care, please contact the School Office before 9.30 am on the day to ensure that we are adequately staffed and catered for.

Holiday Club

This very popular Club takes place in the three main School holidays and runs from 8.00 am till 6.00 pm. Children can be booked in to as few or as many sessions as you require. Booking forms can be found online or from the School Office. Children make the most of all the School activities both inside and out. Children are invited to bring their own bicycles or scooters to fully make the most of the School grounds. Please provide your child with a packed lunch and tea if necessary.

THE CURRICULUM

Reception

Learning and development in Reception is divided into seven different areas. The three 'Prime areas' that are focussed on are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

These 'Prime Areas' areas are supported and strengthened through 'Specific Areas' namely:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Learning in Reception is designed to be both a delight and a challenge to the children and provides a solid foundation as they begin their education in school. A Curriculum Information Evening is held early in the Michaelmas Term in which we will discuss how the children are taught to read, write and develop their Numeracy skills.

Years 1 - 6

Years 1 - 6 use the National Curriculum as the foundation for subject knowledge and skill acquisition but the teaching and learning are enhanced and improved by a wide variety of rich, educational experiences. We have a rigorous and inspiring Creative Curriculum which fosters independence, creativity, ingenuity, innovation and imagination. Specialist subject teaching and our extensive academic facilities, including the new Science Laboratory and the Performing Arts Centre, enable us to extend Years 3 to 6 beyond the National Curriculum and into more demanding and stimulating areas of learning. For instance, we offer Classical Greek Language and Culture taught by a specialist Classics teacher in Years 5 and 6. Drama, Art, Performance and Music are essential contributions to our curriculum and these subjects are taught by specialist teachers in an inclusive environment to an impressively high standard.

Foreign Language Tuition

At Fairstead House, children learn Mandarin and Spanish from the Ponies Room upwards. When they children enter Year 3, they are taught Mandarin and French. As well as learning the languages, they are immersed in the culture of the language including its history, geography, cuisine and culture.

Homework

It is important that some form of homework is set for children to continue/reinforce the learning that takes place during school hours. In addition, homework gives the parents an insight into some of the areas of the curriculum as well as the opportunity to check their child's learning and progress.

Homework may take the form of:

- Practical work
- Research
- Practising skills learnt in school
- Learning (e.g. tables/spelling)
- Reading
- Research
- Finishing-off work (if necessary)

The aims of homework are:

- To reinforce learning
- To establish regular patterns of individual study
- To involve parents in their children's learning
- To give pupils the opportunity to develop creativity and a sense of enquiry

Homework is set daily and the time that should be spent on homework varies according to your child's Year group. The format and duration of the homework set will be shared with you at the curriculum evening at the beginning of the year, when you will have the opportunity to ask any questions.

All children from Reception onwards are given a book to read at home each evening. In Year 2, the children will sometimes have a comprehension exercise to go alongside their reading.

In Year 1, children are given weekly spellings on a Monday to learn ready for an informal Spelling Test. In Year 2, the children are given weekly homework. Children in Years 1 and 2 are also occasionally set homework at the weekends in English or Mathematics. This is designed to be a fun activity for the children and involve you in their learning and should not take longer than half an hour.

The Fairstead School Planner is used as a means of recording the homework and communicating with parents. Please check this daily.

Learning Support

At Fairstead House, we believe that the emotional and social development of your child is exceptionally 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

able to be challenged further. These activities will usually take place within the classroom but extra teaching sessions can sometimes be provided to hone individual talent and skills.

Fairstead House has a dedicated Learning Support team, consisting of qualified teachers and assistants who will provide additional support to any child with a learning difficulty or who needs extra support 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. Occasionally, the services of an external Educational Psychologist are required, in which case the Head will ask you to arrange this with a recommended Educational Psychologist.

THE SCHOOL DAY

Breaks

In addition to the lunchtime break, the children have two outside breaks during the day: in the morning and the afternoon. During the morning break, the children are provided with a snack, which will be from a selection of fresh fruit and vegetables, oatcakes, breadsticks, etc. In the afternoon, a light snack is available if required. All food is provided by the School.

Lunch

All children are offered a nutritionally balanced lunch, freshly prepared each day in our kitchens by the catering team. All dietary needs and requirements are catered for and all the children are encouraged to try new and different foods. Food is locally sourced wherever possible, including our meat which comes from Powters in Newmarket and Spinney Abbey in Wicken. The children sit with their class teacher, who will encourage good table manners and social skills whilst dining.

Napkins

All children are required to bring a cloth napkin to School on Monday morning. This will be taken home to be laundered on Fridays (or earlier if necessary!). A napkin ring is helpful for tidiness and easy identification before lunch!

Water Bottles

A water bottle is supplied to each child annually. These should be taken into School daily and we will ensure that it is kept full and that your child has plenty to drink throughout the day. Please only send this water bottle to school. If it is lost it can be replaced by the office and a small charge applied to your account.

SCHOOL SPORTS MATCHES

We play matches against many other Preparatory Schools in the area, including:

Barnadiston Hall - CB9 7TG

Brooks Cambridge - IP28 6QJ

Culford School - IP28 6TX

Dame Bradbury's School - CB10 8AL

Felsted School - CM6 3LL

Finborough School - IP14 3EF

King's Ely - CB7 4DB

Moreton Hall - IP32 7BJ

Riddlesworth Hall - IP22 2TA

St Mary's, Cambridge - CB2 1LY

The Leys, Cambridge - CB2 7AD

Swimming

Children in Years 1 - 4 have swimming lessons once a week throughout the School year, taught by a specialist swimming teacher at the Newmarket Leisure Centre. All children will need swimming costumes or trunks (no bikinis, please), together with a towel and swimming hat (for boys and girls). Goggles are optional. Parents will be invited once a term to watch a lesson.

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 positive 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 academia, sports and social skills. Each week, 'Kindness Cups' are presented in Assembly to a child from Key Stage 1 and a child from Key Stage 2 who has acted in a particularly thoughtful or considerate way during the week.

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.

Celebrating Achievement and Birthdays

Please do bring in any cups, medals or certificates that your child has won outside of 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 in Fairstead House. If you have any bullying concerns regarding your child then please speak to their class teacher immediately. Please do read our Anti-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 for a chat. Similarly, your child's teacher will speak to you at once if a concern should arise.

If you have a more serious concern or have spoken to your child's teacher and feel the matter is unresolved, please contact the School Office to make an appointment to see the Head.

Parents' Evenings

Parents' Evenings are held every term. Parents are offered ten minute slots which are bookable in advance. Please come to your child's classroom and knock on the door at the allotted time.

Reporting

Effort grades are sent out electronically at the end of each half term and detailed reports are sent out electronically to parents at the end of the Michaelmas and Summer Terms.

School Calendar

The School calendar is distributed at the beginning of each term and lists all the important events, sporting activities and other occasions of note. The calendar also includes the timetables for each class, teacher contact details and future term dates.

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 make a note to read these over the weekend to ensure that you are up-to-date with forthcoming 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.

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 the School.

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, including details of two emergency contacts.

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 cannot 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. Children should not be sent to school with cough pastilles, pain relief or any other form of medication.

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 your child has a medical or dental appointment, please give the class teacher as much notice as possible. If the School Office has not heard from you regarding your child's absence by 9.30am, it is our statutory duty to contact you to find out their whereabouts.

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) 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.

All concerns or complaints should be immediately directed to your child's teacher or to the Head. If the issue is not resolved to your satisfaction then you should send your complaint, in writing, to Claire Freer, Clerk to the Governors. The Complaints Policy can be found on the School website.

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

Policy on Holidays during Term Time

The School requests that parents do not take their children on holiday during term time unless there is absolutely no alternative. The missed lessons cannot be replaced and general holiday work is not suitable at this age. The children also find the change to their routine disruptive and unsettling. If, however, you do have to take a holiday in term time, please e-mail or send a letter in advance requesting permission from the School. Extra work will not be set.

Workplace Childcare Vouchers

Fairstead House accepts childcare vouchers (from most schemes) issued from your employer in payment or part payment of School fees for any child aged three (or rising three) up to and including the Summer Term of the academic year of the child's fifth birthday.

Fairstead House is part of the Suffolk Early Years Funding Scheme, which entitles children to 15 funded hours per week. Children are eligible to receive the funded hours until the end of the term in which the child turns five years old. 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 the Bursar, Mrs Claire Freer.

UNIFORM LIST

Uniform can be purchased directly from our supplier, 'Mr Cricket' at their shop in Burwell or online at 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, for girls, the winter uniform is work with red or green socks or tights, whilst the summer dress is to be worn with white socks only.

Please also note that the old, green PE kit cannot be worn from September 2018.

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

Reception – Year 2

Boys

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

Girls

Green winter coat*
Grey School blazer*
Red 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 school shoes (open toe shoes & sandals are not allowed – no flashing lights)

Sportswear (Boys & Girls)

PE top*
PE shorts*
School Sports hat*
School Sports bag*
School hoodie*
Black swimsuit/trunks (Years 1 & 2 only)
Swimming hat (Years 1 & 2 only)
Drawstring waterproof PE bag
(for swimming kit in Years 1 & 2)*
Black plimsolls
Trainers

General (Boys and Girls)

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

Years 3 - 6

Boys

School coat*
School blazer*
Red tie*
School green V-neck pullover*
White shirt
Grey long trousers/grey shorts for summer
Grey short socks
Black shoes

Girls

School coat*
School blazer*
Red tie*
School green cardigan or pullover*
Tartan pleated kilt*
Green & white stripe summer dress*
Bottle green tights or pillar box red tights/socks for winter
Short/long white socks for summer
White shirt
Black shoes (open toe shoes are not permitted and no 'slip ons'/pumps)

Sportswear (Boys)

Black shorts*
Black tracksuit bottoms*
Black waterproof top*
Red long-sleeved rugby top*
Red short-sleeved polo top*
School sports hat*
Hoodie (optional)*
Long black socks
Short white sports socks
Black plimsolls
Trainers
Football/Rugby boots
Shin pads for football/gum shield for rugby

Sportswear (Girls)

Black skort*
Black tracksuit bottoms*
Black waterproof top*
Red short-sleeved polo top*
School sports hat*
Hoodie (optional)*
Long black socks
Short white sports socks
Black plimsolls
Trainers
Football/Hockey boots
Gum shields & shin pads for hockey

General (Boys and Girls)

School green overall for artwork*
School green rucksack*
Sun hat*
Green winter hats/scarves and gloves*
Waterproof bootbag*
Blue Sports Bag*
Pair of old trainers for outdoor use

Swimming Kit – Years 1 - 4

One piece swimming costume/trunks
Towel
Swimming hat (boys and girls)*
Drawstring waterproof PE bag*
Goggles (optional)

Girls in Year 6 may wear a white open-neck blouse and kilt throughout their final year.

For girls, the winter uniform is worn with red or green socks and the summer dress is worn with white socks.

All items of clothing, including socks, should be clearly and securely labelled.

All accessories (such as hair bands) should be in School colours. Boys' hair should be cut so that it is above the collar and girls with long hair should make sure their hair is tied back with a red or green coloured accessory.

No jewellery is to be worn or earrings of any type including studs. Nail varnish, make-up, henna tattoos, temporary tattoos or woven hair braids are not permitted.

Stationery

All children require the following:

- HB pencil (ideally triangular prism to fit)
- Dark blue 'ink' pen, such as a Pilot V Pen or a gel pen in a style to suit (no biros, please)
- 1 sharpener
- 1 simple rubber
- 1 highlighter

Children in Year 6 are invited to bring in their own, appropriate, pencil case; however, we will provide a named Fairstead House pencil case for all children in Years 3-5. Please bring stationery items in a small bag to be transferred on the first day.

STAFF LIST

Dr. Lynda Brereton	Head and Designated Safeguarding Lead
Mr Michael Radford	Deputy Head & Teacher of Games and ICT
Mrs Katie Sanders	Reception Teacher
Mrs Bid Scott	Year 1 Teacher
Mrs Danielle Lomas	Year 1 Teacher
Miss Sian Drayton	Year 2 Teacher
Mr Benjamin Hewitt	Year 3 Teacher & Classical Greek Teacher
Mrs Keily Newman	Year 4 Teacher & Art Teacher
Ms Debra Meyer	Year 5 Teacher & Girls Games
Miss Tracy Hodgkinson	Year 6 Teacher
Mrs Lise Sherry	Learning Support Assistant
Mrs Tracey Hardy	Learning Support Assistant
Mrs Anna Cooke	Learning Support Assistant
Mrs Sue Blazey	Learning Support Assistant
Mrs Lynn Freestone	Learning Support Assistant
Miss Jenny Wakefield	Learning Support Assistant
Mrs Suzy Mallen	Inclusion Co-ordinator and Designated Safeguarding Lead
Mrs Karina Warburton	Director of Music
Mrs Haiqi Li	Teacher of Mandarin
Miss Kathryn Bryan	Teacher of French and Spanish

Staff E-mail Addresses

lynda.brereton@fairsteadhouse.co.uk
michael.radford@fairsteadhouse.co.uk
tracy.hodgkinson@fairsteadhouse.co.uk
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keily.newman@fairsteadhouse.co.uk
sian.drayton@fairsteadhouse.co.uk
danielle.lomas@fairsteadhouse.co.uk
bid.scott@fairsteadhouse.co.uk
katie.sanders@fairsteadhouse.co.uk

Useful Contacts

Mrs Claire Freer	Bursar	bursar@fairsteadhouse.co.uk
Mrs Paula Hazelwood	Head's PA	secretary@fairsteadhouse.co.uk
Miss Saskia Ouwendijk	Registrar	registrar@fairsteadhouse.co.uk

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

We hope that this information has been of use 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.