



# FAIR FIELD JUNIOR SCHOOL

Handbook

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Dear Parents/Carers,

We are delighted that you have chosen to come to Fair Field Junior School and would like to welcome you and your family.

We aim for each child to realise their full potential and enjoy learning in a caring, friendly, secure environment, whilst at the same time developing respect and concern for others.

### **Our Vision Statement**

Equipping our children with the skills to succeed in an ever - changing world.

**“Nurture, Inspire, Succeed”**

We hope that you will find the information in this handbook useful and look forward to developing a successful partnership with you.

### **Our School Day**

<b>School Opens</b>	<b>Register Closes</b>	<b>Lessons Start</b>	<b>School Finishes</b>
8.30am	8.50am	9am	3.10pm

We offer a soft start, meaning children can arrive from 8:30am and go straight into the classroom to begin their morning activities. Registration is at 8:50, this is when all children should be in class. The day ends at 3:10pm.

Children can be dropped off at the turning circle in the morning, where staff will be on hand to welcome and guide them in. Children will be encouraged to quickly exit the car to help keep traffic moving smoothly - please can you prepare them for this in advance. Alternatively, you can walk your child into school via the back gate that is located on Phillimore Place.

Children arriving after 8:50am - parents will have to report to the school office where they will sign in and give the reason for their lateness. School dinner requests will be recorded at this time if you have not pre booked them on The Grid. At the end of the school day, children can be collected from their classrooms at 3.10.

If normal arrangements have to be altered (e.g. you are delayed or another person is collecting your child), please inform the school office by email by 2.30pm.

## **Reporting Absence**

Please ring the school office on 01923 856 341 or email [admin@fairfield.herts.sch.uk](mailto:admin@fairfield.herts.sch.uk) by 9:30am to report any absences.

Please note that children with vomiting and /or diarrhoea should be kept off school for 48 hours after the last incidence of vomiting/diarrhoea.

If your child has a medical appointment during the morning and they would like a school dinner, please ring the school office to select a dinner for your child. Dinner requests must be made by 9:45am.

**Leave of absence will not be authorised in term time unless there are exceptional circumstances. In this instance you must request a Leave of Absence Request form from the school office. This is required irrespective of whether the absence will be authorised or unauthorised.**

Please see our attendance leaflet and the attendance page on our website for details of attendance expectations.

## **Emailing**

At school, we keep you updated with quick reminders and useful information via Arbor, these notifications come via email and through the Arbor app: these will go to the primary email address our system. Please ensure that you notify us of any changes to your contact details.

## **Arbor**

The [Arbor Parent Portal and App](#) is your school's digital hub. As a new parent, it allows you to book parents' evening slots, manage trip payments, register for after-school clubs, and track your child's attendance and academic progress right from your phone or computer.

### **Getting set up and managing your child's profile is straightforward:**

- **Logging In:** You don't need to create a profile yourself; the school does this for you. Go to your school's custom Arbor login page use the [Arbor App for iOS & Android](#), click "Forgot your password?", and use the email address the school has on file to generate your password.
- **Managing Multiple Children:** If you have more than one child at the same school, you can easily toggle between profiles. Simply switch students in the app's profile settings or use the drop-down menu on the computer portal.
- **Updating Details:** You can use the portal to update your own contact details, add medical information, and provide consents for photography, local walks etc

## School Meals



School dinners are freshly prepared and cooked in our kitchen by Herts Catering Limited, <https://www.hcl.co.uk/parents/primary-school> which is entirely separate from the school. Dinner choices can be pre-booked on The Grid <https://app.schoolgrid.co.uk/> and the children can also book at registration daily. The children will be asked which type of dinner they would like: a meat-based meal (not Halal), a vegetarian meal or a jacket potato.

Please note school dinners are not Halal.

**Payment of dinners is on-line via The Grid only. We cannot accept cash payments. The current cost of a school dinner is £3.35 per day or £16.75 per week.**

Instructions to help you set up The Grid will be provided once your child has started school. Alternatively, a healthy packed lunch can be brought in from home. We ask that children do NOT bring fizzy drinks, sweets, nut-based products or chocolate into school.

## Free School Meals



If you think your child may be entitled to free school meals, please make sure that you apply to online using the [Hertfordshire County Council Free School Meals Portal](#). You can also apply by calling the Customer Service Centre directly at 0300 123 4048.

1. **What You Need:** Have your National Insurance Number or Home Office number ready.
2. **Eligibility:** You generally qualify if you claim certain benefits, such as income-related ESA, Universal Credit or Child Tax Credit.

Please be aware that whilst all children in infant school receive universal infant free school meals, this is not the case for children in Year 3 and above. You must apply using the above link to secure free school meals. Even if your child will bring lunch from home, if you think you may be eligible for free school meals please still apply. If your child is eligible for free school meals, this will bring extra pupil premium funding for the school. You do not need to take up the free school meals for the school to receive the funding and the funding allows us to offer even more opportunities for the children.

## **Allergies**

If your child has an allergy or specific dietary requirement, you must register them with the meal provider:

- Go to the HCL Special Diet Citrus Online System - <https://specialdiet.citrus.online/>
- You will need to provide your child's school and class details, medical or dietary evidence, and an electronic passport-style photo to upload.

## **Nut-Free School**



People who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction and therefore we must insist that we are a nut and sesame free school. We cannot have nuts in school in any form. So please can we ask that you have no nut products in the lunch boxes or brought into the school as treats. For example:

- Peanut butter sandwiches
- Chocolate spreads which contain nuts
- Cereal bars
- Cakes/ Biscuits / Cookies that contain nuts
- Peanut butter cakes
- Some Asian food, including satay and sushi

This list is not exhaustive, so please check the packaging of products closely.

## **Medicines in School**



If your child requires either an inhaler or EpiPen, these will be kept securely in their classroom in a medical box. The medical box will be taken with the class on any school trips. Please note that it is your responsibility to ensure that any medication kept in school has not expired.

Prescribed medicines can be brought to the school office and a form detailing the dosage and times of administration must be completed and signed at reception. Medicines requiring refrigeration will be stored safely in the first aid refrigerator. Please note that school staff are not permitted to administer non-prescribed medicines. We ask that you don't give any medicine (including throat sweets) to children for them to keep in their school bags.

## **Snack**



Children may like to bring a small healthy snack such as a piece of fruit or vegetable, to be eaten at playtime. No sweets, chocolate or crisps please.

## **School Uniform**



We feel that uniform helps to match the expectations and standards that we want to set. It also provides a sense of belonging. We strongly urge parents to support us in the wearing of uniform as it helps to demonstrate your commitment to setting and maintaining high standards.

### **Winter Uniform**

Grey shorts, trousers, pinafore dress or skirt

Plain white shirt

School tie - green and white striped

Branded cardigan or jumper with logo

Grey/white tights/socks

Black shoes

### **Summer Uniform**

Green and white check dress

White shirt and grey shorts, trousers or skirt

White socks

Black shoes

### **P.E. Kit**

Branded PE T Shirt and

Branded PE hoodie

Black Tracksuit Bottoms or shorts

We do not carry any stock in school. You can order and pay for school uniform online at <https://www.uniform4kids.com/>

Preloved uniform sales regularly take place throughout the year.

### **The Zone wrap around care**

At Fair Field, The Zone, our breakfast club and after-school club provide wrap-around care for children who attend our school.

The Zone is run by our own staff. We provide a fun and secure environment for the children to relax in before and after school. Games, arts and crafts, outdoor play, Wii games and sports are amongst some of the activities we offer.

The Zone Breakfast Club is open 7:45am with breakfast options including cereal, toast and fruit. The children are taken to their classrooms from The Zone ready for registration at 8.30am. Please walk you child to the door to sign them in.

The Zone After School Club is open until 5:30 Monday - Thursday. Each day a light meal is offered which includes wraps, beans on toast, sandwiches and pizza.

### **These clubs can be booked through Arbor**

We also provide a variety of extra-curricular clubs that take place after school. All clubs are bookable via each provider's link and payment is made directly to them unless stated.

Dodge Ball (Y3 – Y6) Elms Sports Company <https://www.theelms.co.uk/>

Tennis (Y3 – Y6) Elms Sports Company <https://www.theelms.co.uk/>

Fencing (Y3 – Y6) Specialist Sports Company E: [specialistsportslive@live.co.uk](mailto:specialistsportslive@live.co.uk)

11+ Tutoring MTT <https://www.mocktransfertest.co.uk/after-schoolclubs/fair-field-junior-sch>

Football (Y3 – Y6) 4 -4 -2 Coach John <https://www.4-4-2sports.co.uk/fairfieldbookings>

Netball (Y5-Y6) Coach Dave Please book via Arbor

Gymnastics Legacy Gym Club Gemma E: [Younginfo@legacygymnastics.co.uk](mailto:Younginfo@legacygymnastics.co.uk)

Dance (Y5 – 6) Beth (our school dance teacher) Please book via Arbor

### **Booking a club in Arbor**

- Firstly, add funds to your account – Arbor will not let you book a club if there are no funds in your account.
- If a club is fully booked, you will not be able to register for it.
- Follow this link for instructions on how to register for a club: [https://support.arbor-education.com/hc/en-us/articles/360008179494-Signing-my-child-up-for-a-Club-on-the-Parent-Portal-or-Parent-App#h\\_01HEMP7ZEEFNQB7NY2606XH8K1](https://support.arbor-education.com/hc/en-us/articles/360008179494-Signing-my-child-up-for-a-Club-on-the-Parent-Portal-or-Parent-App#h_01HEMP7ZEEFNQB7NY2606XH8K1)