



Fair Field Junior School

Watford Road, Radlett, Hertfordshire, WD7 8LU

01923 856341

Email: admin@fairfield.herts.sch.uk

www.fairfield.herts.sch.uk

Headteacher: Mrs Leggett

Assistant Head of School: Mrs O'Sullivan

4th September 2026

Dear Parents and Carers,

Welcome back to a new academic year and I hope that everyone has had a restful summer holiday. A special hello to all our new families and children starting the school.

I hope this letter provides reminders for our existing families and useful information to our new ones. Weekly newsletters will be issued every Friday to your email address. The first newsletter for the term will be sent out on Friday 11th September.

Contact Details

If any of your contact details have recently changed, please let us know so that our record are accurate and up to date.

Attendance and Punctuality

If your child is absent from school, please contact us by 8:45 with the reason, preferably by telephone.

We offer a soft start to the day. The school gates open at 8:30 and close promptly at 8:50. If you arrive after 8:50 you will need to park off site and enter the school via the school office. Parents / carers will be required to sign the late book stating the reason for lateness.

Morning drop off

Children can be dropped off at the turning circle in the morning from 8:30. There is no parking or stopping at the turning circle and we aim to keep the flow of cars moving. Please drive around to the pavement then your child should exit the car quickly and walk to their classroom. Please then drive off to keep the flow of traffic moving, we ask for ease that you turn left and use the mini roundabout. Children can also enter the school via the back gate which is located in Phillimore Place.

There is no parking on site before or after school. Parking on site is only available after 4.30 for The Zone, after school. Please be mindful of local residents when parking.

Uniform

It is essential that all children wear the correct school uniform every day. Black shoes are an essential part of our uniform and children must not wear trainers on non-PE days. We will contact parents of children who are not wearing the correct uniform in person or via a reminder slip. A few other reminders;

- Small hairbands and clips are acceptable, school colours only
- Long hair must be tied back for both boys and girls
- Nail varnish must not be worn to school
- Hooped earrings must not be worn for health and safety reasons.
- Jewellery is not allowed
- Small watches are permitted however not smart watches
- No branded tracksuit bottoms for PE

PE

Children should come to school wearing their PE kit on PE days. It is preferable that earrings are not worn on PE days.

Free School Meals

From Year 3, children are no longer receive a universal free school lunch. Some children will be entitled to a free school lunch, this needs to be applied for via Herts, [please visit the website](#) to see if you are entitled. You are required to apply each academic year.





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Snack

The children can have a mid-morning snack; it must be a healthy one and consist of a piece of fruit or vegetable. Crisps, biscuits and sweets are not acceptable and children will not be allowed these.

Nuts and Sesame

We have several children and adults across the school with nut and sesame allergies. Nut and sesame-based products must not be sent in. Please note many chocolate spreads contain nuts. There are other allergies in school which we will always be aware of.

Play Equipment

The play equipment must not be used by children outside of school times. It is the responsibility of parents to ensure they enforce this with their children.

Contact with School

If you have a query, please speak to the class teacher in the first instance. Any emails to the school must be sent to the admin@fairfield.herts.sch.uk address and not directly to staff, unless they have emailed you directly.

Please be aware that the end of the school day, between 2:45pm and 3:20pm, is the office's busiest period. Providing collection information in advance helps us to keep all children safe and ensures they are released to the correct authorised adult.

If you need to make any changes to who will be collecting your child at the end of the school day, please ensure this is put in writing and sent to the school by email no later than 1:30pm on the day of the change. We understand that emergencies can arise, and in these circumstances we are happy to accept a last-minute phone call to the school office if needed.

If you need to book your child into The Zone After School Club, please note that the daily cut-off time for bookings is 1.30pm. If your child is booked into a club and will not be attending, please let us know by 1:30pm on the day.

Emails may not be monitored outside school hours so if your query is urgent, you should call the school office from 8.30am. Please ensure that sign up to Arbor. If you have any issues, please contact the school office.

Breakfast Club and After School Club (The Zone)

Bookings for wrap around care can be made through Arbor. Please call the office for further information.

Clubs

Extra-curricular clubs will begin over the next few weeks. Information will be sent from the school office about how to sign up. Habs Friday Club will continue again this year with some new clubs including Science, information to follow

Many thanks in advance for your support in the year ahead.

Yours sincerely,

Mrs Leggett
Headteacher

