

# Fairisle Junior School

## Parent Handbook

### 2023-2024



# Welcome

## Fairisle Junior School

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Headteacher: Peter M Howard BA (Hons), NPQH



Dear Parent/Carer

### **Re: Fairisle Junior School Southampton**

I am so very pleased to be able to welcome you to Fairisle Junior School on behalf of the Governing Body. This year has obviously been another very strange one and we continue to follow the government, public health and city guidance to the letter. Since last summer, we have also continued to upgrade our outside space for the children, which gives them more space to play.

Our school is an exciting place with enthusiastic and dedicated staff and Headteacher. Each and every child that attends the school is very important to each of us, whatever his or her background, academic ability or culture. The school is concerned to get the best from every pupil and to make their time at the school happy and fulfilled, so that later in life they will look back at their schooldays at Fairisle Junior School with the most pleasant of memories.

Teaching and Learning at the school are constantly under review together with the general level of behaviour of the children (which our recent OfSTED inspection described as impeccable) and the Governing Body is very supportive of the Headteacher in his efforts to improve standards in all areas.

I hope I will be able to welcome you to the school personally during the autumn term. In the meantime, please visit our school website ([www.fjslive.net](http://www.fjslive.net)) and follow our Twitter feed ([@FairisleJS](https://twitter.com/FairisleJS)) for more up to date information. If you have any comments please do not hesitate to contact me via the school.

**Nikki Webb**  
**Chair of Governors**



Gold



# Expect Success



At Fairisle Junior School we '**Expect Success**'!

This means that:

- You expect yourself to be successful
- Parents and carers expect you to be successful
- Staff expect you to be successful

You have the right to an education which offers you the best opportunities to work hard, be happy and make good progress. You have the right to feel safe and secure and all staff are here to create the appropriate environment for this to happen.

Expect Success is at the heart of our school. We aim to inspire and motivate you to:

- Expect success of yourself
- Persevere and develop resilience
- Celebrate diversity and challenge inequality
- Take pride in your learning, our school and the wider community
- Celebrate your own successes and the success of others
- Challenge yourself
- Have self-belief and aspirations for the future



# Safeguarding

Fairisle Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, visitors and members of our school community to share this commitment.

Our Designated Safeguarding Lead is Peter Howard and our Deputy Safeguarding Leads are:

- Bev Bessey
- Robin Hayes
- Tracey Rankin
- Sam Rankin
- Zoe Wakefield





# What are the expectations on my child in school?



## **Behaviour**

At Fairisle Junior School, we have only three rules:

- 1. Respect**
- 2. Ready**
- 3. Safe**

We expect every child and adult in our school to follow these rules at all times.

Our behaviour policy is reviewed every year and shared with all members of our school community. You may see it in full on the school website.

## **Bullying**

Any incidents of bullying are taken very seriously and incidents are investigated thoroughly. We try and solve issues as quickly and efficiently as we can. Most of these are solved easily and often these are normal friendship problems. However, some problems take longer to solve and need the support of parents and children to have an effective and positive resolution. We always take a restorative approach where possible.

## **Behaviour Beyond the School Gate**

We share responsibility with parents for the children's behaviour en route to and from school as well as any time they are identifiable as pupils from our school. We expect our children to be good ambassadors for our school at all times and we deal with any incidents where behaviour falls below our high standards.

## **Lunchtime**

We offer supervision at lunchtime and we expect children to treat each other with respect. If your child repeatedly misbehaves or is violent toward others we may ask you to keep your child at home for lunch for a set period of time.

# What should my child wear to school?

We are a uniform school and so expect all children to attend school conforming to our expectations. (Uniform can be bought from school).

To help parents, the uniform in Year 3 is the same as the Infant School.

## Our school uniform:

Winter



Years 3, 4 and 5

Summer



Years 3, 4 and 5

In **Years 3, 4 and 5**, we wear:

- ✓ White or red polo shirt
- ✓ Red jumper or cardigan
- ✓ Black or grey trousers, shorts, skirt or pinafore dress
- ✓ Red and white checked dress in the summer
- ✓ Plain black shoes

\*\*\*\*Please label all clothing and bags\*\*\*\*

# What should my child wear to school?



For P.E. we are expected to have a change of clothes and footwear. In the summer, we wear:

- ✓ Plain red or white t-shirt
- ✓ Black shorts
- ✓ Trainers

In the winter, we wear:

- ✓ Plain red or white t-shirt
- ✓ Black tracksuit bottoms
- ✓ Black tracksuit top
- ✓ Trainers

The only logo permitted is our school logo.

**Long hair must be tied back and earrings must be removed for all sporting activities.**

## Swimming

Swimming is taught in Year 3. Girls must wear a costume, not a tankini or bikini, and boys must wear appropriate trunks or shorts. All children must wear a swimming hat.

**Please note:** If your child forgets to bring appropriate clothes for PE/Games/Swimming, they will not be able to take part. This is because these subjects are a compulsory part of the school curriculum. A text message will be sent home if children forget kit.

## Hairstyles

We understand that it is 'cool' to keep up with modern trends, but we ask that you reserve the more 'crazy' styles for the summer holidays. School is not a fashion parade and we try to avoid all the outside pressures that children find themselves subjected to.

For this reason we ask you not to dye your child's hair, cut it in an extreme style or insert lines etc.

One reason we are a uniform school is to avoid children pressuring parents and families about brand names and styles. Please support us in this matter.



# What should my child wear to school?



## Year 6

In Year 6, we wear the same apart from the jumpers or cardigans, which are black.

The only logo permitted is our school logo.

**Uniform is for sale in our school office.**

## **Jewellery**

**Jewellery** should not be worn as this could be lost and the school cannot take responsibility if the child mislays their items. Children may wear a watch. Children may wear a small stud in their ears but they ***must*** remove them for P.E. and Games.

All jewellery must be removed for P.E. and Games. Children will need to take responsibility for their studs etc. It is better not to wear jewellery on these days. Rings, nose rings, bracelets and necklaces are not allowed.

## **Logos**

**No part of the uniform should display logos apart from our school badge.** We want to avoid the school becoming a fashion parade where children feel under pressure to 'keep up with their friends.' It is very stressful for the children and very costly for parents!

## **Shoes**

Shoes need to be plain black. No high heels or elaborate embellishments are allowed. Shoes must also have black soles and no logos. Plain black trainer shoes are ok. Children must have a separate pair of trainers for P.E. and these must be in school on P.E. days.

Make up and nail varnish is not allowed and must not be worn.

School bags do not need to be huge - we simply do not have space to accommodate large holdalls and rucksacks. Rucksacks are not necessary for sandwiches.

# Who will my child meet at school?

Headteacher: Peter Howard  
Deputy Headteacher: Beverley Bessey  
Assistant Headteacher (Curriculum): Holly Cleveley  
Assistant Headteacher (Welfare/Inclusion): Robin Hayes

**Year 3** Rachael Woods (Year Leader)  
Emily Cooper  
Dawn Murphy  
Finley Mills

**Year 4** Zoe O'Shea (Year Leader)  
Stacey Woods  
Millie Tanner  
Hannah Hixon  
Rebecca Wheeler-Osman

**Year 5** Abi Saunders (Year Leader)  
Catherine Mobey  
Brad Phillips  
Kelly Morris

**Year 6** Holly Cleveley (Year Leader)  
Anne-Marie Errouam  
Charlotte Thornton  
Corrine Work  
Sarah Harley

Leadership Cover: James Kinghshott

Cooking: Tania Russell

Sports Coach: Simon Woods





### **We also have:**

Inclusion Support Specialist

Tracey Rankin

Inclusion Assistants:

Sam Rankin  
Zoe Wakefield

One to one Teaching Assistants:

Marie Marshall  
Amy Spencer  
Charly Kilvington  
Eirini Kontoni

Learning Support Specialist (Maths): Lara Dabrowska  
Learning Support Specialist (English): Karen Urben

Catch-Up Assistants

Andreea Rus  
Teeraj Singh

Lunchtime Supervisors:

Diane Cumming  
Jo Grant  
Charly Kilvington  
Asha Landa  
Michelle Nouioua  
Tanya Ribeiro  
Charlene Vokes  
Lisa Webber  
Rebecca Westhorpe

### **In the office you will find:**

Business Manager:  
Admin/Attendance Officer:  
Administrative Assistant:

Carol Donnachie  
Shirley Payne  
Nina Cookson

Workload Support Assistant:

Mia Staples

### **Our Cleaning Team consists of:**

Senior Site Manager:  
Site Manager:  
Cleaners:

John Pennells  
Alan Greene  
Diane Cumming  
Debra Taylor  
Donald Taylor  
Charlene Vokes

### **In the Kitchen are:**

Head of Kitchen

Leigh Beeson  
Chloe McKenzie  
Jade Mugridge  
Lindsay Organ  
Francesca Smith  
Kirsty Strevens  
Nancy Taylor





# What will my child learn?



The National Curriculum 2014 has enabled us to refine everything we teach to base each term's learning around a topic. At Fairisle Junior School we place great emphasis on Reading, Writing and Maths as these underpin many other areas of the curriculum and children have opportunities to apply taught skills in the foundation subjects. Our curriculum is always being developed and is carefully tailored for the interests and needs of our children to engage, motivate and challenge them to meet their full potential. We aim to provide all children with purposeful learning opportunities that enable them to gain the skills they need to become successful learners. Learning is enhanced through trips, residential and visitors, giving our children real-life, memorable experiences.

More information about the curriculum is on our website.

## **P.E. and Games**

Physical activity is very important to the development of a child. The children in our school are taught a range of team games depending on the season and athletics are taught in the summer. All children have the opportunity to go swimming whilst they are in Year 3.

All children experience gymnastics, athletics, games, outdoor and adventurous activities and dance.

The time allocated to this part of the curriculum is split between indoor and outdoor sessions. Sporting activities are offered as after school clubs.

We have a playground, extensive fields and a hall for these activities.

## **Religious Education & Collective Worship**

As part of our aim to develop our pupils to become responsible citizens who make a positive contribution to society, we follow the agreed Hampshire Religious Education syllabus *Living Difference IV*, which helps children empathise with others through exploring a range of key concepts and develops their enquiry skills.

Collective worship is a daily communal gathering, which is special in the school day and includes an invitation to reflect or pray. Parents have a right within the law to withdraw their child from any or all of this provision.

## Relationships & Sex Education

Our policy for RSE has been fully revised in time to comply with new law which introduced compulsory Relationships Education for primary pupils from September 2020. It is also compulsory for all schools to teach Health Education. Our Governors and staff feel that relationships and sex education is a very important part of our children's learning. Our scheme is reviewed each year to ensure it remains relevant to the ever changing needs of our children. We place a big emphasis on healthy and positive relationships and the different types of families.

Sex Education takes place in each year group as part of the Personal and Social Education curriculum and the Science curriculum, through the study of plants and small animals. Puberty is introduced in Year 4.

In Year 5 we introduce children to the social pressures that they meet as they mature.

The physical processes of human reproduction are taught in Year 6. We use videos, teaching aids and discussion to help the children to understand the changes that their bodies will undergo.

We spend a great deal of time enforcing a sense of individual responsibility and building self esteem to help children cope with the pressures ahead of them. Parents may discuss this part of the curriculum with the Headteacher. You will be notified before the topic commences.

## Equality Act

Children are taught about the nine protected characteristics and explore their meaning and different types of discrimination, including racism, homophobic language and sexual harassment in an age appropriate way. Children are taught about what bullying is and the different types of bullying that can occur. We foster an ethos that inhibits bullying and promotes inclusion and respect for diversity.



## Homework

We expect all the children to read with an adult each evening and for the adult to sign their child's planner. We also expect the children to learn their times tables and for parents to support us with this life skill.

Children are rewarded for reading daily at home and they have the opportunity to earn rewards for regular daily reading.

We send spellings home. It is important that any learned spellings are seen to be used accurately in written work and so you may be surprised when words appear more than once.

# Our School Calendar



**The Government White Paper stated that all maintained state funded schools must be open for 32.5 hours each week, or 6.5 hours each day. We are fully compliant with this and our school starts at 8.45am and finishes at 3.15pm each day.**

**Morning Session:** School starts at 8.45am, however the doors are open for the children from 8.40am so they can discuss their learning with their class teacher.

**Morning Break:** 10.45 – 11.00am

**Lunchtime:** 12.30pm

**Afternoon Session:** 1.20 – 3.15pm

The school office is generally staffed from 8.00am - 4.15pm

*For their own safety, children should not be in the playground until 8.40am because there is no supervision before this time.*

## Dates for 2023 – 2024

<b>AUTUMN term</b>	Monday 4 September 2023	Friday 15 December 2023
Half-term	<i>Monday 23 October 2023</i>	<i>Friday 27 October 2023</i>
<b>SPRING term</b>	Tuesday 2 January 2024	Thursday 28 March 2024
Half-term	<i>Monday 12 February 2024</i>	<i>Friday 16 February 2024</i>
<b>SUMMER term</b>	Monday 15 April 2024	Wednesday 24 July 2024
Half-term	<i>Monday 27 May 2024</i>	<i>Friday 31 May 2024</i>

**\*\*Five days are available for closures during term time and the Headteacher and Governors will specify these. You will be notified of these dates when they have been arranged.**

Occasionally we may close on other days e.g. special events, building problems and government initiatives etc.

Monday 4 and Tuesday 5 September 2023 are closures for staff in-service training. The school will re-open after the summer holiday on **Wednesday 6 September**.

Monday 30 October 2023 is also a closure for staff training.

Friday 9 February 2024 is a closure for staff in-service training in all schools within the Redbridge & Lordshill Primary Federation.

Friday 28 June 2024 is also a closure for staff training.

All five closure days are the same for Fairisle Junior and Fairisle Infant & Nursery Schools.

The Easter bank holiday weekend falls around the **first** weekend of the Easter holiday.



# Daily Routines

## **Beginning of the day**

Our school day begins promptly at 8.45am. However, the doors are open from 8.40am. A member of our senior team and inclusion team welcome the children into school every day.

Children should arrive in the playground after 8.40am as there is nobody to supervise them before this time. There is a school breakfast club which takes place in the infant school. Junior school children are walked across when this finishes at 8.40am. If you would like your child to attend, please get in contact with the infant school.

## **Break**

We have a 15 minute staggered mid-morning break. Years 3/4 from 10.30 until 10.45am and Years 5/6 from 10.50 until 11.05am. Children are not allowed to bring sweets or use their packed lunches during this time.

## **Mid-day**

We offer lunchtime supervision as a service to parents. It is a positive time and our school hall becomes our restaurant for the lunchtime period. The children enjoy playing together in our large ground and on the apparatus and gym.

## **Lunches at home**

Our lunchtime lasts for 50 minutes and lasts from 12.30 to 1.20pm. Children going home should not return to the playground before afternoon school starts. This is to ensure everybody's safety.

## **Packed Lunches**

Please provide a lunchbox for your child. Please label your child's lunchbox clearly with their name and class - there have been occasional instances where children have eaten someone else's lunch because the boxes were un-named and consequently identical!

Drinks may be brought in a plastic flask, however, fizzy drinks and glass bottles are not allowed for safety and hygiene reasons. Any lunch boxes left behind on a Friday or before a school holiday will be thrown away because of health risks.

## **Water Bottles and Re-hydration**

There is much evidence showing that when children drink plenty of water and keep themselves adequately hydrated during the day they learn better and they are less prone to headaches. We give every child a Fairisle Junior School water bottle, which you are responsible for cleaning. All cold water in our school is drinking water.

## **Healthy High 5**

We are proud to be part of Southampton's Healthy High 5 initiative, which makes it easier for our pupils to get fit, eat well and live balanced lives.

## School Meals

These are provided by City Catering Southampton, who can be contacted by writing to:

Second Floor, Latimer House,  
5-7 Cumberland Place  
Southampton,  
SO15 2BH.

Each morning children having a school lunch are asked to make their choice from the menu. Each evening at 6.00pm we tweet the menu for the following day on our school Twitter account @FairisleJS.

## Lunch Money

You can pay for your child's lunch online, by contactless in the school office or by cash in advance. Meals cannot be given on credit except in exceptional circumstances agreed with Mr Howard before the money is due. From April 2023, the cost of a two-course school meal will be £2.90. City Catering is a charity, and is hugely mindful of the impact of price rises on local families.

If your child is entitled to free school meals, this information will automatically be transferred from their previous school.

If you need any help in applying for free school meals, or you are unsure if your child is entitled to them, please do not hesitate to contact the school office, who will be more than happy to help you with your application.

## End of the day

The end of the school day is at 3.15pm, when lessons end. The children then clear up and leave. If they do this sensibly they will be out almost immediately - if not they may be slightly later.

## Detention

If a child is regularly late for school, lost learning time will be calculated and children will be kept in at break or lunchtime to make this time up. It is important that children learn the importance of punctuality as a life skill.

## After school

We offer a range of after school clubs (dependent on season).

Football

Choir

Multi Sports

Cricket

Dance

Gymnastics

Gardening

Drumming

Stage School

Athletics



**In 2018-19 our gymnasts represented Southampton at the Hampshire Games.**

# How will my child be cared for?

All members of our school community have a responsibility for safeguarding and promoting the welfare of our children. The Designated Safeguarding Lead (DSL) is Mr Howard and there are five deputy designated safeguarding leads (Miss Bessey, Mr Hayes, Mrs Rankin, Mr Rankin and Miss Wakefield). Children are made aware of these staff members through photographs around the school and also through the curriculum. For further details and for our safeguarding policy, please refer to the school website and the statement in the front entrance hall.

Our procedures have been set up to ensure that your child is safe. Please help us by keeping us well informed of any changes to your circumstances etc.

8.45-8.50am Start of the school day. Lessons commence.

10.30-11.05am 15 minutes staggered break supervised by the staff.

12.30pm-1.20 50 minute lunchtime - lunchtime supervisors both inside and out supervise children.

3.15pm End of the school day – If a child is expecting to be collected and is not, then the child is told to report back to the class teacher and will be taken to reception to wait whilst we contact parents.

Additional staff work to provide targeted teaching to pupils or additional help.

## Emergency Contact Numbers

When your child joins us you will be asked to complete an online Google form giving details of at least two phone numbers that we may use to contact you or another family member if we need to. It is important that we know of any changes to your address, phone number etc.

**We must always have two up to date emergency contact numbers for your child.**

## Illness or Emergency

If your child is taken ill at school we will contact you or your other emergency contact to come and collect him/her. If a child receives a head injury a qualified first-aider will always treat the child and give you a courtesy call to let you know what has happened. If the injury is presenting any cause for concern we will ask you to come and review the injury yourself.

Please do not send children into school with aspirin, throat sweets or any other medicines bought from a chemist. Staff are not allowed to administer them.

If your child has a prescription medicine, the office staff will keep it safe and will administer it if the dosage and instructions are clearly written with it. We offer this as a service. Medicines must always be handed from adult to adult. Alternatively, you are very welcome to come in and administer the medicine yourself.

## Mobile Phones and Smart Watches

**Under no circumstances do we allow mobile phones or smart watches that can contain a SIM card in school.** If there are exceptional circumstances where you feel your child may need to be able to contact you, we do have a school landline. A mobile phone is not a panacea to keep children safe on the way to and from school. Children are either old enough to make their own way to school or they are not and this should not be dependent on the technology they carry! **Any mobile phones will be confiscated and only returned to parents.**



If your child receives medication that helps to moderate behaviour, again we will support you and your child and administer this as above. However, if your child refuses to take the medication, we will contact you and expect you to administer it. Aggressive and erratic behaviour impacts the whole school, so we cannot make any concessions to this expectation.

### **Releases from school**

Children will only be allowed to leave the school during the school day if you collect them. We cannot send them home in response to a phone call. This is a precaution to ensure the safety of your child.

If you are collecting your child, please sign them out at the office when you leave or return.

### **Absences and Lateness**

We record all incidents of absences and lateness. If your child is unable to come to school or is going to be late then please phone the school or send a message with another parent. All absence needs to be covered by some form of letter or a phone call otherwise it is recorded as unauthorised.

In the interest of child safety, we will always try to contact you if your child is regularly late or missing school.

If your child arrives at school up to 30 minutes after the start of their day, they are given a late mark. The register closes after 30 minutes and if they arrive after this, your child is marked with an unauthorised absence.

The school may carry out home visits if attendance appears to be an issue.

Mrs Payne is our school's Attendance Officer and we have an allocated Education Welfare Officer and a member of the Mental Health in Schools Team.

Southampton City Council's policy is that Headteachers do not authorise any absence for holidays during term time. Any time taken, if not authorised by the Headteacher, will be recorded as unauthorised. The city may issue a Penalty Notice to each parent if an unauthorised holiday is taken. Wherever possible, please help us to set up a good work ethic by encouraging good school attendance. We celebrate good and improved school attendance in a number of different ways, including a half termly 'In it to win it' treat.



# School Attendance Matters

## Arrive on time!

Your child's target is to attend school on time every day.

When a pupil arrives late at school, there are many consequences:

- ♦ Pupils might feel awkward and embarrassed going into the classroom when everyone is already settled
- ♦ Your child misses out on essential instructions given at the beginning of lessons
- ♦ When one person arrives late everyone loses out - the class is disrupted and the teacher must take time away from other pupils to explain what is going on for the lesson

If you arrive late, you must sign your child in at the main office reception. If your child arrives at school after the registers have closed, they will be marked as a half day absence and you could put yourself at risk of a penalty notice from the Local Authority for unauthorised absence.



## Illness

Children get ill and it often can't be helped but it is very important that your child attends school **on time every day** so that he/she does not miss vital learning.

Children can wake up feeling unwell but recover quickly so it is best to bring them into school if at all possible.

Please rest assured that we will **always** contact you should your child be unwell during the course of the school day.

Please make every effort to arrange doctor, dentist and optician appointments outside school hours but if this is not possible please show the appointment card to the school office for their records.

**If your child is unwell and not able to attend it is really important that you ring the school as early as possible to let us know the reason for their absence.**

**023 8073 3415**

## Absence

There is clear evidence of a link between attendance and achievement. Poor attendance often leaves the child at a disadvantage to other children as they struggle to keep up in class, it also affects their friendship groups as children will not invest time in friends who are not around to play with.

If your child misses 10% of their schooling they will be considered a persistent absentee and their attendance data will be collected by the school and Southampton City Council for further review.

If your child has 90% attendance it could look like this:

**Over a week: it's half a day.**

Mon	Tue	Wed	Thu	Fri

**Every year: it's four weeks lost.**

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul

**Over seven years of primary education: it's over two terms of lost learning.**

	Autumn		Spring		Summer	
YR						
Y1						
Y2						
Y3						
Y4						
Y5						
Y6						

**This will mean they are not ready for the next stage of their school career and will start a year behind their peers academically.**

# British Values at Fairisle Junior School

The Department for Education set out a definition of British Values in the 2011 Prevent Strategy.

British Values sits alongside the Equalities Act, which applies to all British schools. The British Values are an integral part of our SMSC curriculum (PSHE and RE) and are actively taught in these lessons. Also British Values are promoted through assemblies where they are explored as a whole school.



**At Fairisle Junior School we actively challenge pupils, staff and parents expressing opinions contrary to these fundamental British values. This includes any extremist views.**

## ***Promoting British values at Fairisle Junior School.***

We agree with, and effectively embed, the five British Values:

- Democracy
- The rule of Law
- Individual liberty (Personal freedom)
- Mutual Respect
- Tolerance of those of different faiths and beliefs

### ***Democracy***

At the beginning of each school year, every child takes part in a democratic vote to elect the Learning Leader for their class. In addition to this, the children vote for Head Boy and Head Girl each year once the Year 6 candidates have shared their manifesto with the whole school.

Surveys give children and parents a say and are used to make positive changes to our school. Finally, as part of our curriculum, Year 5 children learn all about the democratic process and why this is a fundamental right for British Citizens.



### ***The Rule of Law***

Children gain an understanding of why laws are in place and the importance of these. At a school level, our rules are enforced consistently and the children appreciate and understand why these are in place.

### ***Individual Liberty***

Our pupils are actively encouraged to make choices, knowing that they are in a safe and supportive place.

### ***Mutual Respect***

Mutual respect is modelled and expected by every member of our school. Respect is one of our three school rules and we believe that mutual respect forms the basis of our school ethos. Each year, the whole school participate in learning during Anti-Bullying Week and Black History Month.

### ***Tolerance of those of Different Faiths and Beliefs.***

Children will learn about Christianity, Hinduism and Islam during their time at Fairisle Junior. They will also get the opportunity to visit different places of worship including visiting our local Church at Lordshill. Discrimination is explored explicitly through our SMSC curriculum.



# How can I help my child do well?



The single most important thing you can do to help your child is to show an interest in what he/she is doing at school and by listening and talking to him/her.

## **Absences**

If your child is ill and not attending school, you should contact the school either by phone or in person on the first day off so that the school knows where your child is. You should tell the school what the illness is, and if possible, when the child is coming back to school. We have an automated first response system that will contact the child's contact numbers on the first day of absence if you have not contacted the school.

## **Homework**

All children have a school planner. Allowing your child the time and space to work at home is helpful; working alongside them is even more beneficial because they can talk to you about what they are doing. The interest actually helps your child to learn. More importantly, it makes them feel good about their work!

## **Reading**

We expect children to read at home regularly. Please listen to your child read and ask them questions about what they have read. Reading is a life-long skill and by developing the children reading ability and enjoyment for reading at a young age can set them up for the future. Being able to read fluently enables children to access other areas of the curriculum. Please record home reading in your child's planner daily by writing the book title, pages read and signing to say that you've heard your child read. Children gain a 'star' in their planners each time they read at home. Once they completed a stars page for a term, they will gain a reward. To encourage a love of reading, Mr Howard will let your child choose a 'birthday book' from his special book shelf on their birthday.

## **Events**

We organise a number of events during the year, including days that enable parents to spend time in class with the children. Due to the pandemic, these have not taken place. We hope to get these up and running again during this academic year.

## **Money raised by the children**

During 2022 – 2023 the children decided to raise money for a number of charities, both local and abroad. We raised a considerable amount of money for Brain Tumour Research, for Southampton City Farm, for local District Nurses and for the Stroke Association. Our Learning Leaders' Playground Fund raised nearly £6,000 which we used, with the Learning Leaders' permission of course, to upgrade our children's outside space. We also run a food bank for Harvest Festival and a reverse advent calendar in the weeks leading up to Christmas.



# How does the school support a child in need of extra help?

## Pupils with Special Educational Needs & Disabilities

"Leaders have high ambitions for all groups of pupils, especially those with SEND." (OfSTED Report — May 2023)

At Fairisle Junior School all children are of equal importance and every child has the right to an education appropriate to their needs. We always aim high for all our pupils and expect them to aim high for themselves and achieve success.

Your child may have special educational needs if they have a particular difficulty, which calls for special educational provision to be made for them.

To help match Special Educational Needs provision to children's needs, Fairisle Junior School has two categories of need:

### SEN Support:

Support is provided that is additional to or different from those provided as part of the school's usual differentiated curriculum.

### Education, Health & Care Plans:

The Local Authority may decide that the degree of the pupil's difficulties is such as to require an Education, Health & Care Plan. This is a formal document detailing a child's needs and the help that will be given.

The dialogue between school and home is very important.

Our SEND School Information Report and Southampton City Council's Local Offer explain our approach to Special Educational Needs and Disability in much more depth and are available online and through the school office.



**Every child at Fairisle Junior School has a planner, which is used to record your child's daily reading and communicate with the teacher.**

# Where can I find written information?

## About my child?

Parental access to school records.

We keep careful records to measure the development and progress of each child in the school.

There are two main reasons for keeping records on children in school:

Firstly, it is important that the school has the facts concerning your child e.g. how old they are, who the child lives with and who is his/her guardian and emergency contact numbers. This information is kept on a standard form and also on a central data bank held on computer.

Secondly teachers need to record how and what each child has learned so that each year new teachers can start where they should with new pupils. These records also help to indicate whether your child is progressing quickly or slowly. This information affects the way your child is taught and also forms the basis of a discussion that may take place with you. This information is kept in a file in the classroom.

School records are marked 'Confidential', they are not open documents to be viewed by anyone. They are confidential to the school, your child and you as the parents of the child. They are important in enabling teachers to communicate in a helpful and constructive way about how well a child is progressing in learning.

In order to protect the confidentiality of these records, please make an appointment if you wish to discuss them with the Headteacher. We require 10 school days notice if you wish to look at up to date records.

Our school complies with the Data Protection Act and the General Data Protection Regulations (GDPR) regarding all aspects of record keeping.

## About the school

Our school documents are constantly under review. In the front entrance there is a governor section in the trophy cabinet in the reception area. If you wish to read any of the following they are also available on the school's website:

- Policies and procedures

- The curriculum and all half termly Curriculum Bulletins for each year group

- LA guidance for complaints about the curriculum

- Our Long-term Curriculum Map and plan for Spiritual, Moral, Social and Cultural Education

- The LA's agreed syllabus for Religious Education

- Copies of our 'information to parents' pack

- Minutes from our governors' meetings

These documents are held by the Headteacher and are available on request:

Statutory instruments, circular and administrative memoranda relating to the Education Reform Act (Curriculum) from the Department for Education.



# If I have a complaint, what can I do?

'The Education Reform Act 1988' requires Southampton City Council to provide a procedure for the consideration of complaints about the actions of School Governing Bodies or the County Council over the School Curriculum and related matters. These include religious education and worship, the operation of changing policies and provision of information. The Headteacher will show you copies on request. It gives full details of the type of complaints to which this Procedure applies.

The Local Authority has produced a booklet entitled 'Your Views Count'

A brief outline of the contents of this booklet follows:

## **Stage 1 - The Class Teacher**

Complaints can often be resolved by discussion with your child's class teacher. You can write to the school setting out your complaint or telephone the school office to make an appointment. The majority of complaints are normally settled in discussion between parents and teachers.

## **Stage 2 - The Year Leader**

The year leader is in a privileged position, as they have an overview of all classes within the year team, and will be more than happy to assist parents if there is an issue that cannot be resolved by the class teacher.

## **Stage 3 - The Headship Team**

If you have spoken to your child's class teacher and year leader, and feel it is necessary you can ask to speak to a member of the Headship team who will endeavour to resolve the issues raised.

## **Stage 4 - The Governors**

If you are not satisfied after speaking to the school, you can make a formal complaint in writing to the Governors of the school. The Chair of Governors can be contacted by writing to her c/o the school. She will carry out an investigation and will write to you, responding to your concerns. If you remain dissatisfied you can ask the Governors to hear your complaint at a formal hearing by a panel of the Governors' School and Community sub-committee.

## **Updated Information**

The information contained in this prospectus is intended for the parents of pupils entering school during 2023–2024

The information contained within it was correct at the time of publication (July 2023). However, as the school moves on this information may become out of date.

We will always try to inform parents of any major changes that occur during the school year.

Should you require further information on any issue relating to the school, please call in at the school office. All of the staff here are happy to be of further assistance.



# Joining and Leaving Fairisle Junior School



## **Admissions:**

### **Admissions Policy for Fairisle Junior School for 2023-24**

As a Foundation Trust School, the Governing Body is the admissions authority for Fairisle Junior. We have delegated all everyday admissions, including in-year admissions and appeals to the Local Authority. As required in the School Admissions Code we will consider all preferences at the same time for September 2023 admissions.

Parents may express three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school place could be offered, the parents will be offered a place for their child at the higher ranked of the schools on their application.

### **Children with Education, Health & Care Plans (EHCP) that name the school**

Children with Education, Health & Care Plans (EHCP) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full and are therefore outside the normal admission arrangements. As required by the Admissions Code these children will count as part of the Published Admission Number (PAN) for the school.

## **Oversubscription criteria**

Applications submitted by 15 January 2023 will be dealt with first. If the number of applications received by 15 January 2023 is greater than the PAN (Published Admission Number) for the school, admissions will be decided according to the following priorities:

1. Children who are currently, or have previously been in care (Looked After and Previously Looked After Children). Looked After Children are those who are in the care of the Local Authority. A Previously Looked After Child, as defined by the Admissions Code, is one who was: looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children subject to a Child Protection Plan or deemed vulnerable by a Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children attending Fairisle Infant & Nursery School at the time of application. This criterion applies only at the time of transfer from Year 2 to Year 3 and until the end of the first term of junior school (December 2023).

4. Children who have a sibling already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) In the case of applications for places at junior schools, a sibling at the linked infant school will count as a sibling at the junior school.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

5. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend our school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
6. Children who qualify for the Service Premium, as a child of a member of the Armed Forces.
7. Children who live within our school's designated catchment area.

A 'designated catchment area' for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton, SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk) click on 'my Southampton', follow the links, and enter their postcode.

Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the midpoint of the nearest open pedestrian gate to the school, using public roads and footpaths.

8. Children who live closest to the school

Should Fairisle Junior School be oversubscribed from within any of the criteria, then distance as defined above will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Divisional Head of Education & Learning at Southampton City Council.

### **Late applications:**

The closing date for applications is 15th January 2023. Applications received after that date will be late applications and will be dealt with after all on-time applicants have been offered a school place. If our school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Unplaced children:**

Any child who remains unplaced after their application has been processed, because they could not be offered a place at any school requested, will be allocated a place at their catchment school if there is one and places are still available. If there are no places available at their catchment school, they will be offered a place at the nearest school to their home address with places available.

## Waiting Lists:

If a place cannot be offered at a higher ranked community school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above. This means that the waiting list will be re-ranked after every new expression of preference for the school.

Waiting lists will be held until 31 July 2024. Any parent wishing to remain on the waiting lists after this date will need to make a new in-year application to the school.

## Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and were admitted to Year R outside the normal age group. All requests will be considered on their merits by Southampton City Council taking account of the parent's view and the views of the headteacher.

Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into junior school. This should be done as if the child is placed in their correct age group. For example, a child who has been held back a year (decelerated) should be making a new request when the child is in Year 1.

Before making such a request, parents are strongly advised to read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is **no guarantee that it will continue throughout the child's education** and a new parental request **must** be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education outside of normal age group.



## Travelling to School

As a school, we actively promote and encourage sustainable travel to our children and staff alike. We understand that some children live a distance from school. However, parents are always encouraged to park in Sainsbury's Car Park across the road from the school. The car park is linked directly to the school site by a safe underpass. We also have a bicycle and scooter storage facility for children.

We are located very close to Lordshill Centre, with local Blue Star and First Bus routes servicing the area. Routes run from Southampton City Centre and the Central Station. In addition, Blue Star route 4 runs from Southampton to Romsey.

## Transfer of pupils at age 11

At the end of Year 6, children normally transfer to local secondary schools.

In the autumn term of Year 6 you will receive information from the Local Authority that explains how transfer arrangements work. You will need to complete an online form to express your preference of secondary school for your child.

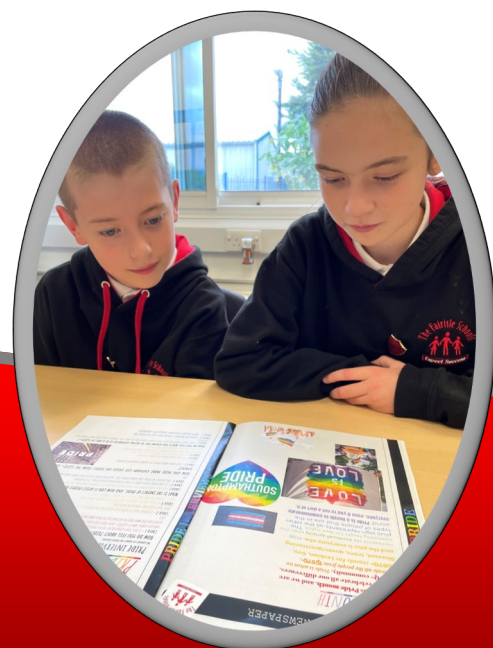
During their time at Fairisle Junior, the children will make visits to local secondary schools for various activities. During the summer term of Year 6 more formal transfer arrangements begin, and both parents and children are officially invited to tour chosen secondary schools and meet staff, usually early in July.



## The Bridge Education Trust (Southampton)

As a school we are part of a cooperative (foundation) trust with 5 other schools in the local area. This helps strengthen links between our schools and the local community. Our aim is to make the transfer of your child from primary to secondary school as trouble free as possible.

To ensure the needs of your child are met when moving to secondary school our staff liaise closely with their Year 7 colleagues well in advance of transfer.







**Fairisle Junior School City Athletics Team 2023 -  
Girls Winners, Boys Winners & Overall Winners**

**Welcome to the  
Fairisle Junior School  
Community**