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The Spencer Academies Trust is a GDPR compliant organisation. We hold information relating to your child including nominated contact data as part of our legitimate purpose to provide education and safeguarding services. It is your responsibility to ensure that family members or other nominated contacts have consented to their data being used in this way, and that any change of information is notified to the school. Please do not nominate contacts unless you have reason to believe that they have consented. If required, further information is available from the school.

**Fairfield Primary Academy**  
Toton Lane, Stapleford NG9 7HB  
**w:** fairfieldprimaryacademy.co.uk  
**e:** theoffice@fairfield.notts.sch.uk  
**t:** 0115 917 9266  
**🐦:** @fairfieldnotts

Dear Parents/Carers,

## Welcome to Fairfield Primary Academy

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I am absolutely delighted to be able to welcome you to Fairfield Primary Academy. I am thrilled that you and your child are joining our Fairfield Family.

What is it then that we seek for the pupils at Fairfield Primary Academy? The answer is simple: we genuinely want it all! We want all our children to experience what it feels like to be loved and looked after by close friends, to achieve academic success, to question and challenge what they hear and see. We want them to explore the world and human nature and develop a moral compass that helps them make difficult decisions.

Our dedicated team are committed to developing your children to become resilient, motivated and curious within a curriculum carefully designed to inspire and ignite excitement for new learning.

We passionately believe in a need for our pupils to become life-long learners in a fast-moving world. We can only begin to imagine what our children's futures will look like, our job is to equip them with the knowledge and skills to be the individuals to shape and change our world for the better.

Over the coming weeks and months, we look forward to getting to know you as well as your child. Your first job is not exciting but entirely necessary! Please find enclosed our school Admission Pack. Within this pack, you will find various consent forms. Please complete the paperwork enclosed in block capitals and return to us as soon as possible. It would be helpful too if you could bring along a copy of their birth certificate as we need to see this document to register your child.

I look forward to meeting you and your child over the coming few weeks.

Kind regards



Shamara Sadler  
Principal

# Admission Form

<b>Legal surname*:</b>		<b>Legal forenames*:</b>	
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*\*As appears on birth certificate. Please bring a copy of a birth certificate to the school office.*

Name child wishes to be known by:		Male/female	
Date of birth:		Country of birth:	
Home address:			
		Post code:	

<b>Previous school/nursery attended:</b>		Date left:	
Address:			
Phone:			

Parents/Guardians (those with parental responsibility i.e. named on the birth certificate)			
Child is living with (please circle):	Mum	Dad	Siblings
	Other :		

<b>Parents/Carers Contact 1 Name:</b>		Mother:		Father:	
Parental responsibility	Yes/No				
Home address:					
Post code:		Email:			

Phone Home:		Work:		Mobile:	
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<b>Parents/Carers Contact 2 Name:</b>		Mother:		Father:	
Parental responsibility	Yes/No				
Home address:					
Post code:		Email:			

Phone Home:		Work:		Mobile:	
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*\*Information texts are only sent by school to the named parent in the number 1 contact*

*\*Emails are sent to number 1 and 2 contacts only*

*\*Please note the school must allow all contact to those who have parental responsibility*

<b>Confidential Password</b> <i>Please provide a password that may be requested to confirm identify of an adult collecting your child.</i>	Password:	
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<b>Additional Emergency Contacts:</b> <i>Please provide details of a relative/friend who can be contacted if parents are unobtainable.</i>			
Name	Land line	Mobile	Relationship to child
1.			
2.			

<b>Names and ages of other children in family:</b>			
1.	Age:	2.	Age:
3.	Age:	4.	Age:
Any additional information about family structure:			
Names of brothers/sisters currently attending Fairfield Primary Academy:			

Does your child currently have an Educational Health & Care Plan (Formerly known as a Final Statement of Special Educational Needs)	Yes	No
Do either parent work for the Armed Forces? If yes, please provide evidence along with admissions paperwork	Yes	No
Is your child currently undergoing Statutory Assessment of Special Educational Needs	Yes	No
Have you had any involvement with outside agencies, eg, Physiotherapist, Speech Therapist, or Paediatrician <i>*If yes please provide details</i>	Yes	No
Was your child previously looked after (adopted, or subject to a residence or special guardianship order?) <i>Please provide a copy of the adoption/residence/special guardianship order.</i>	Yes	No
Are there any of the following in place for your child: Court Order/Care Order/Residence Order <i>*If yes please provide details</i>	Yes	No

<b>Medical key contact details:</b>			
Name and address of doctor:		Telephone no:	
Medical conditions:			
Yes/No			
<i>Please give details of any relevant medical information on the Medical Consent Form attached</i>			

<b>Nationality:</b>			
First language:		Language spoken at home:	

<b>Ethnicity:</b> please circle the appropriate choice			
White - British	White & Black African	Chinese	Any other Black background
White Irish	Black African	Indian	Any other Asian background
White & Asian	Black Caribbean	Pakistani	Gypsy/Roma
White & Black Caribbean	Bangladeshi	Any other White background	Other <i>specify</i>

<b>Religion:</b> please circle the appropriate choice			
Buddhist	Christian	Hindu	Jewish
Muslim	Sikh	No Religion	Other <i>specify</i>

<b>Free school meals:</b>					
Is your child currently entitled to free school meals: (excluding EYFS - Y2 universal free school meals)				Yes	No
Has your child previously been entitled to free school meals:				Yes	No
<b>Meal Arrangements:</b> <i>please circle the appropriate choice</i>					
Free school meal (benefits based)	Universal infant school meal. All EYFS, Y1 Y2 Children	Paid school meal	Sandwiches		
<b>Dietary Needs:</b> <i>please circle the appropriate choice</i>					
Artificial colouring allergy	Gluten free	Halal	No dairy produce	Nut allergy	
Seafood allergy	Vegetarian	No pork	No beef	Other – <i>please specify</i>	
<b>Travel to School:</b>	Walk	Car	Bike	Bus	Other
<b>Signature Parents/ Carers:</b>				<b>Date:</b>	

## Consent Form - Provision of Intimate Care

If a child wets or soils themselves while they are in Reception (or any other year group), it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible.

Our team are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or other emergency contacts on your child's record who will be contacted to attend without delay.

Fairfield Primary Academy has an Intimate and Personal Care Policy which is available to view on our website.

### Please complete the form below.

I give consent for my child to be changed and cleaned by school staff if they wet/soil themselves while in the care of Fairfield Primary Academy.	Yes:		No:	
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### If you tick NO to the above, the school will discuss with you how, if the occasion arises, your child will be looked after. Please read the following statement:

If my child wets or soils themselves, the school will contact me or other emergency contacts on their school record to organise for my child to be cleaned and changed.

I understand that in the event that I (or any other emergency contact) cannot be contacted, staff will act appropriately and may need some level of physical contact in order to aid my child.

Student Name:	
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Signature Parents/ Carers:		Date:	
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## Medical Consent Form

**We are required by the Spencer Academies Trust to obtain details requiring medical attention such as Asthma, Diabetes etc.**

**Illness:** Does your child suffer from any of the following? Please circle the appropriate choice:

Asthma / Bronchitis	Fits, faints, convulsions or blackouts	Wheezing with colds or exercise
Allergies, hayfever or eczema	Ear trouble or poor hearing	Speech problems
Eye trouble (glasses, squint etc)	Poor co-ordination/balance	Other
Please give details:		

### Medication/ Therapy /Hospital Visits

Does your child take any regular medication? (inhalers, tablets, injections)	Yes	No
If yes, please give details:		

Does your child attend hospital/therapy sessions on a regular basis?	Yes	No
If yes, please give details:		

Has your child any illness/injury requiring hospitalisation?	Yes	No
If yes, please give details:		

**Development:** Do you have any worries about the following? Please circle the appropriate choice.

Health	Eyesight	Weight	Physical development	Toilet problems
Eating	Hearing	Speech	Behaviour	Other
Please give details:				

**Immunisation:** Please complete the chart below and give dates if known (optional).

Name of Vaccine	1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose
Diphtheria/Tetanus/Polio/Whooping Cough			
Meningococcal C (Meningitis C)			
MMR (Measles, Mumps, Rubella)			
Pre-School Booster (DTP)			

It is important that these are up-to-date. You can find out which immunisations your child has had by looking in your child's health record (red book) or by checking with your GP. You should speak to the GP or practice nurse if your child has not had these vaccinations.

Do you give permission for the school to administer First Aid in an emergency?	Yes	No
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Signature Parents/ Carers:		Date:	
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Dear Parents/Carers

## Educational Trips

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At Fairfield, we provide opportunities for our children to gain exposure to a range of learning experiences both inside and outside the classroom. Class trips to venues in the local area support learning.

On these visits, the Academy ensures that the ratio of pupils to adult supervisors is in accordance with recommended levels of the age and needs of the children participating in the visit.

Class trips in the local area would include venues such as:

- The local shops
- The church
- The park
- George Spencer Academy

We will inform you of any trips and visits we make in the locality. However, these may be arranged with short notice to take advantage of favourable weather conditions.

This form is to give consent for your child to attend trips to venues in the local area. We will therefore not require additional permission unless the visit also involves transport.

<b>Name of child:</b>	
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<b>Signature Parents/ Carers:</b>		<b>Date:</b>	
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## Online Safety

All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum.

### Parents/Carers's Consent for Internet Access

As the Parents/Carers of the above child, I give permission for my child to have access to the internet and to the ICT systems at school.

I know that my child will be taught, at an age appropriate level, about how to use the internet safely and the importance of doing so.

I understand that the school will take every reasonable precaution, including **monitoring and filtering systems**, to ensure that pupils will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet.

I understand that my child's activity on the ICT system **will be monitored** and the school will contact me if they have any concerns about any possible breaches of the acceptable use policy.

I understand as a Parents/Carers it is my responsibility to monitor my child's internet use at home, including social networking sites such as Facebook, Instagram, Snapchat and Twitter.

I understand that children under the age of 13 should not be accessing social networking sites.

**Parents/Carers, please sign the permission form below and return it to school, to show your support of the Academy in this important aspect of our Academy's work.**

Signature Parents/ Carers:		Date:	
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### Children's Agreement:

When I use the school's ICT systems (like computers/iPads) and get onto the internet in school I will:

- Only use websites that a teacher or adult has told me or allowed me to use
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or Parents/Carers
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Save my work on the school network
- Log off or shut down a computer when I have finished using it
- I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

# When Using the Internet



**BE SMART ONLINE** 



**S**

**SAFE** Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.



**M**

**MEET** Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



**A**

**ACCEPTING** Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.



**R**

**RELIABLE** You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.



**T**

**TELL** Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or [www.childline.org.uk](http://www.childline.org.uk)





**BE SMART WITH A HEART**

Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.



## Home-School Agreement

We invite you to share in our best efforts to provide the very best school experience for your child. We know that we can achieve more if everyone working in the partnership plays their part including staff, children, parents and the wider community.

Working together we can ensure that our children are happy and thrive in all aspects of their development. In this way, our children will be ready to move onto the next stage of their learning journey as confident, responsible, self-aware and resilient individuals.

### The responsibilities of the child:

These will be taught to the children, at an age appropriate level, throughout their journey in school.

- Show a positive attitude to learning
- Keep yourself and others safe
- Always tell the truth
- Never giving up
- Accept and learn from your mistakes
- Take pride in your school, yourself and your work
- Recognise your strengths and share them
- Listen and support each other
- Take on new challenges
- Follow the Academy rules

### The responsibilities of parents/carers:

- Ensure your child attends school punctually every day during term time
- Notify the school by letter or telephone in the event of absence
- Ensure that your child wears the correct uniform (including shoes) and PE kit
- Ensure your child has their reading book and diary in school every day
- Share a book with your child every day or create an opportunity for them to read quietly
- Support the school expectations regarding behaviour
- Attend meetings in school to support your child's learning and progress
- Let us know if contact information changes
- Use social media responsibly when commenting on Fairfield Primary Academy or any of its staff members
- Promptly inform the school of any concerns or problems that may affect your child's learning, behaviour or happiness in school

### The responsibilities of the school:

- Provide a safe, happy and stimulating learning environment for all children to thrive in
- Support each child to understand, embrace and manage their emotions
- Provide a broad and balanced curriculum which challenges every child to reach their potential and fulfils the requirements of the National Curriculum
- Encourage each child to show friendship and respect for others
- Model the behaviour and attitudes we expect of all the children
- Inform parents/carers about their child's progress and behaviour
- Set regular and appropriate homework for the children
- Make parents feel welcome whenever they visit the school and respond to questions or concerns as quickly as possible

Parents/Carers Signature:

## Attendance, Absence and the Law

### Regular school attendance – why it’s so important

Coming to school every day is important for your child’s future and all children should be in school, on time, every day that school is open unless the reason for absence is unavoidable. We expect all children at Fairfield to achieve at least 98% attendance. Falling below this mark can seriously impact the opportunity your child has of reaching their full potential. All schools, including Fairfield, are required to record details of pupils’ attendance and absence. We take a register at the start of each day at 9.00am then again after lunch. If your child is absent, it is essential that you contact us to tell us the reason for your child’s absence.

### Your Responsibilities as a Parents/Carers

By law, all children of compulsory school age (from FS2 aged 5 to Year 6), must receive full-time education. Once your child is registered at a school, you are legally responsible for making sure they go regularly. If your child fails to do so, you risk getting a fine (each parent could be fined up to £1,000 for each child) or being prosecuted. The Education Authority has a duty to become involved if they believe that a child is not getting the education required by law.

### What can you do to ensure your child comes to school every day?

- Have a good morning routine, including setting an alarm clock and getting bags and clothes ready the night before.
- Make sure your child understands the importance of good attendance and punctuality.
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness.
- Try to make medical, dental or other appointments outside the school day.
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance.
- Let us know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time.
- If you do need to make a request for leave of absence, do so well in advance in writing to the Principal.
- Ensure that school has all your up to date contact details.
- Take an interest in their day at Fairfield – ask about learning!
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

### What happens if my child is absent?

We expect you to contact school before 9.00 am to tell us about your child’s absence. If you are taken through to our answer phone, please leave a message, including a reason for your child’s absence. We can talk about whether the absence will or will not be authorised.

If you do not contact us by 9.00 am, our office staff will make calls and Attendance Office will make home visits. The absence will be recorded formally. This data is then available to the Education Welfare Service (EWOS).

### Leave of absence

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form (giving at least two weeks notice from the first date of absence requested) and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

For further information please refer to our Attendance Policy and Attendance Matters Leaflet on the school website.

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Dear Parents/Carers

## Consent Form – Pupil Personal Data

During your child’s time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been drafted in relation to the use of this information, and is available on the school website.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your child’s place at Fairfield Primary Academy. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary. When completed please return to the school office.

### Photographs and Videos

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- Withholding information that might allow identification of your child without explicit consent for this.
- Upholding the standards set out in the Spencer Academies Trust Use of Digital Images Policy. Please note that The Spencer Academies Trust and Fairfield Primary Academy may provide photographs and videos to the media, or we may be visited by the media who will take videos and photographs. When images have been submitted to or taken by the media the Trust and school maintain no control over such images.

Yours faithfully



Shamara Sadler  
Principal

<b>Student Name:</b>	
<b>Date of Birth:</b>	

## Celebrating Your Child’s Achievements and Reporting on Events

Both as a Multi-Academy Trust and at Academy level, we are very proud of the achievements of all of our pupils. We want to be able to celebrate these achievements both within the Trust and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

**Please tick ONE of the following four options:**

<b>Images &amp; Information:</b>	<b>Images only:</b>	<b>Information only:</b>	<b>None:</b>
<i>Now fill in sections 1 &amp; 4 below</i>	<i>Now fill in sections 2 &amp; 4 below</i>	<i>Now fill in sections 3 &amp; 4 below</i>	<i>You have opted out</i>

### 1. Images & information: *(Tick to give consent, otherwise leave blank)*

<b>In order to celebrate my child’s achievements I am happy for the Trust and school to use:</b>			
Photographs of my child:	<input type="checkbox"/>	Videos of my child:	<input type="checkbox"/>

  

<b>In addition, the following information may be used with the above:</b>			
Name:	<input type="checkbox"/>	Class:	<input type="checkbox"/>
		Year Group:	<input type="checkbox"/>

### 2. Images only: *(Tick to give consent, otherwise leave blank)*

<b>In order to celebrate my child’s achievements I am happy for the Trust and school to use:</b>			
Photographs of my child:	<input type="checkbox"/>	Videos of my child:	<input type="checkbox"/>

### 3. Information only: *(Tick to give consent, otherwise leave blank)*

<b>I am happy for the following information to be used but only without photographs or videos of my child:</b>			
Name:	<input type="checkbox"/>	Class:	<input type="checkbox"/>
		Year Group:	<input type="checkbox"/>

### 4. Locations: *(Tick to give consent, otherwise leave blank)*

<b>I am happy for the information selected above to be used:</b>	
On internal screens which may also be viewed by visitors to the Academy site and on internal notice boards	<input type="checkbox"/>
On the Trust and Academy intranet	<input type="checkbox"/>
As part of Trust and Academy websites	<input type="checkbox"/>
On Trust and Academy social media sites	<input type="checkbox"/>
In local news media – newspapers, websites and television	<input type="checkbox"/>
In national news media – newspapers, websites and television	<input type="checkbox"/>

### Promoting the Trust and Academy

We want to be able to promote the Trust and Fairfield Primary Academy to attract new pupils, and to show the quality of our educational delivery. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This may include prospectuses, annual reports and other Trust and Academy documentation; on social media and where appropriate, may include taking part in local and national media opportunities.

#### Please tick ONE of the following four options:

<b>Images &amp; Information:</b>	<b>Images only:</b>	<b>Information only:</b>	<b>None:</b>
<i>Now fill in sections 1 &amp; 4 below</i>	<i>Now fill in sections 2 &amp; 4 below</i>	<i>Now fill in sections 3 &amp; 4 below</i>	<i>You have opted out</i>

#### 1. Images & information: *(Tick to give consent, otherwise leave blank)*

<b>In order to celebrate my child's achievements I am happy for the Trust and school to use:</b>			
Photographs of my child:	<input type="checkbox"/>	Videos of my child:	<input type="checkbox"/>
<b>In addition, the following information may be used with the above:</b>			
Name:	<input type="checkbox"/>	Class:	Year Group:

#### 2. Images only: *(Tick to give consent, otherwise leave blank)*

<b>In order to celebrate my child's achievements I am happy for the Trust and school to use:</b>			
Photographs of my child:	<input type="checkbox"/>	Videos of my child:	<input type="checkbox"/>

#### 3. Information only: *(Tick to give consent, otherwise leave blank)*

<b>I am happy for the following information to be used but only without photographs or videos of my child:</b>			
Name:	<input type="checkbox"/>	Class:	Year Group:

#### 4. Locations: *(Tick to give consent, otherwise leave blank)*

<b>I am happy for the information selected above to be used:</b>	<input type="checkbox"/>
On the Trust and Fairfield Primary Academy websites	<input type="checkbox"/>
In the Trust and Fairfield Primary Academy prospectus	<input type="checkbox"/>
For other purposes supporting the work of the Trust or Academy	<input type="checkbox"/>

### Amendment and Withdrawal of Consent

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here. To withdraw your consent to any of the above, or otherwise amend your position, please write to us care of:

The School Office – Main Reception  
 Fairfield Primary Academy, Toton Lane, Stapleford, NG9 7HB

This consent will otherwise continue until your child leaves Fairfield Primary Academy.

<b>Signature Parents/ Carers:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
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## School Uniform

### Uniform

We take pride in our appearance and children always wear the correct uniform and PE kit. Wearing school uniform, not only gives children a strong message that they are part of the school community at Fairfield Primary Academy but also helps to develop a continued sense of pride in their school and the work they do here.

### Our School Uniform

- Plain white polo t-shirts with school logo\*
- White cotton shirts or blouses
- Socks/Tights black/grey/white (no striped or coloured)
- Jumper or Cardigan with school logo
- Grey/black trousers/skirts/pinafores
- Sensible black shoes (no trainers or boots)



*\*Note – Polo shirts do not need to have a logo on as long as a jumper or cardigan with the logo on is with the child.*

### Our PE Kit

- White round neck plain t-shirt
- Plain black/grey jogging bottoms/shorts to go with school sweatshirt
- Trainers for outside
- Plimsolls for indoors
- PE Bag

### Swimming

Trunks (not Bermuda style) / all in one costume

### Please Note:

- Jewellery, apart from studs (which must be removed independently for PE), is not allowed unless for religious reasons;
- Make-up should not be worn.
- Hair should be neat and presentable (unnatural hair colours or shaved lines and patterns in hair is not acceptable). Long hair must be tied up. Blue, black or neutral coloured bobbles/headbands only.

### Purchasing

Parents/carers are able to purchase items directly from:

Simply First	Morleys School Uniform Specialists	Just School Wear
200 Derby Road Stapleford Nottingham NG9 7AY	Bramcote Avenue Beeston Nottingham NG9 4DR	73 Derby Road Long Eaton Nottingham NG10 1LU
07514 327807	0115 9258046	0115 965 2869
<a href="http://schooluniformnottingham.co.uk">schooluniformnottingham.co.uk</a>	<a href="http://newplansolutions.co.uk">newplansolutions.co.uk</a>	<a href="http://just-schoolwear.co.uk">just-schoolwear.co.uk</a>

PLEASE ENSURE ALL UNIFORM AND SPORTS KIT IS CLEARLY NAMED

## Eating at Fairfield Primary Academy

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### Lunch Arrangements

Lunchtimes at Fairfield Primary Academy are a time to develop social skills, have fun, exercise and enjoy a healthy delicious meal. All food is prepared on site and menus are placed on our school website. All food allergies and dietary requirements will be catered for. After lunch, children go out to play with friends and have opportunities to join a variety of adult led activities and games.

### Lunch Arrangements

Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals – please let the school know if you wish your child to have this.

For children in Year 3 and above, a school meal costs £2.20 per day/£11 per week.

### Healthy Eating

We are a healthy eating school. All children in reception, Year 1 and Year 2 will receive free fruit daily. If your child is in Years 3-6, please send them with a healthy fruit snack to enjoy at morning break time. Please avoid sending crisps, chocolate and biscuits.

### Allergies

Please note, we are a nut free school due to the risk of severe reactions to allergies.

### Drinks

Please provide children with a water bottle (labelled) which should only contain water (no squash or fizzy drinks please). This will be sent home each day to be washed. Please do not put it in your child's book bag.

### Cool Milk

School milk is free for under-5s, and for over-5s it is available at a subsidised price. Each child will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.

- If your child is under five the school will register your child to receive free school milk.
- If your children is eligible for Free School Meals the school will register your child to receive free school milk.
- If your child is five or older and you wish for them to continue to have milk please register and pay online at:

 [www.coolmilk.com](http://www.coolmilk.com)

## Application for Pupil Premium Funding

### Free School Meal Eligibility:

It is important that all parents who receive certain benefits register for free school meals as this will enable the school to claim 'Pupil Premium'. Pupil Premium is additional funding given to schools to raise attainment. This additional funding for schools can help to fund staffing, buy new equipment and resources and provide enrichment experiences. You may qualify for free school meals if your child attends a Nottinghamshire County Council school and you receive one of the following benefits:

- Income support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit with an annual gross income into the household that is no more than £16,190, provided you are not entitled to Working Tax Credit. If you are entitled to any part of Working Tax Credit there is no eligibility with the exception of Working Tax run-on as shown below
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

We have purchased a new system, and with your consent, can make the application on your behalf. The Online Free School Meal (OFSM) system complies with DfE Eligibility Checking Service and automatically manages the entitlement for each child whilst they remain at Fairfield.

If you would like school to make an application for FSM on your behalf, please follow the link and complete the Google form, providing us with:

your name, date of birth, contact details, National Insurance Number or National Asylum Seekers Number, your child's name and date of birth.

▶ <https://forms.gle/PxnQuGNwhuUVFEx5>



Once we have made the application an email will be sent to school and yourself at the email address provided above. If the email confirms your child is eligible for FSM, we will update our system. If the email confirms your child is not eligible for FSM that application data will be held by the school and LA. Your application will be reassessed for a period of 42 days to take into account any recent changes regarding benefits etc.

## The Pupil Journey to SHINE at Fairfield

We are looking forward to your child joining our Fairfield Family. We would love to find out more information about what makes them special and unique, please take a moment to answer the questions below, so that we can use this information to help your child SHINE. Thank you.

What does your child enjoy doing?
What activities do you enjoy doing as a family?
My child's qualities...
What my child needs to help them succeed...
Do you have any worries or concerns about starting a new school?
Does your child have any fears or anxieties that we should know about?
What is important to your child now?
What is important for your child in the future — what are your hopes and their aspirations?