



Parent Handbook

2017-18

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Contents

Statement of Intent	3
Behaviour Policy	4
Staffing Structure.....	7
Term Dates	8
Timetables	9
General Information	10
Attendance	10
Sickness.....	10
Lunches.....	10
Clothing.....	11
Home School Communication	12
School Calendar:	12
Letters Home/ Text Messages:	12
Class newsletters:	12
Headteacher Blog:	12
Twitter/Blogs:	12
End of the Day:	12
Fieldhead Showcase and SLT Coffee Mornings:.....	13
Parent Consultation evenings.....	13
Annual Parent/Pupil Surveys	13
Termly Art Days	13
Parent Conduct and Complaints Procedure	14
Start and End of the Day Procedures.....	15
Start of the day	15
End of the Day	15
Walking home alone	15
The Curriculum	16
.....	16
Clubs and Activities.....	17
Fieldhead Carr Extra Time (childcare).....	17
Flying Start – the best place to be 2!	19
Enrichment Experiences	20
School visits	20
Enrichment Tracker	20
First Aid Procedures.....	21
Safeguarding Procedures.....	22
Home Learning	23
Supporting the School and Getting Involved	24

Statement of Intent

Love to Learn

We simply LOVE to LEARN. A love of learning is instilled in our pupils from a very early age. We passionately believe in nurturing and developing the child as a whole and encouraging everyone to strive to achieve their best on an academic and personal level. We endeavour to be exciting and engaging, providing enjoyable and realistic learning experiences that our children love to participate in and flourish as a result of.

The Fieldhead Factors:

We are...

Responsible - We take ownership of our own choices.

Respectful - We are proud to show respect for ourselves, our school and our community.

Reflective - We reflect upon our experiences and learn from them.

Cooperative - We are successful together as a team.

Resourceful - We are curious, independent learners.

Persevering - We will always try, try and try again.

At Fieldhead Carr, our code of conduct is based on the Fieldhead Factors, a set of statements linked to the values underpinning our school and the rights statements they support:

Responsible, Respectful, Reflective, Cooperative. Resourceful, Persevering

When children are rewarded for their learning behaviour, these also link clearly with one of the Factors. Stickers are given to children seen to be exhibiting behaviours that demonstrate our Fieldhead Factors.

Our 'Factors' are based on the principles of the Growth Mindset and underpin everything that we do. Our staff and pupils are incredibly proud to be part of a place that thrives on this creative and thirsty attitude to learning and we are well known for it within our community.

Behaviour Policy

Positive behaviour:

Behaviour in our school is good, as a result we now think of behaviour in the context of learning. Children begin each session (including lunchtimes and break times) as 'Stars on the stage'.

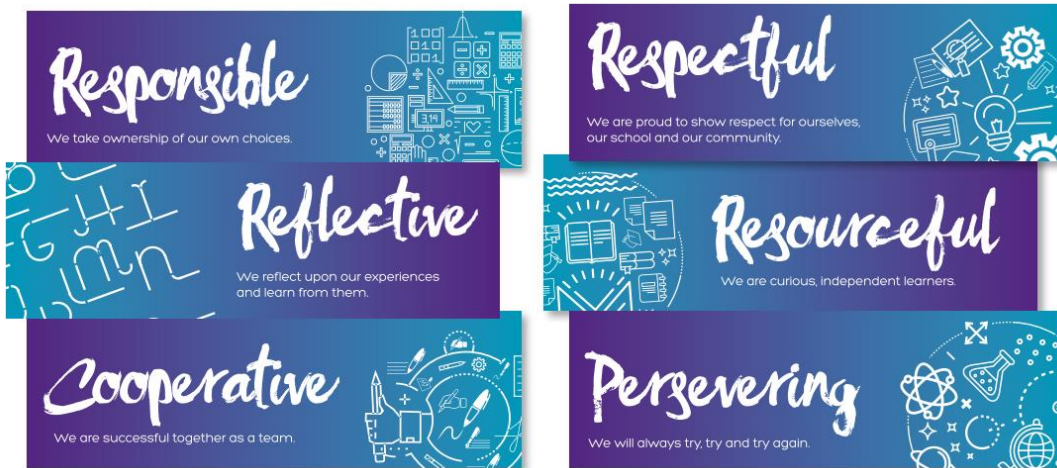


'The Fieldhead Factors' are our learning behaviour statements which are underpinned with positive behaviour management and the restorative approach.

Stickers are given to children seen to be exhibiting behaviours that demonstrate our 'Fieldhead Factors'. These stickers are recorded in classrooms as points. The top two individual point winners are celebrated each week as well as the class with the overall most points. This happens in the 'Fieldhead Factor' assembly every Monday with the Headteacher.

One 'Gold' standard piece of work per class per week, is celebrated in our Gold Book assembly on a Thursday. Parents are invited to this assembly and photographed with their children. The winning work is put in a frame in the Headteacher's office.

If a child has remained on the stage all week, they will be awarded a 'Stage' sticker on a Friday. The children will also be celebrated all together in the Fieldhead Factor assembly.





Sanctions:

We aim to support children to improve their behaviour through a system of sanctions that are used consistently and fairly, in the classroom, dinner hall and playground. They are underpinned by opportunities for reflection and restorative conversations. Staff are clear with children about the reason they have been given a sanction and encourage children to get back on the stage as quickly as possible. Following sanctions, children are given the opportunity to have a fresh start. Sanctions are also recorded by class teachers and are given to the Pastoral Lead weekly for analysis. This is shared with the Senior Leadership Team and strategies and interventions are then put into place to support the children where necessary.

Our Step Sanctions explained:

Step 1 Behaviours	Sanctions	Getting back on the stage
<ul style="list-style-type: none"> ❖ Talking whilst someone else is ❖ Not paying attention 	Verbal warning Move name off the stage onto step 1	Behaviour is corrected Response to instructions
Step 2 Behaviours	Sanctions	Getting back on the stage
<ul style="list-style-type: none"> ❖ Fiddling, snatching ❖ Not following instructions ❖ Calling out ❖ Dirty looks ❖ Not applying themselves to learning 	Firm warning Move name off the stage onto step 2 5 minutes time out in designated local space.	Behaviour is corrected Response to instructions Completing learning again
Step 3 Behaviours	Sanctions	Getting back on the stage
<ul style="list-style-type: none"> ❖ Repeated step 1/2 behaviours ❖ Shouting at peers or adults ❖ Refusing to learn ❖ Persistent disruption 	Move name off the stage onto step 3 10 minutes in the quiet space in Restore with an adult	Behaviour is corrected Response to instructions Completing learning again Apology to adults/children affected
Step 4 Behaviours	Sanctions	Getting back on the stage
<ul style="list-style-type: none"> ❖ Repeated steps 1/2/3 ❖ Fighting ❖ Leaving class without permission ❖ Refusal to engage and comply ❖ Swearing/ rude language towards children or adults 	Move name off the stage onto step 4 Time with Pastoral Lead to reflect and calm down. Lunchtime session in Restore.	Behaviour is corrected Response to instructions Completing learning again Apology to adults/children affected Restore session completed
Step 5 behaviours	Sanctions	Getting back on the stage
<ul style="list-style-type: none"> ❖ Repeated step 4 behaviours ❖ Extreme loss of control ❖ Deliberate/extreme violence towards adults – e.g. hitting, biting, kicking, stealing, picking up chairs ❖ Prolonged periods of refusal ❖ Extreme verbal abuse- adults or children ❖ Bullying, racist, homophobic or sexist incidents 	Move name off the stage onto step 5 Child to be taken to SLT member SLT to: <ul style="list-style-type: none"> - decide appropriate consequence e.g. rest of session out of class, loss of privilege, parent meeting, exclusion - log incident on CPOMs - parent notified 	Behaviour is corrected Response to instructions Completing learning again Apology to adults/children affected Putting right any damage Restore session completed

Step 5:

When child reaches step 5 this is deemed to be very serious. Parents will be notified and it will be recorded on the school's database. Whilst the child will receive a sanction, the emphasis will always be on returning to the expected 'Stage' behaviour as quickly as possible.

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. Several members of the staff and Senior Leadership team are Positive Handling trained.

Restore:

Restore is designed to be exactly that - a chance for the child to RESTORE their behaviour. It is not punitive, it is educational and helping the children to learn to choose to make good choices about their conduct.

If a child reaches step 4 or 5 in the classroom or on the playground, they will automatically be given the next available Restore session. This will occur over the child's lunchtime and will involve the child actively working with the Pastoral team to correct their behaviour. Examples of this maybe: writing a letter of apology, having a restorative conversation with their peers, school community service. They will be given a 10 minute comfort break towards the end of the session and some fresh air.

If a child has completed a restore session, a letter will be sent home that day to notify parents. If your child receives 3 letters, it will be regarded as step 5 behaviour and dealt with accordingly.

Lunchtime:

Our Rainbow Room facility is open at lunchtimes for children who find the playground a challenging place to be. In the Rainbow Room, the children will be encouraged to take part in structured games and find ways of playing cooperatively and positively with others.

As a staff team, we would like to reiterate here, that behaviour is something we teach and support in school, like any of the curriculum subjects. Our aim is always to encourage the children to make good choices and to 'fix' any mistakes they have made. We then work to forgive, forget and have a positive rest of the day.

Members of staff who are Positive Handling trained:

Miss Beki Vargassoff, Miss Lisa Stevens, Miss Hannah Duplex, Miss Zoe Kendrick, Mrs Lisa Sinker, Mrs Claire Colthorpe, Mrs Julie Holmes, Miss Jenny Johnstone, Mrs Alison Warren, Mr Connor Waring

Staffing Structure

Headteacher - Beki Vargassoff				
Assistant Headteacher – KS2 and Literacy – Rebecca Thompson				
Year 3	Year 4	Year 5	Year 6	
Anna Longhawn Science	Stuart Cooke PE	Stevie Stockton	Rebecca Thompson (AHT)	
1:1 – Alison Warren	1:1 – Connor Waring	1:1 – Claire Colthorpe	SATs support - Bev Gledhill(am)	
Literacy – Di Gray Maths – Wieslawa Jez		Literacy – Olja Bojanic Maths – Lisa Sinker		
Assistant Headteacher – KS1 and Maths and Children’s University - Sammy Ellis				
Year 1		Year 2		
Michelle Quinn Curriculum support/Students/FoFC		Sammy Ellis (AHT)		
1:1 – Chloe Presland		SATs support – Karen Wells (pm)		
Literacy – Michelle Pound Maths – Julie Holmes				
Assistant Headteacher – EYFS, Computing and Curriculum –Lisa Warner				
FS2		FS1	Flying Start	
Alice Marchant PSHCE/RE		Lisa Warner (AHT)	Vera Ferguson Sally Laan-Mills Cat Hogg Helen Marshall	
Rachel Winstanley 1:1 - Jenny Johnstone		Karen Horn Ann Frisby		
PASTORAL LEAD (SLT) - Lisa Stevens – Safeguarding SENDCO - Beki Vargassoff, Hannah Duplex				
PE COACHES Leeds United	HLTA - PPA COVER Becky Burrows	MIDDAY STAFF Lynn Howden (lead) Ruth Monaghan Claire Williams Julie Parr Ann Kinghorn Kat Moody Connor Furey Jane Whittaker Louise Riley	NURTURE Zoe Kendrick Dawn Jarrett	SALT Kat Moody Sandra Coomber
Business Manager (SLT) - Debbie Hillerby				
Site Manager Derek Howden	Admin Team Jo Glover Dawn Scargill		Extra Time Keely Marsh Cheryl McManus Leigh Ditch Louise Riley Karen Walkin Ruth Monaghan Connor Furey	

Term Dates

School calendar academic year 2017-2018

Holiday	Schools close			Schools open		
Summer				Monday	4 September	2017
Autumn mid-term	Friday	20 October	2017	Monday	30 October	2017
Christmas	Friday	15 December	2017	Tuesday	2 January	2018
Spring mid-term	Friday	9 February	2018	Monday	19 February	2018
Easter	Thursday	29 March	2018	Monday	16 April	2018
May Bank Holiday	Friday	4 May	2018	Tuesday	8 May	2018
Summer mid-term	Friday	25 May	2018	Monday	4 June	2018
Summer	Weds	25 July	2018			

INSET 2017/18 :

Monday 4th September

Friday 15th December

Tuesday 2nd January

Monday 4th June

Monday 23rd July

Tuesday 24th and Wednesday 25th July – Closure days for moving

Timetables

Our timetables have consistency. This helps children to feel secure. Timetables can change for special events or topics.

Example Key Stage 1:

Year 1 Timetable		2017/18		
Monday	Tuesday	Wednesday	Thursday	Friday
Soft Start 8.45 - 9.00	Soft Start 8.45 - 9.00	Soft Start 8.45 - 9.00	Soft Start 8.45 - 9.00	Soft Start 8.45 - 9.00
Maths 9.00-10.15	Maths 9.00-10.15	Maths 9.00-10.15	Maths 9.00-10.15	Maths 9.00-10.15
Break - 10.15-10.30	Break - 10.15-10.30	Break - 10.15-10.30	Break - 10.15-10.30	Break - 10.15-10.30
Literacy 10.30 - 12.00	Literacy 10.30 - 12.00	Literacy 10.30 - 12.00	Literacy 10.30 - 12.00	Literacy 10.30 - 12.00
Lunch - 12.00-1.00	Lunch - 12.00-1.00	Lunch - 12.00-1.00	Lunch - 12.00-1.00	Lunch - 12.00-1.00
Assembly 1.00-1.15		Assembly 1.00-1.15		
PE (PPA) 1.15-2.15	Science 1.00-2.30	Topic 1.15-2.15	Topic - 1.00-3.15	PSCHE - 1.00- 2.00
RE (PPA) - 2.15-3.15	Music 2.30 - 3.15	Computing - 2.15-3.15		Children's University - 2.00-2.45
				Assembly and EOD 2.50-3.15
PM break when needed				

Example Key Stage 2:

Year 5 Timetable		2017/18		
Monday	Tuesday	Wednesday	Thursday	Friday
Soft Start 8.45 - 9.00	Soft Start 8.45 - 9.00	Soft Start 8.45 - 9.00	Soft Start 8.45 - 9.00	Soft Start 8.45 - 9.00
Maths 9.00-10.15	Maths 9.00-10.15	Maths 9.00-10.15	Maths 9.00-10.15	Maths 9.00-10.15
Break - 10.15-10.30	Break - 10.15-10.30	Break - 10.15-10.30	Break - 10.15-10.30	Break - 10.15-10.30
Literacy 10.30 - 12.00	Literacy 10.30 - 12.00	Literacy 10.30 - 12.00	Literacy 10.30 - 12.00	Literacy 10.30 - 12.00
Lunch - 12.00-1.00	Lunch - 12.00-1.00	Lunch - 12.00-1.00	Lunch - 12.00-1.00	Lunch - 12.00-1.00
Assembly 1.00-1.15		Assembly 1.00-1.15		
Topic 1.15-3.15	Science 1.00- 2.30	PE (PPA) 1.15-2.15	Topic - 1.00-2.15	Computing - 1.00-2.00
	RE 2.30-3.15	PSHCE (PPA) 2.15-2.45		PE 2.15-3.15
		Music 2.45-3.15		Assembly and EOD 2.50-3.15

General Information

Attendance

If your child can not attend school for any reason, you must let us know. Being late for school and missing school through absence seriously affects a child's education.

PLEASE DO NOT REQUEST HOLIDAY LEAVE DURING TERM TIME. Due to our attendance figures and recent documentation from the local authority, we are no longer able to automatically grant the first 5 days of holiday as authorised absence. We do as a school understand the importance of holidays for families and children's life experiences, but please try to arrange these during the school holidays. If you need to request term time absence for **exceptional** circumstances, please meet with the Headteacher prior to booking. The school has the right to fine both parents of a child for a family holiday; this fine could far exceed term time holiday savings. The school DOES NOT want to have to issue any fines to parents, so please do book your holidays in holiday time or speak to Miss Vargassoff if you really cannot do this.

Sickness

Please keep your child at home if she/he is unwell. After sickness or diarrhoea please be mindful, and only allow your child to return to school 48 hours after the last episode. Failure to do this can cause further discomfort to your child and others.

If your child should be taken ill in school, or have an accident, we will need to contact a parent/carer. Please ensure we have your correct telephone number, plus an additional number for a friend or relative who can be contacted in an emergency; these should be updated every September to ensure that the information held by the school is current as it is VERY IMPORTANT that we have up-to-date contact addresses and telephone numbers. If your contact details change during the school year please inform the office immediately.

Lunches

Our school meals are provided by Leeds Catering. There will be a choice of a hot meat or vegetarian option OR a sandwich or jacket potato with various fillings daily. There will also be a dessert provided. All our meals are in line with the School Food Standards which follow strict guidelines on the content of the dishes. The children will be able to select their meal each morning when they register in class. All menus will be up in the dinner hall and available on our school website.

Universal Free School meals are provided to all children in FS2 and Key Stage 1, so we ask these parents to encourage their child to take up this offer rather than providing a packed lunch. Key Stage 2 are invited to have a school meal at a cost of £2.35. However, if you receive income support, or other benefits, your child may be able to have a school meal free of charge.

If you claim benefits or income support, the school will be able to claim extra funding that will benefit pupils. This helps the school enormously and we would encourage you to complete this. If you have not received the registration form, please ask for it at the school office.

We do ask that if children are bringing in a packed lunch (which we hope will only be children in Key Stage 2) then you do not send in chocolate items. These items will be sent back home in lunch boxes if they appear in school. As a Healthy School, we also ask that parents provide children with water only, no fruit juices or fizzy drinks. For those children who don't like to drink plain water, we are going to provide fruit infuser jugs in the dinner hall to combat this. If you would like to purchase a fruit infuser water bottle from the office at a cost of £2.50, please see a member of the office team.

Clothing

Fieldhead Carr's school uniform is part of the school identity. We expect all children to wear the uniform daily. This consists of a:

- Purple polo shirt with or without the school logo
- Purple sweatshirt *with logo*
- Black trousers/skirt/pinafore
- Purple and white check summer dress
- Purple book bag
- Black school shoes
- Black or white socks

This year, we are launching our very own PE Kit. As we are an ambassador school for the Leeds United Foundation, our PE kit will not only include our logo but the Leeds United Foundation (LUF) one too!

Our PE kits consists of:

- Black hoody with school and LUF logo
- White PE t-shirt with school and LUF logo
- Black shorts or tracksuit bottoms
- White socks
- Trainers

Official school branded sweatshirts, polo shirts, t shirts and hoodies can be purchased from the school office.

It is important during the autumn/winter months that children have wellington boots/sturdy shoes and coats that keep them warm and dry.

Please ensure that make up, nail varnish and jewellery are not worn in school and that girls' heel heights are appropriate.

Please purchase your child's uniform in advance of them starting at the school and make sure that all clothing and shoes are labelled with your child's name.

We do occasionally have a small number of second hand school uniform items available for sale. If this is something you are interested in, please speak to the office team.

Home School Communication

School Calendar:

A calendar is published at the start of the school year by the Senior Leadership Team, outlining key dates for the year. This is derived from the school development plan and is key to moving the school forward. It is everyone's responsibility to make themselves aware of up and coming events and activities in the school.

Letters Home/ Text Messages:

Class teachers inform parents in writing of changes to pre-arranged events, changes to routines, trips, class events, requests for support or resources from home, class news and celebrations. Should your child misplace their letter, a copy will be available at the school office or on the school website.

Techers2Parents is a text messaging service to provide information to parents when required. Please ensure the office always has your most up to date mobile number.

Class newsletters:

Class newsletters are sent at the beginning of each half term. The letters outline topic, science, music, PE, ICT, RE and are produced in the word format. It also reminds parents of PE days, clubs that are available, homework days, requests for support on trips and whole school themes. Again, should your child misplace their letter, a copy will be available at the school office or on the school website.

Headteacher Blog:

Instead of the newsletters, regular blog entries will be completed by the Headteacher this year. They will inform parents of news within the school community, Fieldhead Factor winners, whole school events, subject specific information, key dates, requests for support in class or at home, whole school themes, changes to pre-arranged events, reminders and celebrations.

Twitter/Blogs:

Class teachers update Twitter and or their class blogs at least on a weekly basis.

End of the Day:

At the end of the day, the adult in charge escorts the children to the cloakroom doors to meet their parents/carers in the playground. Members of the senior leadership team will also be available in playgrounds at the start of the day.

Fieldhead Showcase and SLT Coffee Mornings:

On the last Friday of every half term parents will be invited into the classrooms during Soft Start to see displays, books and learning environments. At 9am, they will then have the opportunity to have a coffee with members of SLT in the dining room.

Parent Consultation evenings

These will happen twice a year with a third, optional drop in in the summer term. These meetings give parents the opportunity to discuss their child's personal and academic achievements and discuss any targets for the next term. The Senior Leadership and Pastoral teams are also available at these events should you have any other issues you wish to discuss.

Annual Parent/Pupil Surveys

Your feedback is important to us! We ask parents and pupils to complete these via Survey Monkey (online). The results of these directly inform the School Development Strategy and improvements to our school.

Termly Art Days

Once a term, we hold a whole school art day to produce an item from every child for a display in the main entrance. Parents are able to come in after school and complete their own one, or take one home to complete and send in. We want everyone to contribute!

Parent Conduct and Complaints Procedure

Fieldhead Carr Primary School is organised on the basis of a partnership between parents and teachers. You will receive a home school agreement to complete and sign at the beginning of each academic year which will outline some common understandings between parents, children and the school.

This co-operation really helps to provide for the best in terms of your child's education and well-being. Regular contact between home and school will ensure that any problems will usually be sorted out easily and quickly.

If anything is troubling you, we suggest that you talk to your child's teacher at the end of the day. Most problems or misunderstandings can be sorted out this way.

If, in the unusual circumstances, your problem has not been solved, you can make an appointment to discuss the matter further with Miss Lisa Stevens. If the matter is still unresolved it may be referred to the member of the Senior Leadership team responsible for your child's phase.

EYFS – Mrs Lisa Warner

Year 1 and 2 – Mrs Samantha Ellis

Year 3 -6 – Miss Rebecca Thompson

If further action is needed this will then be referred to the Headteacher – Miss Beki Vargassoff

If your problem still remains unresolved you may wish to make a complaint, in writing, to the Chair of Governors whose contact details are as follows:

Mr Peter Gruen

C/O Fieldhead Carr Community Primary School

Naburn Approach

Leeds

LS14 2EG

At Fieldhead Carr we work hard to promote the Fieldhead Factors, which include treating others with respect, in doing so we will not tolerate abusive or aggressive behaviour from anyone. Anyone who fails to understand this will be asked to leave the premises and could be at risk of being banned for a fixed period of time.

We define abusive or aggressive behaviour as any behaviour which produces damaging or hurtful effects, physically or emotionally on other people. This definition is not exhaustive but would include:

- verbal abuse including name calling
- bullying, shouting or swearing
- threat of any of the above
- assault - resulting in injury or not
- threat of harm to property or family
- racial or sexual abuse

Start and End of the Day Procedures

Start of the day

Fieldhead Carr operates a 'soft start' system. The gates are unlocked at 8.45am and children enter through the pupil gates via White Laithe Approach. The Site Superintendent stands at the gate to ensure children do not exit once they've accessed the school site. When the children arrive in the morning (from 8.45), Miss Stevens and other members of the Senior Leadership team are present to greet children and parents. They can then make their way straight into classrooms. In classrooms, activities are completed quietly at tables. We ask parents not to speak to class teachers at this point, as teachers are in class with their pupils. The Site Superintendent will lock the gates at 9am and then ensure that each cloakroom door is locked from the outside ensuring maximum security. From the point of locking the gate all late pupils must go to the main office to be signed in.

End of the Day

By 3.30pm if a parent has not collected a child then the child is escorted to the Green Room to Miss Stevens who will then contact the parents/carers directly. The school will then follow the protocol for dealing with children not collected from school, which is on our website.

No child will be released to an adult who is not their parent or carer unless stated on the form completed at the school office.

Walking home alone

Only children in year 5 and 6 are allowed to walk home unaccompanied if they have been given written permission held by the office.



The Curriculum

Yearly overview of the curriculum for every year group is on our school website. 'Revision Guides' for reading, writing and maths will be sent home at the beginning of the academic year to outline the specific objective for each of these subjects that the children will be working on.

Reading	Novel Study
Writing	Fieldhead Carr writing planning supports the half termly novel. Teachers plan using the texts from the Novel Study. They follow a cycle of immerse, plan, draft, edit and redraft/publish.
Maths	Singapore Maths; using 'Maths—No problem!' as a supporting textbook
RE	Leeds' Scheme for RE curriculum .
ICT	Rising Stars is used for KS1 and KS2
Science	Fieldhead Carr Curriculum 2017
PSHCE	Leeds' scheme for PSHCE (based on Islington scheme)
Topic	Fieldhead Carr Curriculum 2017
PE	PE curriculum written by Leeds United Foundation who deliver the lessons
Music	Charranga scheme of work.
MFL	Fieldhead Carr Curriculum 2017
Foundation Subjects	Foundation subjects are taught through enquiry based topics, led by the children's interests.

Clubs and Activities

Fieldhead Carr Extra Time (childcare)

At the end of last term, we ran a competition to rename our out of school club. 'School Club' has now been officially renamed as 'Extra Time'. This runs every day in two sessions. The morning runs from 7.45am and costs £4.70. This includes a healthy and hearty breakfast and an opportunity for the children to socially interact with their peers in a constructive way before school.

The afternoon/evening provision operates after school until 6pm and costs £8.75. The children are given a snack and some fun and engaging activities to do until they are collected.

During the school holidays we offer full day provision at a cost of £25 for a full day and £12.50 for a half day.

Clubs Timetable

A wide range of clubs run throughout the year for the children to enjoy. The table below outlines the clubs for 2017/18.

<u>Term/yer</u>	<u>Clubs on offer</u>
Autumn 1	KS2 Dodgeball club (Mon) KS1&2 Karate with Mr Kendrick (Tues) Years 1 and 2 Multi-Skills (Wed) FS2 Multi-Skills KS1&2 Flex Dance (Thurs)
Autumn 2	KS2 Badminton(Mon) KS1&2 Karate with Mr Kendrick (Tues) Y1/2 Dodgeball (Wed) FS2 Football KS1&2 Flex Dance (Thurs)
Spring 1	KS2 Football (Mon) KS1&2 Karate with Mr Kendrick (Tues) Y1/2 Football (Wed) FS2 Playground games

	KS1&2 Flex Dance (Thurs)
Spring 2	KS2 Football (Mon) KS1&2 Karate with Mr Kendrick (Tues) Y1/2 Rugby (Wed) FS2 Multi-skills KS1&2 Flex Dance (Thurs)
Summer 1	KS2 Basketball (Mon) KS1&2 Karate with Mr Kendrick (Tues) Y1/2 Handball (Wed) FS2 Multi-Skills KS1&2 Flex Dance (Thurs)
Summer 2	KS2 Rounders (Mon) KS1&2 Karate with Mr Kendrick (Tues) Y1/2 Ball Court activities (Wed) FS2 Multi-Skills KS1&2 Flex Dance (Thurs)

Sign up letters for the clubs will go home at the end of a half term in preparation for the next. Please see the office or ask to speak to Mr Waring if you would like to find out more information.

Conduct

Our Fieldhead Factor behaviour system applies to our clubs and activities too. If a child is consistently showing unacceptable behaviour, they may be at risk of losing their place at their club.

Flying Start – the best place to be 2!



FIELDHEAD
CARR

Flying Start

The Best
Place to be Two

At Fieldhead Carr, we simply 'Love to Learn.' We strongly believe in the WHOLE child as an INDIVIDUAL and we never settle for anything less than the best for our children.

Flying Start is our brand new, purpose built provision for 2 year olds opening in 2017. It is the latest addition to our highly successful Early Years department, which prides itself on giving children the confidence and independence to 'Do it myself'.

From thoughtfully designed rooms to direct access on to an outside provision, your child will have a high quality, calm and rich environment which will allow them to be nurtured, happy and developed in all areas of the Early Years. **Flying Start** will open from 7.45am until 6pm, during term time only.

We would love you to come and see the exciting setting that we have to offer, please contact the school office on 0113 293 0226 to arrange an appointment. Alternatively, as places are filling up fast, please return the slip below to us in order to hold your place for September.

Give your child a 'Flying Start' at Fieldhead Carr.



Flying Start costs:

Session	Timings	Cost
Morning	7.45am – 1pm	£22
Afternoon	1pm – 6pm	£22
School morning	8.45am – 11.45pm	£13.40
School afternoon	12.15pm-3.15pm	£13.40
Lunch	11.45am – 12.15pm	£5 including a 2 course lunch

Please contact the office if you would like to apply for a place at Flying Start.

Enrichment Experiences

School visits

As part of each topic at least one educational visit will take place to support the curriculum content. The trips may be to a museum or gallery, a field trip or a trip to simply give them an experience linked to their topic.

We will ask each pupil to pay a trip donation to the office before the visit to cover any costs. No child will ever be excluded from a trip or visit on financial grounds. If there isn't sufficient funding for a trip, then it may have to be cancelled.

The class teacher will then send out a notification letter one week before the trip to remind parents of the date that it is happening and what the children are required to bring. Any trip dates for the half term will be listed in class newsletters at the start of each half term and will also be posted on the school newsletter the week before the trip as a reminder.

If you are in receipt of free school meals, your child will be provided with a school packed lunch for the day of the trip. If you would like to provide your own, please let the class teacher know with as much notice as possible. Those not in receipt of free school meals will need to provide a healthy packed lunch on the day of the trip. Please remember these must not include glass bottles, fizzy or energy drinks or sweets. It is also easier if packed lunches are in disposable bags which can be thrown away and are not at risk of being left anywhere.

If your child is due to be on a trip, they need to be in full school uniform, and have suitable attire for the weather expected that day. This may include a waterproof jacket, sun hat and comfortable shoes for walking.

Enrichment Tracker

All members of our school community had an input into our school 'Enrichment Tracker'. This tracker is an agreed list of 50 experiences we believe a child needs to have before they leave primary school. The tracker will be updated termly and passed up at the end of every academic year. Teachers will organise a selection of these experiences for your child each year. If you think that you can assist with any experiences based on your own expertise, please let your class teacher know.

First Aid Procedures

Any child in need of First Aid will either be taken to the Green Room, or will be dealt with in the playground. Staff in the playground have first aid kits with them. The children are told not come to the office to ask for ice packs or plasters as all incidents are recorded by first aiders, as specified in school's Health and Safety policy.



Parents will be notified, where necessary and a letter will be sent home with the child. In the case of head injuries, parents will be informed by telephone.

Inhalers

Children's inhalers will usually be stored in the office, unless requested by the child's GP. Staff are required to administer inhalers. Older children will administer their own inhalers under supervision of a first aider.

The adult records the number of puffs taken on the record sheet, which is kept in an individual pouch kept with the inhaler.

Administering of Medication

Please advise us if your child is taking any medication. In order to secure your child's well-being, please also let us know if/when there are any changes to this information.

Staff cannot take responsibility for administering any medicines in school without a medical form. Only medicines taken 4 times daily will be given in school. These need to be given to the office with a completed medicines form.

Fieldhead Carr First Aiders:

Paediatric First Aiders

School staff - Miss Debbie Hillerby, Miss Lisa Stevens, Miss Hannah Duplex, Miss Jenny Johnstone, Mrs Ann Frisby, Mrs Karen Wells, Mrs Vera Ferguson, Mrs Karen Horn, Miss Cat Hogg, Mrs Rachel Winstanley, Mrs Sally Laan-Mills

Extra Time Staff – Miss Louise Riley, Mrs Leigh Ditch, Mrs Cheryl McManus-Hanwell, Mr Connor Furey, Miss Ruth Monaghan

Emergency Aid at Work (Schools)

Miss Olja Bojanic, Miss Becky Burrows, Miss Sandra Coomber, Mrs Bev Gledhill, Mrs Jo Glover, Mrs Di Gray, Mr Derek Howden, Mrs Lynne Howden, Mrs Dawn Jarrett, Mrs Anne Kinghorn, Mrs Helen Marshall, Miss Kat Moody, Mrs Julie Parr, Mrs Michelle Pound, Mrs Dawn Scargill, Mrs Karen Wells, Mr Connor Waring, Miss Jane Whittaker, Mrs Claire Williams, Mrs Claire Colthorpe, Mrs Julie Holmes, Mrs Zoe Kendrick, Mrs Lisa Sinker.

Safeguarding Procedures

At Fieldhead Carr Primary School, Safeguarding runs through everything we do. Our policies all reference the government's document 'Keeping Children Safe in Education' (2016).

Safeguarding is not only about protecting children from abuse and neglect. It is also about doing what is best for children to ensure that they are provided with opportunities to become successful adults.

Safeguarding children is everybody's responsibility and children have a right to be safe in all environments, for example, at home, school, on the street and even on the internet. It is therefore the role of teachers, learning mentors, doctors, nurses, social workers, police officers, faith leaders, sports coaches to ensure that children are safe from harm.

Child Protection

Child protection involves taking steps to safeguard vulnerable children and young people who have suffered or is at risk of suffering from physical, emotional, sexual abuse or neglect.

At Fieldhead Carr our Designated Child Protection officers are:

Beki Vargassoff, Headteacher and Inclusion Lead

Lisa Stevens, Pastoral Lead

Hannah Duplex, Assistant Inclusion Lead

Lianne Jackson, Assistant Headteacher and Inclusion Lead (maternity)

If you have any concerns about a child, please contact our Designated Officers. Please always be mindful of confidentiality.

Safer Recruitment Practices

Our school follows strict guidance, such as adhering to strict checking and vetting procedures. At least one member of staff and governors on each interview panel will have received specific 'Safer Recruitment Training'. In this way, we ensure that all adults we recruit are safe.

All adults working with our children will be subject to a satisfactory enhanced DBS. Visitors must also show photo ID. If a visitor has photo ID, but cannot show valid DBS clearance, they will be supervised at all times.

Home Learning

Learning Logs

The children from Year 1-6 have 'learning logs' that they use to further extend their learning related to our curriculum themes. The children choose their task from a grid and submit their chosen task fortnightly. The task is checked and praise given by a member of staff.

Home Readers

Home readers sent home in children's book bags on a daily basis. They are changed regularly for all children. Parents are encouraged to read for 20 minutes with their child every day and complete their reading record.

Please remember that home learning should not be solely organised through school. Any opportunities you have to discuss topics, research online, go on visits, watch documentaries, cook or play games with your child are beneficial to their education. If you would like any further ideas for home learning activities, please talk to your class teacher after school.

Times tables

Times tables are an integral part of children's maths learning. Please support your child with this by learning them at home. There are a number of web based resources that can help you with this.

Supporting the School and Getting Involved

Volunteers

At Fieldhead Carr, we welcome parents to our school and encourage them to be involved in as many ways as possible. This year we are collecting names for a volunteer bank who would be able to help us out with a variety of things throughout the year. If you would be willing to donate some of your time to our school, please complete a volunteer form and return it to the school office. Your time makes our children's school experience even better!

Friends of Fieldhead Carr

We have a very proactive PTA who support our school by organising whole school events for the community to enjoy together whilst raising money to improve our school. A schedule of these events are on our school calendar. If you would like to help out with any events or have any ideas for fundraising, please see Mrs Quinn or Mrs Glover.

Some of events this year included:

- Halloween Disco
- Christmas Concert
- Summer Fayre
- F.A.B FryDay
- Valentine's Disco
- Mothers' Day and Fathers' Day stall
- The Scholastic Book Fair
- Sports Day
- Year 6 End of Year Celebrations

... these events have raised enough money to pay for our fabulous school stage.

Keep your eye on the website and blogs for details of upcoming events or follow us on Twitter

@FieldheadCarrPS