

MY NOTES



Nurture | Explore | Achieve



PARENT & PUPIL  
HANDBOOK

FERNHURST PRIMARY SCHOOL  
HASLEMERE ROAD  
FERNHURST  
HASLEMERE  
SURREY  
GU27 3EA

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## WELCOME

Fernhurst Primary School is a growing academy school based in the heart of this small West Sussex village. We are very proud of our school, our pupils and their successes and the relationship we aim to develop with our children and their families enables us to create a distinct ethos. We aim to make learning engaging and enjoyable, varied and inclusive. We have high expectations for all pupils and consistently strive to enable them to achieve their full potential. As well as curriculum teaching, we offer fun and varied extra-curricular clubs and activities and are also able to offer onsite breakfast and after school clubs. Our children also benefit from our Forest School and we are lucky enough to have access to 75 acres of nearby woodland that classes use regularly for their outdoor learning.

With approximately 180 pupils across 7 year groups, we offer a small school setting with large school support provided by the University of Chichester Academy Trust. Having chosen to convert to an Academy school in 2014, we are able to continually benefit from the University's extensive specialist support and resources.

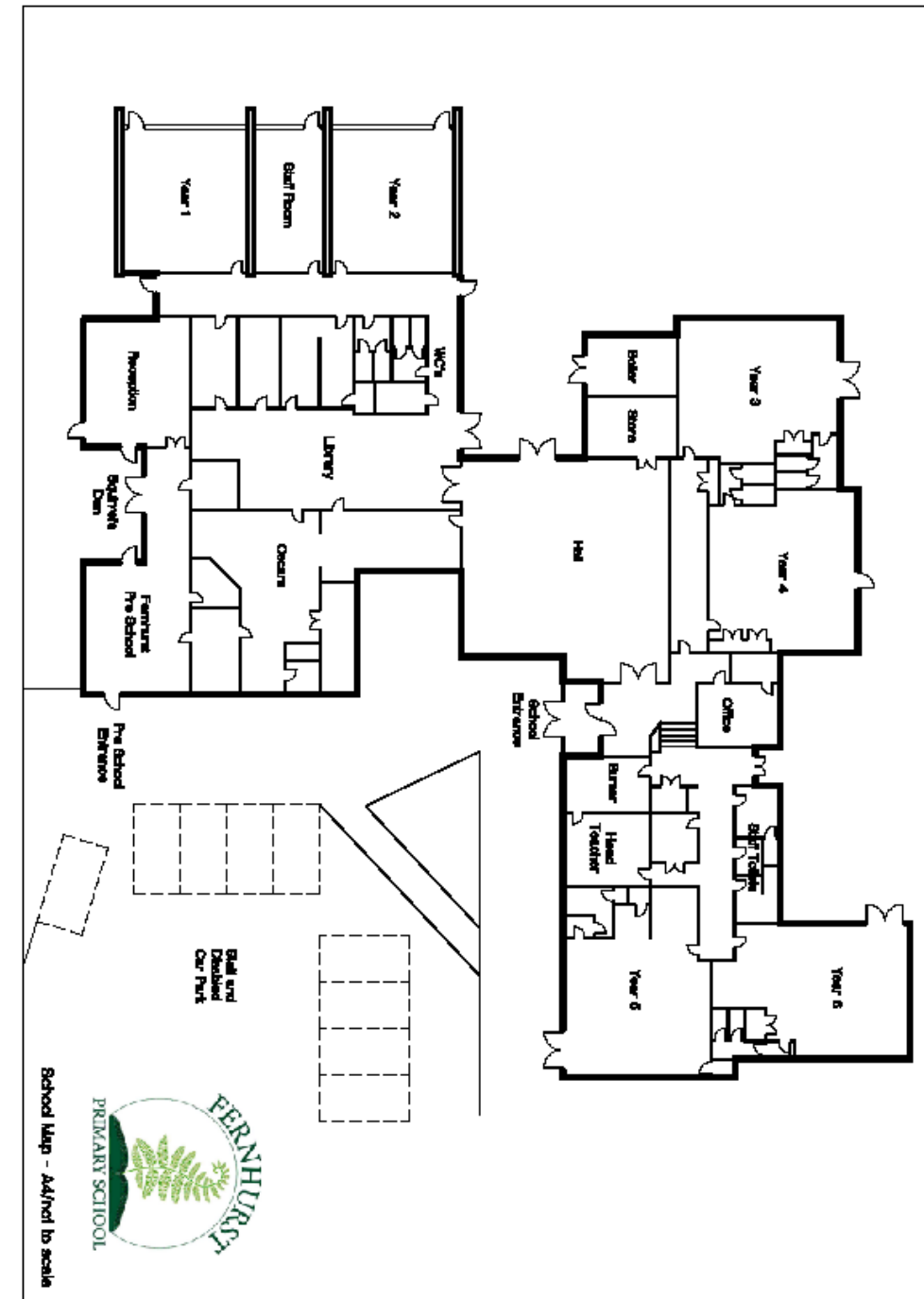
We are here to help you, as parents, guide your child through their transition to Fernhurst Primary School and their onward education, so please feel free to come and talk to us or ask any questions you may have.

We look forward to welcoming you to Fernhurst Primary School.

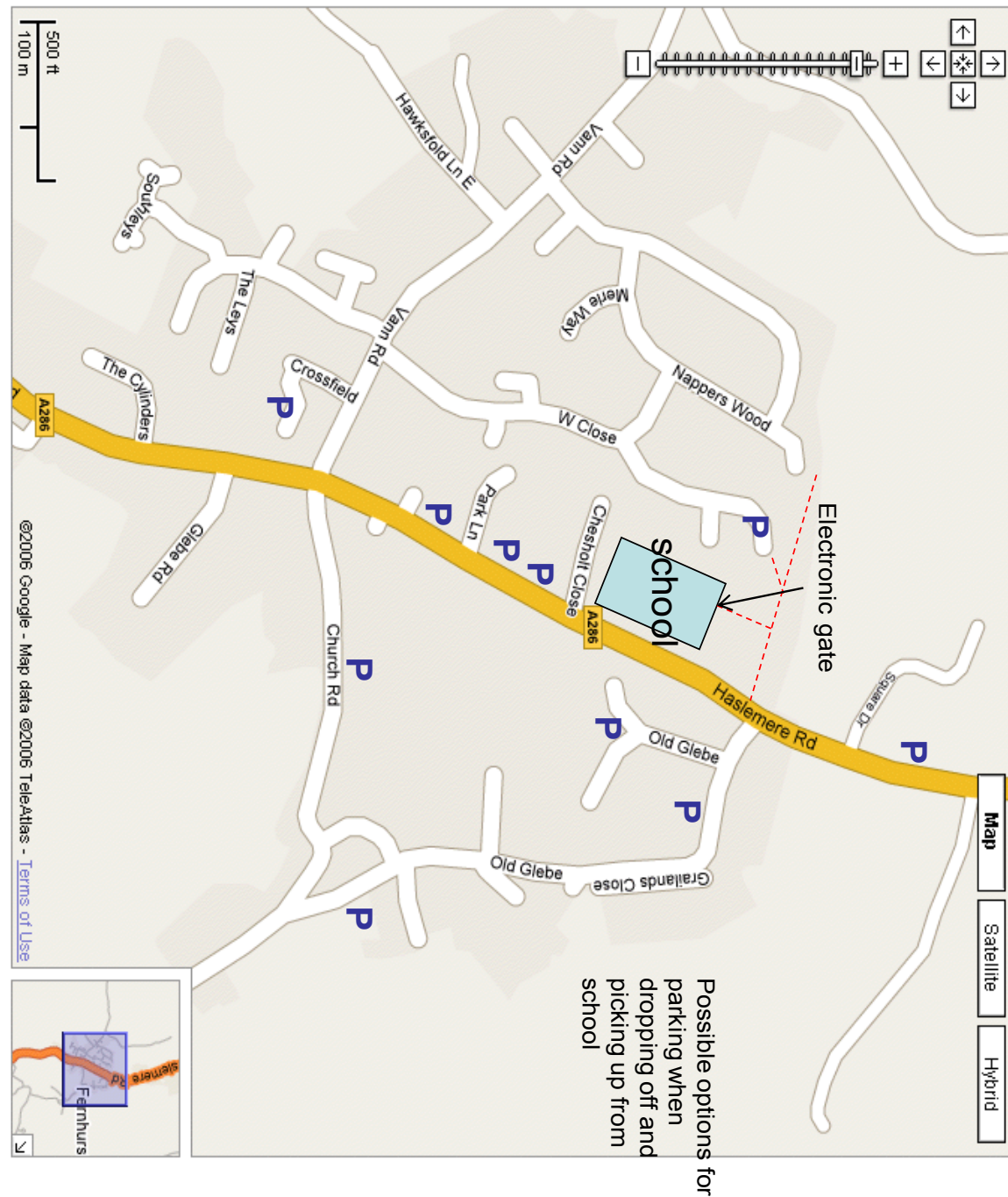
Mrs Gill Richardson  
Headteacher



## MAP OF SCHOOL



## PARKING IN THE VILLAGE



## MEET OUR STAFF

Headteacher

Mrs G Richardson

Deputy Headteacher

Mrs L Isaac

Class teachers

Mrs E Malt

Squirrels

Miss G Morris

Deer

Miss A Barnes

Owls

Miss A Stanley

Red Kites

Mr J Hussey

Robins

Mrs L Isaac/Miss L Barnes

Foxes

Miss E Stocker

Badgers

Special Educational Needs Coordinator

Mrs C Schofield

Support & Intervention Teachers

Mrs A Haigh

PPA Teacher/Music Coordinator

Mrs S Gibbon

PPA Teacher/PE Teacher

Mr A Bone

Forest School Leader

Mrs H Corps

Classroom & Learning Support Assistants

Mrs T Bell

Midday Supervisor

Miss S Brown

Ms I Calzedda

Midday Supervisor

Mrs T Edwards

Mrs K Kirby

Midday Supervisor

Mrs A Krzanik

Mrs R Lay

Mrs I Norris

Midday Supervisor

Mrs S Pafford

Mrs S Woods

Senior Midday Supervisor

Mrs J Yeo

Mrs A Ward

Mrs F Atkinson

Mrs H Porter

Miss K Skelhorn

Mr K Finn

Mrs V Atter

Ms I Calzedda

Mrs S Woods

Finance Officer

Administrators

Caretaker

Breakfast Club Supervisors

Oscars After School Club



## MEET OUR GOVERNORS

Chairperson:	Mr C Lloyd	Appointed Governor
	Mrs G Richardson	Ex-officio Governor
	Mrs L Isaac	Staff Governor
	Mrs F Atkinson	Appointed Governor
	Mrs L O'Sullivan	Appointed Governor
	Rev N Haigh	Appointed Governor
	Mrs E Vigar	Appointed Governor
	Mrs S Ogilvy	Appointed Governor
	Dr V Stubbs	Parent Governor



## TERM DATES

### Autumn Term 2018

Monday 3 September - **Inset day - School Closed**

Tuesday 4 September - **Inset day - School Closed**

Friday 19 October- **Inset day - School Closed**

Monday 3 September – Wednesday 19 December

Half Term: Monday 22 October – Friday 26 October

### Spring Term 2019

Friday 15 February— **Inset day - School Closed**

Thursday 3 January - Friday 5 April

Half Term: Monday 18 February – Friday 22 February

### Summer Term 2019

Monday 3 June—**Inset day - School Closed**

Tuesday 23 April – Tuesday 23 July

Half Term: Monday 27 May – Friday 31 May

For further term dates, please speak to the school office who will be able to advise you further.

## OUR FOREST SCHOOL

At Fernhurst we are lucky enough to have access to several acres of woodland just behind the school so accompanied by our qualified Forest School Leader, Mrs Corps, and several Forest School helpers, classes are allowed to go up to “the woods” to enjoy outdoor experiences to support their in-class learning.

The Forest School programme supports all aspects of our curriculum and particularly strengthens children’s social, emotional and physical development. Heading up to “the woods”, no matter the weather, the children really enjoy learning through outdoor play and practises - a particular favourite being the hot chocolate around the campfire at the end of the session!

Our Forest School is a growing part of our culture and learning, if you would like to know more please do not hesitate to get in touch.



## FOFS



Friends of Fernhurst School, FOFS, is our parent teacher association. It is an integral part of our school community and has, over the years, raised thousands of pounds to buy equipment and resources to enhance our children’s education experience and the school’s facilities. Much of the money raised is through events organised by the committee and supported by children and parents, these include cake sales, the Christmas Disco, the Life Laundry and Christmas cards and gift wrap sales.

As a parent at the school you are automatically a member of FOFS and we would very much welcome your contribution to our organisation. If you are interested in becoming a committee member or would like to know more, please contact the school or one of the FOFS committee.

## PARENT HELPERS

We are always keen to hear from parents who would like to volunteer their time to help at school, whether that be to read with the children, assist on school trips or with swimming lessons, help with transport or even to run a school club. All volunteers that help in school are required to undergo a check by the Disclosure and Barring Service (DBS, previously CRB). If you are interested in becoming a parent helper let the school office or your child’s class teacher know.

## ABSENCES

If your child is going to be absent from school we ask that you telephone the school office as soon as possible to let us know and give us the reason why. We would be grateful if you could call on each day that your child is going to be absent. If your child has medical/dentist appointments booked for during the school day please let us know in advance.

Please note that we operate a “48 hour” rule, so if your child has suffered from either vomiting or diarrhoea you must keep them off for 48 hours from the last episode.

Government guidelines dictate that we cannot allow holidays to be taken during term time. If for any reason you need to take your child out of school, please complete the Leave Request Form available from the school office. Leave will only be granted in “exceptional circumstances”.

Children are encouraged to arrive punctually to school, anyone arriving after 8.50am will be marked as “Late” in the register.



## MEDICINES

If your child is taking a prescribed medicine and requires a dose during the school day you will need to complete a consent form giving staff permission to administer it, this form is obtainable from the school office. Unfortunately, we are unable to administer over the counter medicines of any kind.

Children with allergies, asthma, epilepsy, diabetes or any other long term condition that requires on going medication and care should contact the school about a health care plan for their child.

## MY CHILD’S PROGRESS

At the start of every academic year, each class holds a “Meet the Teacher” session, open to all parents to come along and see your child’s classroom, meet the teacher and gain an understanding of your child’s year ahead and what we are expecting of them.

Class newsletters are then sent out at the start of every new topic, these will contain a topic web brainstorming the activities the class will undertake, the skills they will learn and the expected outcomes. In addition, we hold parents’ evenings in both the Autumn and Spring Terms and you will then receive a comprehensive, written report at the end of the academic year which will detail your child’s attainment, progress and targets in various areas of their learning.

If at any point you wish to discuss your child’s progress or are at all concerned about any aspect of their school life, you should, in the first instance, contact their class teacher to make an appointment.



## HOUSES

When they start at school, all children are allocated a house. They stay within that house throughout their time at school and we always try and put siblings in the same house. Children can then earn house points for their house for good work, good behaviour or simply kind and helpful deeds. At sports day children compete in houses to win the House Cup and at the end of each term the house with the most house points wins the House Shield and a treat to be enjoyed by the house. Our houses are named after local areas:

**HENLEY**

**MARLEY**

**KINGSLEY**

**BLACKDOWN**

## THE SCHOOL DAY

8.35am	Classroom doors open
8.50am	Registration
8.55am	School starts
10.30am	Morning break
12noon	Lunch for Reception-Class 2
12.10pm	Lunch for Classes 3-6
1pm	Registration
1.05pm	Afternoon school starts
2.15-2.25pm	Afternoon break for Reception-Class 2
3.10pm	School finishes



Parents and Carers are responsible for the safety and behaviour of their children prior to the classroom doors opening. We request that balls and other equipment are not used and that cycles and scooters are not ridden in the playground before school. At the end of the day, children will leave their classroom via their outside door. Children in Squirrels and Classes 1 and 2 will not be allowed to leave until we have seen you. Children in the junior classes are free to exit the building to find the person collecting them unless you tell us otherwise. Class 6 students are allowed to walk or cycle to and from school on their own with written permission from you. However, please note that they remain under parental responsibility until classroom doors open in the morning and as soon as they leave the school premises at the end of the day.

If for any reason you are going to be more than 5 minutes late then please phone the school so that we can make arrangements for your child’s care. After this time children will be put into the after school club where standard charges will apply.

We believe that fresh air and time outside is vital for a child’s well being and a good way to boost energy and concentration levels, as such we do send the children outside during break times in almost all weathers. Please ensure that you dress and equip your child for whatever weather the day may hold.

### GETTING TO SCHOOL

Unfortunately, due to limited space in our car park, it is for use only by staff and visitors. Where possible we would strongly encourage children and parents to walk, cycle or scoot to school. If travelling by car is unavoidable please ensure that you park sensibly and respectfully; not blocking driveways, on pavements, verges or on the zig-zag markings outside the school. We would also encourage the “Park and Stride” option and the map at the back of this booklet will help you locate the nearest parking areas to the school.

### ENRICHMENT TIME

On Friday afternoons, children in Years 1-6 enjoy “Enrichment Time”. This is a half hour session offering a time to relax and be rewarded for a good week’s work and enjoy a teacher-led enrichment activity. These vary each term and have included Crafts, Cooking, Fun Science, Sign Language, Sewing, Board Games and Multisports.

## THE EXTENDED SCHOOL DAY

We run both before and after school care for children of all ages. Breakfast Club runs from 7.40am when children can come and enjoy a relaxed breakfast of toast, cereal, yoghurt and juice before being taken to their classrooms in time for the start of the school day. Charges per child are:

### Breakfast Club opening between 7.40am and 8.40am:

Arriving	Cost
Before 7.55am	£4.50
Before 8.10am	£3.40
Before 8.25am	£2.25
Before 8.40am	£1.15

Oscars will continue to open at its usual times starting at 3.10pm when school finishes and continuing until 5.30pm. In line with Breakfast Club the rate is £4.50 per hour. All children must be collected by 5.30pm, if a child is collected after this time then a late fee will be charged.

### Oscars Club opening between 3.10pm and 5.30pm:

Collecting	Cost
Before 3.30pm	£1.50
Before 4.00pm	£3.75
Before 4.30pm	£6.00
Before 5.00pm	£8.25
Before 5.30pm	£10.50

## LUNCH & SNACKS

All children are asked to bring a water bottle to school. Children are encouraged to drink throughout the day and can refill their bottles as and when required. Children in Key Stage 1 are offered a piece of fruit/vegetable at break times however you may wish to send them in with an additional fruit/vegetable snack from home. Children in Key Stage 2 may bring in a fruit/vegetable snack from home. Please ensure that water bottles and snack pots are clearly named.

All children eat lunch together in the school hall and they have a choice of having a hot meal provided by our supplier, Chartwells, or a packed lunch bought in from home. All children in Reception, Classes 1 and 2 automatically get a free hot meal provided unless their parents opt out of the scheme. If your child is in Classes 3-6 and would like hot meals, they can be ordered online at the Chartwell's website, [www.mealselector.co.uk](http://www.mealselector.co.uk). The cost is £2.30 per meal and must be ordered 2 weeks in advance. For menu information please visit the Chartwell's website or contact the school office.



If your child is bringing in a packed lunch, please ensure that it includes a drink and we strongly recommend that it does not contain sweets or chocolate. We also ask that they do not contain nuts or products containing nuts as we have children in the school that have nut allergies. Lunchboxes should be clearly named.

## UNIFORM

### GIRLS

White blouse/polo shirt

Grey skirt/pinafore/trousers

School sweatshirt/green cardigan/green pullover

Green & White checked or striped dress

White or grey socks/green or grey tights

### BOYS

White shirt/polo shirt

Grey trousers

Grey shorts

School sweatshirt/green pullover

Grey socks

### SHOES

Children should wear sensible school shoes. Trainers, boots, high-heeled shoes, platform-soled shoes or strappy sandals are not suitable footwear. Children may bring in trainers/wellies to wear at break times, these may be any colour.

### PE KIT

All classes do PE regularly throughout the week and all children should always have a full PE Kit in school. This should be taken home every Friday for washing and returned the following Monday. For safety reasons jewellery and watches must be removed during PE Lessons.

*PE Kit should include:*

Black shorts/leggings

House T-shirt

Tracksuit for colder weather

Spare socks

Plimsolls (or trainers for older years) - *children in Reception will be advised when these are required but they are not needed initially.*

All these items should be contained in one bag that the children can leave on their pegs for the week.

### JEWELLERY & HAIR

Children should not wear jewellery, other than watches or stud earrings, at school. Children with long hair need to wear it tied back throughout the school day. Hair accessories should be uniform colour, small in format and plain or very gently patterned.

Most school uniform items, both branded and unbranded, can be purchased from our online supplier at [www.schoolwearforless.com](http://www.schoolwearforless.com). Unbranded uniform may also be purchased from any high street shop or supermarket.

**PLEASE ENSURE THAT ALL ITEMS OF CLOTHING AND FOOTWEAR ARE CLEARLY NAMED.**