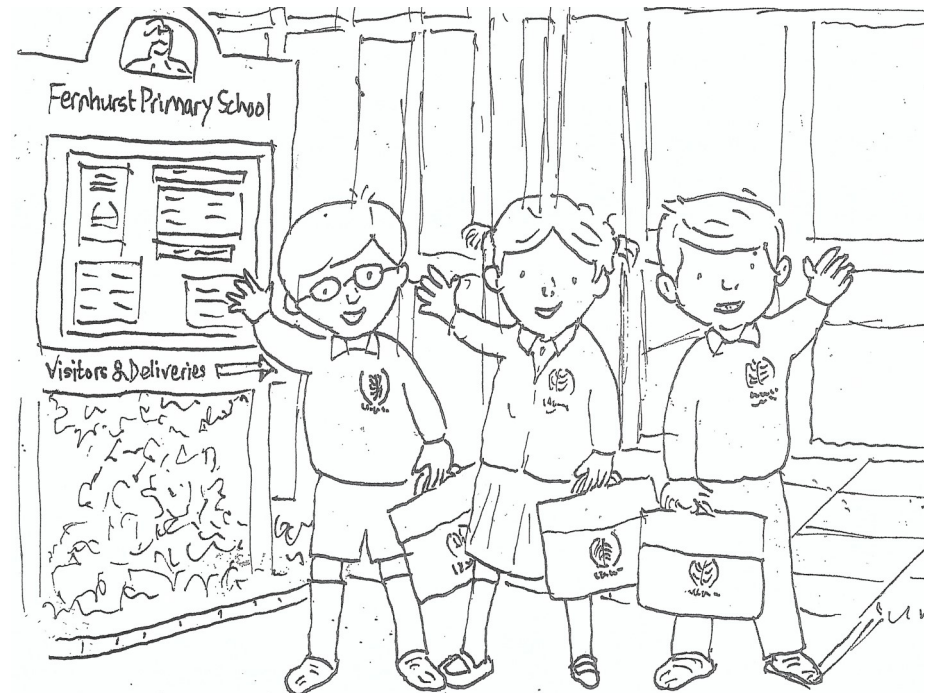


# Fernhurst Primary School



## Parent Handbook 2023—2024

# Parent Handbook Contents

Welcome & Contact Information	p3
Absence from School	p4
Allergies and Food Choices	p4-5
Behaviour	p5-6
Bullying	p6
Communication	p7
Curriculum	p7
FoFS (Friends of Fernhurst School)	p8
Forest activities and outdoor learning	p8
Holiday provision	p9
Home Learning	p9
House Teams	p10
Information about school	p10
Medication	p11
Milk	p11
Parking	p11
Pupil Premium	p12
Safeguarding	p12
School Day	p13
School Meals	p14
SCOPAY	p15
SEND	p15
Swimming	p15
Transition Arrangements	p16
Trips and Enrichment	p16
Uniform	p17
Wellbeing	p18
Wraparound Care & Club Key	p19
Young Governors and Young Leadership Team	p20
Staff Photo Board	p21

## Staff Photo Board 2023/24



Mrs J Thornton  
Headteacher



Miss S Allen  
Assistant Headteacher and  
Y6 teacher



Ms N Ludlam  
EY Leader and SENDCo



Mrs Z Fuller  
Business Manager



Miss S Brown  
Administrative Asst



Mr A Bennett  
Site Maintenance Assistant



Mr M Shaw  
Y2 Teacher



Mrs L Kelsey  
Y3 Teacher



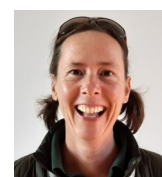
Miss L Ridge  
Y1 Teacher



Miss R Jameson  
Y4 Teacher



Miss A Goldup  
Y5 Teacher



Mrs H Corps  
Forest School Teacher



Miss E Stocker  
Teacher



Miss T Allen  
HLTA



Mrs T Bell  
Classroom & Learning Support



Mrs K Kirby  
Classroom & Learning Support



Mrs S Pafford  
Classroom & Learning Support



Miss J Floss  
Classroom & Learning Support



Miss F Roberts  
Classroom & Learning Support

## Young Governors and our Young Leadership Team

Young Governors are children who put themselves forward for their peers to vote upon, based on the presentations that they have prepared as part of the recruiting process. If successfully appointed, they are given a role profile outlining their responsibilities and they meet on a regular basis with Mrs Thornton to review important aspects of school like health and safety and behaviour. They report back to their classes and present reports to the Governing Body. These children are also our 'Green Gang', working with to help improve how eco friendly our school is and supporting understanding of climate control and our impact on the world.

We have a Young Leadership Team in Year 6; they oversee the work of the Young Governors and take on a level of responsibility for as aspect of school life, such as the library, peer mentor roles or sports leadership at breaks. Every Year 6 is involved in our Young Leadership Team.



## Welcome to Fernhurst Primary School

Whether you are a new parent to the school, or have been a member of our school community for some time, there will always be so many things to remember when it comes to school matters.

We thought you might appreciate this useful A-Z handbook of commonly requested information about Fernhurst Primary School.

Of course, we aren't able to include everything in such a brief publication, but we hope that it serves as a useful resource to keep to hand.

If you require clarification about anything that is in the handbook or need information about areas not covered within these pages, please take a look at our school website or contact us directly by email or telephone (please see the section 'How to contact us' below).

May I take this opportunity to thank you for choosing to let us educate your child and please let us know what may be useful to include in any future editions of the Parent Handbook.

## How to Contact Us

Visit our website: [www.fernhurst.w-sussex.sch.uk](http://www.fernhurst.w-sussex.sch.uk)

Email: [office@fernhurst.w-sussex.sch.uk](mailto:office@fernhurst.w-sussex.sch.uk)

Telephone: 01428 653144



Mrs Jennifer Thornton

Headteacher

## Absence from school

We believe it is important for children to be in school every day. However, there are occasions when a child may be too unwell to attend. In these circumstances, you need to notify us via the attendance app to report the absence. You need to notify on every day of absence, unless by prior agreement.



The school follows Government guidance in relation to absence and does not grant holiday absence, unless in exceptional circumstances. Request an appointment with Mrs Thornton if you need any advice or guidance regarding this.



## Allergies and Food Choices

We are a **nut free** school. It is very important that you check the ingredients in your lunch boxes as we have children with life threatening airborne allergies.

Treats made for Cake Sales and brought into school must be completely nut free and we ask that an ingredients list is included for home-made items.

We must also ask that you check any hand creams used by your child to ensure that they do not contain nut-derived oils.

## Wraparound Care & Club Key

CM Wrap Around Care is delighted to be able to offer a full wrap around care service for those parents wanting extra childcare arrangements and is open to Reception through to Year 6 pupils.

Morning club: 7:30am - 8:30am - £4.50 per child, Children attending the morning session will be served a breakfast comprising of a variety of cereal, toast, fruit and juice.

After School Club Options:

Wrap around 3:10pm - 6:00pm - £11 per child

Session 1 3:10pm - 4:15pm - £5 per child

Session 2 4:15pm - 6:00pm - £6 per child

The club provides healthy snacks for children on after school clubs, this snack is not a main meal it is to keep them going until they get home. Children are free to choose their own play opportunities according to their interests.

Incorporated within the club, we will aim to include:

- Active Sports and Games
- Board Games and Lego
- Homework Area
- Create and Make Sessions
- Reading and Relaxation Areas

CM Sports staff hold DBS, first aid and food hygiene certificates. Booking and payments can be completed via the CM website [www.cm-sports.co.uk](http://www.cm-sports.co.uk) or over the phone on 02392 987 881. Childcare vouchers can also be accepted and can be processed over the phone on 02392 987 881 or arranged via email via [payments@cm-sports.co.uk](mailto:payments@cm-sports.co.uk). Places should be booked at least 1 day before attendance to ensure there is space for your child. Spaces are limited and issued on a first come first served basis. Only pre-booked children will be accepted. Copies of all CM Sports policies can be found on their website [www.cm-sports.co.uk/policies-and-procedures](http://www.cm-sports.co.uk/policies-and-procedures)

Fernhurst Primary also offers a wide range of after school club options. The Club Key offer is also available to pupils until 4.15pm so you are able to utilise these for childcare arrangements or to give your children the opportunity to socialise with their friends in a safe environment. An overview of current clubs is available on the school website.

## Wellbeing

We aim to support the wellbeing of our children and our families. Be sure to explore our Care First Package which can provide support to all parents, pupils and staff at our school! Covering Stress, Pregnancy, Debt, Landlords, Neighbours, Nutrition and many, many more areas, Care First can support you over the phone or online for free. Login at [carefirst-lifestyle.co.uk](https://carefirst-lifestyle.co.uk)



Children's wellbeing is supported through our relational approach to behaviour, our carefully planned PSHE curriculum and bespoke work which is provided by our pastoral support team. Their aim is to remove the barriers to learning and to have happy children in school and at home. We have prioritised supporting wellbeing following the impact of Covid-19 and as such, have spent time training all staff as well as having a bespoke nurture team including play therapists and a SEMH specialist that we commission to work with children with specific emotional needs or trauma..

If you have any concerns about the wellbeing of your child, please let us know so that we can ensure the right support is in place.



## Allergies and Food Choices (cont...)

Please ensure that you always update us regarding any allergies, so that we can ensure all cookery is arranged to meet the allergy and dietary needs of the children in the class. If your child has a food allergy, medically diagnosed intolerance or does not eat certain foods as a lifestyle choice and will be eating a school lunch, you will also need to provide Chartwells, our lunch provider, with this information so that they can provide a special diet if needed. Contact [westsussexspecialdiets@compass-group.co.uk](mailto:westsussexspecialdiets@compass-group.co.uk)

We follow Food Standard guidelines on nutrition for primary aged children. These state that fizzy drinks, chocolate and confectionary should not be part of a child's lunch and as such, chocolate coated biscuits and other treats are not allowed, with the exception of non-uniform days. Children may bring fresh fruit or vegetable into school for break times, but dried fruit and other types of bars are not allowed expect in lunchboxes, because they can contain high levels of fructose/sugar.

## Behaviour

The school has a relational approach to behaviour; we believe that positive relationships support positive behavioural choices. We deliver this through restorative practices, children are helped to understand why their behaviour was inappropriate and alternative ways to respond. We do not allow low level disruption in class and any children who are disturbing learning will be asked to work in a partner class or with a senior leader. Sometimes children fall out with each other; this does not automatically mean that they are 'bullying' each other and is more frequently age appropriate disputes which can be supported using this approach. In these instances, an adult supports the children involved to understand the impact of their behaviour.



There are occasions when a child might require some additional support to make the right decisions. These children will be involved in writing a 'pastoral support plan' (PSP) where targets are developed and worked on collaboratively. If this applies to your child, you will be notified and will be given a copy of the PSP to support at home.

If a child physically hurts another child, they may be required to miss some playtime to consider their behaviour. This is always supported with a restorative conversation. Suspension and exclusion are used as a last resort.

Children are rewarded for good choices through positive praise and in some instances, with house points.

For more information about restorative approaches, we strongly recommend watching this short video. Use the QR code link here.



## Bullying

Bullying is the repeated behaviour of being unkind to somebody. This is **not tolerated** at Fernhurst Primary School. Through our relational approach to behaviour, we have positive relationships between peers most of the time but if there is a concern about bullying (by the child, school or by parents) it will be investigated. If bullying is taking place, parents of all involved will be contacted by the Headteacher or Assistant Headteacher to discuss the support to be put in place. If you have any concerns regarding bullying, you can contact the school in confidence by telephone or email.

## Uniform

Please remember to name all items of school uniform. If an item becomes lost and is unnamed, it will be added to our Lost Property box which is situated in the school office.

### Uniform consists of:

- white polo shirt (embroidered uniform is available)
- grey shorts / skirts / dress / trousers
- a school sweatshirt or cardigan.
- grey or white socks or grey tights
- sensible black school shoes (open toe sandals and shoes with a heel are not suitable)

### PE Uniform is worn to school on PE days and consists of:

- Fernhurst tracksuit (or plain black tracksuit bottoms and a plain black hoodie)
- White T-Shirt (with or without a Fernhurst logo)
- Trainers (plain black or white)

### Jewellery

- A watch may be worn on non PE days
- Single stud earrings can be worn but these need to be covered or removed for PE.

### Hair

- Long hair needs to be tied back.
- Hair accessories must be school green, black or grey and must be small size and plain in pattern. Large bows are not permitted.

When children are attending outdoor learning, they should be suitably dressed for the weather and must always wear either wellies or walking boots/shoes.



## Transition Arrangements

It is important that all children have appropriate transition to the school, between year groups and to their next school.

For new Early Years children, we visit them in their current pre-school settings, invite them into school for a teddy bears picnic and have a stay and play session in the Summer Term before they join us. Families are also invited to join the Sports Day and Fernhurst SummerFest so that children can familiarise themselves with the school environment. In the Summer Term, families receive a home visit so that their children can get to know their teachers in the comfort of their own environment and you can update them on details about your children. Children then transition into school. Full time attendance is available from day one. Arrangements are flexible depending on the needs of individuals and you can speak with the school about this. Dates are sent to families in the Summer Term.

All children move to their new classes to work with their new teachers on 'common transfer day'. This is the day that the secondary schools have the Y6 children visit them which enables all teachers to be available for their new classes. Additional arrangements are put in place for individuals as required but, being a small village school, children get the chance to know all staff.

Transferring to a new school is supported with transition arrangements. These vary depending on the school that you are transferring to but we work closely with all secondary schools to ensure that the needs of individuals are met.

## Trips, Enrichment & Residential

In your annual planner, you will have an overview of our trips and enrichment for the year. We believe in bringing learning to life in a meaningful way, hooking concepts and knowledge together to ensure that our children make good progress in all curriculum areas. As a result, your children will have an experience to look forward to each half term and by the time they leave Fernhurst Primary School, they will have visited a theatre, an art gallery and a non-Christian place of worship as well as visiting a range of attractions to fit with their topic learning and the opportunity for up to four different residential experiences.



## Communication

Children spend more time at home than they do in school, it is therefore vital that we work together to ensure the best outcomes for your children emotionally and academically.

At Fernhurst, we have two parent consultations a year (Autumn and Spring terms) and a written report at the end of the Summer term. You can book an appointment with your child's teacher at any point in the school year by contacting the school office. You may also wish to email your child's classteacher; again, please email the office and they will direct the email to them. If your child has a SEND need, you will be able to book an appointment at our SENDCo surgeries after school on Tuesdays—contact the school office to do so.

Sometimes there may be something you need to let the teacher know quickly, you are able to do this at the end of the school day when you collect your child. It will not be possible to speak directly with your child's class teacher at the start of the day as they will be teaching. If you have a message to pass on in the morning, you can do so by letting the staff member on the door know.

If you ever have anything which concerns you or that you would like to speak to somebody other than the class teacher about, you can make an appointment to meet with a member of the senior leadership team. A Teams call or face to face appointment can be booked by contacting the school office.

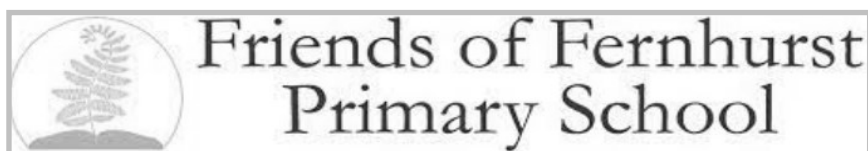
## Curriculum

Classes are taught in year groups for Reading, Writing and Maths. In the afternoons, children work on the Explore Curriculum which contains our foundation subjects. These subjects can be taught in different groups of children to enable them to work together, across year groups. Each half term, every explore class works on their topics which all link to other areas of learning through the school journey—for example, the South Downs National Park, the work of John Muir or the American National Parks. This enables the children to develop knowledge over time and make connections between their learning. It also ensures that work done in core learning (English and maths) can complement the themes. Full details can be located on the school website Fernhurst Primary School - Curriculum



## FoFs (Friends of Fernhurst School)

We are very fortunate to have an incredible group of parents who work very hard to raise funds for additional resources and experiences. They are always on the look out for additional support so please get in touch with them by emailing [fofs@fernhurst.w-sussex.sch.uk](mailto:fofs@fernhurst.w-sussex.sch.uk) to find out what you can get involved with. The key annual events are highlighted in your annual planner so that you can 'save the date' but FoFs are always looking out for extra experiences for the children and families so there may be additional dates that you receive notification of through the course of the year.



## Forest activities and outdoor learning

During dedicated time in the forest, children experience a child-centred inspirational learning process, that offers opportunities for holistic growth through regular sessions. It is a long-term program that supports play, exploration and supported risk taking. It develops confidence and self-esteem through learner inspired, hands-on experiences in a natural setting. We are fortunate to have the use of acres of forest land a short walk from the school grounds where our children can flourish in the natural environment.

Mrs Corps expertly leads our outdoor learning. In EY and KS1 the children learn a wide range of forest school skills and knowledge that they can then apply into their KS2 forest school sessions which link with the national John Muir awards. Each year, children also have the opportunity to explore our school grounds through outdoor learning opportunities and visit our local area through a carefully planned walk with Mrs Corps. Every child gets two half terms of provision every year.



## Scopay

The school uses a cashless system call Scopay for parents to pay for school trips, wraparound care and one off events. When your child starts with the school you will be provided with a link and password to help you access the system for the first time. Where possible we ask that all parents use this system. Parents evenings can be booked using this system along with consent for school trips.

## SEND (Special Educational Needs and Disabilities)

Ms Nikki Ludlam is our SEND Coordinator. If your child has special educational needs or a disability, she will oversee the provision for your child. All SEND children have a 'learning passport', which outlines the support in place for them. If you need to contact Ms Ludlam, she can be contacted at school or by email.

Her email address is [sendco@fernhurst.w-sussex.sch.uk](mailto:sendco@fernhurst.w-sussex.sch.uk)

## Swimming

As part of the National Curriculum, all children should be able to swim competently, confidently and proficiently over a distance of **at least** 25 metres. Y3 and Y4 will swim at Haslemere Pool in the Spring Term. Any children in Y5/6 that are not able to swim 25m will be given the opportunity to have these additional lessons.





## School meals

Our school lunch provision is run by a catering company called Chartwells, the largest provider of school meals in the country. The food is delivered to school, where it is heated and served to the children with bread, fresh fruit and either milk or water to drink.

Since September 2014 all pupils in Reception, Year 1 and Year 2 have received a free school lunch (Universal Infant Free School Meals). If you do not feel that your child will eat or enjoy a hot meal then they may bring in a packed lunch. We would ask that if your child is having packed lunches that you opt them out of the UIFSM scheme, this can be done very easily by contacting the school office and will cut down on food wastage.

Meals must be ordered and choices selected no less than two weeks in advance using Chartwell's booking system.

Details of how to order and information on the latest menu can be found on their website <http://www.mealselector.co.uk>.



## Holiday provision

During school holidays, we have holiday clubs running. These are led by CM Sports and can be booked directly through their website. This is the same company that run our breakfast and after school wrap around childcare. The holiday clubs include sport, arts and games.



## Home Learning

We consulted with parents about home learning and set the following expectations:

- All children will read at least three times a week and record their reading on an online app.
- Children in EY/Y1 will have phonics flashcards.
- Children in Y2-6 will have weekly spellings to learn. Spellings will be tested in weekly tests.
- Children in Y2-6 will rehearse their multiplication facts. Multiplications will be monitored through Times Tables Rock Stars and assessed in classroom tests.

Children in KS2 have Accelerated Reader and Century Learning accounts which they should use to support classroom learning and embed skills and knowledge.

All children can complete additional work relating to topics which their teachers will be delighted to share.

There may be occasions when additional tasks are sent home to support an individual child, this will be discussed with parents beforehand.



## House Teams

Children are placed into one of four houses when they join the school and we place siblings into the same house. The houses are named after environmentalists, Sir David Attenborough, Isabella Tree, Greta Thunberg and John Muir.

All children can collect house points for their house throughout the school year. These are celebrated each week in celebration assembly.

On Sports Days, children compete for points for their team.



## Information about school

We try very hard to send concise, accurate communications and to keep them to a minimum. A weekly newsletter is provided electronically to all parents with a roundup of the week's event and up and coming dates for the diary. Information pertinent to individual classes is emailed directly to parents, as well as other information that isn't suitable for the newsletter. Consent for trips is given when you join the school for trips that fall within the school day. Where we have extended days to enable longer trips, you will receive forms home in hardcopy for completion.

Further information on clubs, term dates etc can be found on our Website and Facebook page.

If you have any concerns about accessing any of this information, please contact the Office so an alternative way of keeping you informed can be established.



## School Day

Doors open at 8:40 and the doors close at 8:50 so anybody arriving after this time will need to sign in at the school office. School finishes at 3:10, unless your child has a club to attend. This is under review as the Government have asked schools to run for 32.5 hours a week.

Children have a morning breaktime and a play during the lunch break.

On a Monday, every class starts their week with a PSHE lesson. Every morning, the children have reading, writing and maths lessons. In EYFS and KS1, this includes phonics. In the afternoons, children have foundation subjects. There are two sessions in the afternoons – sometimes these are put together for an extended lesson so that children can work practically and sometimes they are shorter sessions which cover different subjects.



Twice a week the children have a PE lesson – you will be given details of which day your child has PE. On these days they need to wear their PE uniform to school. When they have forest or outdoor learning, this is in place of PE for that day. On these days, they should wear their forest clothes to school with some spare clothes in a bag to use if they get too wet or muddy in the forest.

## Pupil Premium

Parents who receive income-related benefits and child tax credits can apply for additional funding, to help pay for school meals, uniform and educational materials. The money is provided directly to your child's primary school. Please see the following link on how to apply, the school can also complete the form for you, please contact the Office for more information.

<https://www.gov.uk/apply-free-school-meals> or use this QR code;



## Safeguarding

Mrs Thornton is the school's Designated Safeguarding Lead, this means that if there are any concerns regarding safeguarding, she will discuss these with the families involved or with the appropriate organisation, depending on the nature of the concerns. Miss Allen and Ms Ludlam are Deputy Designated Safeguarding Leads and take on this responsibility in the absence of Mrs Thornton. If you have any concerns regarding the safeguarding of children outside of school, you are advised to contact West Sussex Children's Services directly on 01403 229900.

## Medication

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 available from the school office. Unfortunately, we are unable to administer over the counter medicines of any kind, except in exceptional circumstances. All medication, including creams, should be handed over to your child's teacher or TA and not placed in the child's bag.

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

Please be aware that we can only administer prescribed medications. We cannot administer over the counter medicines but you are able to come into school to administer these if needed.

You will be asked to complete a medical form each year so that we can ensure we hold all of the most up to date information about your child.

## Milk

All children up to the age of 5 years are provided with a glass of milk each day under a Government funding scheme. When there is extra milk available, all Reception children will be offered some regardless of their age. Milk is also provided as an alternative to water at lunchtime, for Reception and Key Stage One children who are eating a hot lunch.

## Parking

There is very limited safe parking directly outside of the school, but there are lots of places to park locally. The carpark in the village is a pleasant ten minute walk from school.

Please park responsibly and considerately. The school carpark is only available for use by staff, visitors and parents / carers who have a proven need.

