



Fairfield High School for Girls Year 6 Transition Information

Class of 2026





Welcome by the Transition Team

We are delighted that your daughter will be joining us in September. Our aim is to create a smooth, stress free transition from Primary to Secondary school. Our induction programme has been running for several years and we believe that it helps the children settle into their new school as quickly as possible.

We enclose some details of the coming year and hope that all goes well for your daughter. Should you have any queries or concerns please contact us via email at admin@fairfieldhighschool.co.uk



Primary Visits

The current Head of Year 7 (Mrs. Marlow) supported by the Student Support Team would normally, at this time of year, have visited the majority of pupils who are joining us in September 2021. Unfortunately, because of the Coronavirus pandemic and schools being closed due to lockdown, this has not been able to take place. Although Year 6 transition is different for parents, carers, pupils and schools this year, please rest assured that we are still working closely with Primary Schools to ensure that all of our academic and pastoral information is as up-to-date as possible so that we can support your daughter in September.

Allocation of Forms

There are seven tutor groups in Year 7 (from 7A to 7G) and we allocate pupils to tutor groups with a great deal of care and consideration. Our intake comes from a large number of Primary schools and we use the following guidelines to allocate pupils to forms:

- In the same Form as at least one other pupil from their Primary School or at least one other pupil specified by the pupil or Year 6 teacher.
- If one girl is the only pupil from that school then she is placed in a Form with at least one other pupil in the same position.

If you have informed us of any special requests with regard to your daughter's Form we will take these into consideration. We will also discuss friendship groups with our Primary Schools and take their recommendations on board. **Please note** that although we try our best, we cannot meet all parental requests and the final decision will rest with the Headteacher.

Term begins - Friday, 3rd September 2021 - girls should arrive for 8.00 am in readiness for their morning registration at 8.15 am.

Mission

At Fairfield High School, the Governors, Headteacher, Senior Leadership Team and staff all work together within a tradition of care and service to promote the highest academic standards for every pupil. We have very high expectations of behaviour and appearance reflecting excellent standards in the classroom. We believe outstanding academic success and personal development are complementary and we pride ourselves on achieving excellence in a caring environment.

By the time girls leave us in Year 11, we aim to have helped them to become:

- **Successful learners** who enjoy learning, make outstanding progress, achieve outstanding academic results and enjoy learning for the rest of their lives.
- **Confident individuals** who are valued and value others for who they are, young women who are able to live safe, healthy, successful and fulfilling lives.
- **Responsible citizens** who make a positive difference to our communities and are ready to meet the challenges of lifelong learning and the world of work.

1. Important Information

The Headteacher is **Mrs Bateman**

The Deputy Headteacher is **Miss Lealman**

The address of the school is:

Fairfield High School for Girls

Fairfield Avenue

Droylsden

Manchester

M43 6AB

Main School Telephone No. **0161 370 1488**

Pupil Absence Line No. **0161 301 6452**

School Facsimile No. **0161 371 1620**

School Email Address **admin@fairfieldhighschool.co.uk**

School Website Address **www.fairfieldhighschool.co.uk**

If there are any problems or concerns, the first person to contact is your daughter's Form Tutor.

Other key people are:

- Senior Assistant Headteacher (Welfare and Guidance) **Dr. Beckett**
- Assistant Headteacher (Quality of Education) **Mrs. McCormick**
- Assistant Headteacher (Quality of Education) **Mr. Di Paola**
- School Business Manager **Mrs. Herbertson**
- School SENCO **Mrs. Stewart**
- Attendance and Pastoral Support Officer **Mrs. Murphy**
- Attendance and Inclusion Manager **Mrs. Clough**
- Key Stage 3 Learning Mentor **Mrs. Knowles**

The school day runs from **8.15 am to 2.40 pm**. Your daughter **must** be in her Form room by **8.10 am** in readiness for an **8.15 am** start.

The support of parents and carers is vitally important to the success of their daughters in school. The co-operation of parents and carers is sought to ensure that:

- Pupils uphold the Fairfield ethos.
- Girls attend school regularly and punctually.

Parents and carers **should** telephone the school's absence line (**0161 301 6452**) on the first day of their daughter's absence. Pupils **must** bring a written explanation letter signed by a parent or carer when they return to school after any absence or medical evidence to support their absence (even if previous permission has been given or a telephone message sent); this is necessary for the school attendance records.

- School is informed immediately when a pupil is known to have been in contact with, or is suffering from, an infectious illness.
- Where regular exemption from Religious Studies or Physical Education is desired, exemption must be sought from the Headteacher.

2. **School Communication**

Fairfield High School for Girls likes to ensure that it always maintains excellent communication with all parents and carers. As a school, we are making communication easier, faster and more effective with the use of '**School Gateway**'. This means that we can share information with parents and carers quickly via email, text, online and smartphone app.

Parents and carers will be able to:

- View their daughter's contact details, lesson timetables, assessment data and attendance.
- Make payments via debit or credit card, PayPoint or Instant Bank Transfer.
- View lunch balances.
- Give online consent for activities such as school trips.

3. **Fairfield Ethos**

Pupils at Fairfield High School for Girls **must** uphold the highest standards of attendance, punctuality and uniform. Pupils **must** also conduct themselves at all times sensibly, with maturity and above all have a positive attitude to education, progress and achievement.

• **Attendance and Punctuality**

School expects all pupils to attend school every day on time. Pupils should expect to be regularly challenged by Form Tutors, pastoral staff and the Attendance and Inclusion Manager if they are routinely late or absent. Our school attendance target is **97%**. If pupils are persistently absent or late, school will take immediate action.

School begins promptly at 8.15 am Pupils are expected to be sat in their Form rooms at 8.10 am in readiness for registration at 8.15 am.

- **Conduct around School**

Pupils' behaviour and conduct around school (including breaks and lunchtimes) should **always** be orderly and sensible at all times. Safety in school is of the most paramount importance and poor, irresponsible or dangerous behaviour will **not** be tolerated. Whole school detentions will be given to pupils who do not conduct themselves in a safe and sensible manner.

- **School Uniform**

At Fairfield High School for Girls, we expect the highest standards of uniform (as laid out in the Fairfax). Pupils **must** be aware that we have a '**zero tolerance**' attitude towards uniform. Form Tutors check uniform at both am and pm registration and they will record any minor issues of non-compliance or concern in a pupil's Fairfax and then will contact home to speak to a parent or carer. Any major issues regarding school uniform will be referred to the Head of Year or a senior member of staff.

- **Standing**

All pupils **must** stand when a member of staff or a visitor enters the room, and also at the start and at the end of lessons. This means that, should any important information need to be given out, pupils are focussed and attentive. There is also a formal start and end to lessons in that pupils should enter the classroom, take out their equipment and expect to be greeted before sitting down.

- **Fairfaxes**

Fairfaxes should be neat, tidy and free of graffiti. They should be used correctly to record progress, attendance and Home Learning. Fairfaxes are school property and are the primary method of communication between home and school. They are signed weekly by the Form Tutor and parents/carers, and should be used correctly by the pupils. The first section of the Fairfax is also a vital source of information on events, school rules and staffing etc. **Fairfaxes should be on the desks at all times.**

- **Equipment**

Pupils should be fully prepared for the school day. Pupils should bring everything they need ready for the school day. This includes PE kit, calculators and basic equipment like black pens and pencils.

- **Mobile Technology**

Pupils **should not** bring any unnecessary technology into school. Pupils **should not** bring smartphones, mobile phones, iPads, smartwatches or Fitbits into school. Pupils **should not** be seen with earphones, headphones or other evidence of mobile phones etc. for their own safety and security. **We have a strict policy with regard to mobile technology and a copy of our rules and regulations surrounding mobile technology is included in this booklet.**

- **Form Tutors / Registration**

Registrations are a vital part of the school day. **Form Tutors are the first point of contact for all school issues** and have a very important relationship with pupils. Form Tutors see their tutees twice a day and this gives them the perfect opportunity to provide daily support for any number of issues.

Pupils should always see their Form Tutor first if they have any problems, concerns or questions at all about their progress, friendships, attendance or any other issue that is causing them concern.

- **Food and Drink**

Pupils should always eat healthily and responsibly. Pupils are encouraged to drink plenty of water. The water must be in a (preferably re-useable) plastic bottle with a secure top on it.



As part of our healthy eating and living agenda ‘energy drinks’ are banned in school, as is chewing gum. These items will be confiscated.

- 4. **Mobile Technology including Mobile Phones/Smart Watches/Headphones**

Please take careful note of these regulations and sanction with respect to technology, including phones.

School is **NOT** responsible for a pupil’s mobile technology being lost or stolen. Items are brought into school at their own risk. Mobile technology **must** be deactivated and secured in an appropriate place until a pupil is off the school site. If mobile technology needs to be brought into school, it should be switched off at all times and stored in bags, **not** in skirt pockets. If it is seen or heard - **it will be confiscated.**

If a member of staff confiscates mobile technology it will be labelled with the individual pupil’s name and Form then handed to the Pastoral Hub for safekeeping. It will be returned at the end of the day.

- **The first time** - a text is sent home.
- **The second time** - a telephone call to a parent/carer will be made and a text sent home. The pupil will receive a **whole school detention.**
- **The third time** - a text is sent home and an **SLT detention issued.**
- **The fourth time** - the pupil will receive an **internal isolation** for the day and a parent/carer will be contacted by a senior member of staff.
- **For a fifth offence** - the Headteacher will apply a sanction.

Mobile technology **must not** be seen in school - even in cases of non-uniform or special events; **the same rule applies - no mobile technology.**

Please Note

- Any mobile technology that is confiscated **will** include the sim card. Sim cards **will not** be removed from phones and given back to pupils.
- In order to avoid theft, you should not bring your phone into school.

Important Information

- Mobile Technology (including Picture/Video Phones) **must not** be used in school at any time.
- Mobile Technology (including Smart Watches) **should not** be brought into school. The same regulations and sanctions will apply. **These are also very expensive items and school will not be responsible in the event of them being lost or stolen if one is brought into school.**

5. School Uniform




All pupils **must** wear regulation uniform. Please refer to our full school uniform list at the end of this booklet; this clearly outlines what is ‘**Acceptable**’ and ‘**Unacceptable**’.

6 School Meals

For Year 7, lunch is served between **12.40 pm** and **1.25 pm**. There is always a hot meal, including a vegetarian option, along with a wide range of sandwiches and pasta. Fresh fruit is always available. There is also an outdoor catering pod where a selection of sandwiches can also be purchased. Drinks and snacks are also available at morning break.

Our school catering is provided by Aspens Catering. Lunch money must be paid onto your daughter’s School Gateway account in advance each week. In order to purchase food, pupils must be registered and have available credit on their account.

Menus operate on a three week rotation; an example of a School Restaurant Menu is given below.

		19 Apr, 10 May, 31 May, 21 Jun, 12 Jul, 2 Aug, 23 Aug, 13 Sep, 4 Oct						
		WEEK TWO						
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
TRADITIONAL DISH	Meatball Marinara Fusilli Pasta, Garlic Bread & Green Salad	Sriracha Chicken Jewelled Couscous, & Salad	Roast Beef Filled Yorkshire Pudding Roasties, Fresh Vegetables with Gravy	Tandoori Chicken Curry Turmeric Rice, Mini Naan Bread	Fish & Chip Shop Fryday Battered Fish, Chips, Fish Fingers, Jumbo Sausage, Quorn Nuggets, Vegetable Burger,			
	VEGGIE DISH 	Quorn Meatball Marinara Fusilli Pasta, Garlic Bread & Green Salad	Lebanese Falafel Flatbread Jewelled Couscous, & Salad	Potato & Spinach Frittata Herb Diced Potatoes & Mixed Salad	Chickpea & Lentil Curry Turmeric Rice, Mini Naan Bread	Mushy Peas, Baked Beans, Chip Shop Curry Sauce, Gravy		
Hot DELI		Our Hot Deli Range includes fresh dough pizzas, pasta & noodle pots, filled jacket potatoes & paninis hot chicken wraps, wings & loaded wedges. We rotate our range throughout the week.						
		DELICIOUS DESSERTS	Chocolate Cornflake Crispy	Lemon and Sultana Cookie	Oat & Apple Crunch	Caramel & Chocolate Brownie	Vanilla Ice Cream	

Benefits of Paying for items online using School Gateway

- If your daughter is entitled to a **Free School Meal (FSM)**, the value of the meal is automatically pre-loaded. No other pupil will be aware of this entitlement.
- Your daughter does not have to worry about carrying cash around school.
- All transactions are recorded so we can report exactly what pupils are eating, should parents and carers have particular dietary concerns.
- We currently use biometrics for your daughter to pay for items at the till point. Pupils will be enrolled on the system at the beginning of the new term, Covid-19 restrictions permitting.

Instead of, or in addition to, food purchased in school, pupils may also bring in snacks and/or a packed lunch. These must be consumed in Form rooms at break or lunchtime.

Pupils are not allowed to leave the school premises at lunchtime.

A main course meal at lunchtime currently costs between approximately **£1.20** and **£2.00**. Up to date prices are published on Aspens website.

If your daughter is eligible for **Free School Meals** she will be able to purchase food to the value of £2.50 **at lunchtime only**. No part of the Free School Meal entitlement can be used at other times of the day - for this you will need to add money to your daughter's School Gateway lunch account)

Who is eligible for Free School Meals?

Free school meals are available to pupils in receipt of, or whose parents and carers are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than **£7,400**, as assessed by earnings from up to three of your most recent assessment periods).
- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guarantee element of Pension Credit.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than **£16,190**).
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

7 Additional School Funding

What is Pupil Premium?

Pupil Premium is additional funding given to schools by the Government. The funding is given to specifically raise the attainment of disadvantaged pupils of all abilities. Eligibility for Pupil Premium funding is as follows:

- Pupils who are currently eligible for free school meals.
- Pupils recorded as **Ever 6** free school meals (pupils who have been eligible for free school meals in the last six years as defined by the Education and Skills Funding Agency).
- Looked After Children (as defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by, an English Local Authority).

- Post Looked After Children (defined as children who have ceased to be looked after by a Local Authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order).

Services Premium – Who is eligible for the Services Premium?

The service premium is extra funding for schools to support children and young people with parents and carers in the armed forces. Pupils attract the premium if they meet the following criteria:

- One of their parents and carers is serving in the regular armed forces.
- They have been registered as a ‘**service child**’ in the school census at any point since 2011.
- One of their parents/carers died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)

8 Approved School Holiday Scheme for 2021-2022

- **Autumn Term 2021**

Wednesday, 1st September to Friday, 22nd October

(Half Term Holiday – Monday 25th October to Friday 29th October)

Monday 1st November to Friday 17th December

- **Spring Term 2022**

Monday 4th January to Friday 18th February

(Half Term Holiday – Monday 21st February to Friday 25th February)

Monday 28th February to Friday 8th April

- **Summer Term 2022**

Monday 25th April to Friday 27th May

(Bank Holiday – Monday 2nd May)

(Half Term Holiday – Monday 30th May to Friday 3rd June)

Monday 6th June to Thursday 21st July

- **Staff Training Days**

Wednesday, 1st September 2021 (1)

Thursday, 2nd September 2021 (2)

Friday 22nd October 2021 (3)

Friday 17th December 2021 (4)

Tuesday, 4th January 2022 (5)



9 Rewards

At Fairfield High School, we give rewards when a pupil demonstrates being a:

Successful Learner • Confident individual • Responsible citizen

This is our vision and we believe that rewards have a motivational role in helping pupils to see that hard work is valued. Pupils will receive praise informally and through a structured rewards system.

• Termly Praise Assemblies

Termly Praise Assemblies also take place and these recognise and reward the following achievements:

- | | |
|------------------------|--|
| ** Progress | ** Overall Improvement |
| ** Achievement | ** Improvement in specific areas |
| ** 100% Attendance | ** Best Form Attendance |
| ** 100% Punctuality | ** Achieving No Crosses |
| ** SMSC - Good Citizen | ** Pupil of the Term |
| | ** Fairfield Stars - being a Fabulous Fairfield Girl |

• Lower School Presentation Evening

A significant and special event in the school calendar is The Lower School Presentation Evening which marks the achievement of pupils in **Years 7, 8 and 9** and is held in the Summer Term. Certificates of Achievement and Progress and medals are awarded to deserving pupils. This event is dependent on Covid-19 restrictions.

10. What to do if your daughter is ill

Fairfield High School places great emphasis on excellent attendance and punctuality. If your daughter is not in school, then she is not maximising her educational opportunities. We expect all of our pupils to meet an attendance target of **97%**.

We are well equipped to look after your daughter in a whole range of circumstances and do not expect pupils to be absent with minor ailments.

We have thorough procedures to address absences and work closely with the Health Service and other agencies to ensure that your daughter can attend school on time every day.

It is important to note that only a limited number of absences will be authorised without medical evidence, following which medical evidence will be required in order to authorise further absences for the remainder of the Academic Year.

In the event that your daughter is too poorly to attend school, please ring school on the first day of your daughter's illness. Please leave a voicemail message on **0161 301 6452**. You can also speak to a member of staff by ringing **0161 370 1488**.

Whenever possible, we would urge you to send your daughter to school as, in the main, pupils feel much better when they are occupied and with their friends. If your daughter's condition worsens whilst she is at school and we feel that she would be better at home we will contact you and ask yourself or another family member to collect her.

- **Pupils MUST NOT contact a parent/carer directly from their mobile phones.**

For safeguarding reasons, we do not allow Key Stage 3 pupils to leave the premises on their own. A parent or carer **will be** required to come to school to collect them.

- **Medical/Dental Appointments**

Routine medical or dental appointments should be made outside the school day. School finishes at **2.40 pm** which leaves ample time after that.

If any unavoidable hospital or orthodontist appointments occur in the morning, your daughter should first attend school to obtain her morning registration mark. Your daughter should then return to school immediately following the appointment in order to get her afternoon attendance mark. If any unavoidable appointments occur in the afternoon your daughter should ensure that this is after afternoon registration.

If your daughter is going to be absent for the whole day due to a medical procedure, a letter from the hospital/GP **must** be shown to the Attendance/Pastoral Support Officer. There is also a page in the Fairfax where a stamp can be obtained as evidence.

Absences will only be authorised on production of an appointment card or letter.

11. Punctuality

We expect excellent punctuality. If your daughter misses morning registration, which is at the start of the day, she misses vital instructions, information and news for the day from her Form Tutor. It is vital your daughter is also punctual to all lessons so she understands the aims and objectives and is clear about what is to be learnt. To protect the learning of everyone, pupils must be responsible and be on time.

The Start of the School Day

Girls **must** arrive at school no later than **8.10 am**. The school day starts at **8.15 am** and we expect your daughter to be in her Form Room at this time. Girls can arrive from **7.30 am** to **7.50am** if they wish to attend Breakfast Club or Sunrise Club, held in the School Restaurant and Drama Room respectively. Girls are also allowed to study quietly in the Library from **7.30 am** to **8.10 am**.

Please note that pupils will only be allowed into these rooms before school if Covid-19 restrictions in September allow and it may be the case that pupil numbers will be restricted.

If your daughter arrives at school after **8.15 am** she is deemed to be late. Between **8.15 am** and **8.20 am** she should go to registration in her Form Room. After **8.20 am** she **must** report to the office of the Attendance/Pastoral Support Officer to sign the '**In/Out**' book.

Pupils are required to sign this book whenever they arrive at school or leave the school premises at times other than the normal beginning and end of the school day.



12. Behaviour

All girls are expected to behave courteously, with dignity and with consideration for others at all times; they **must** follow the school's Code of Conduct. The points below reflect concern for their personal safety.

- Girls **must not** enter the laboratories at any time without the prior permission from a member of staff or the Laboratory Technician.
- Girls **must** keep to the left and walk in single file along corridors and on stairs.
- A high standard of behaviour **is** expected of pupils when they are travelling to and from school. **They must always remember - when they are wearing their Fairfield High School uniform; they are representing the school.**
- Any accident in school or on the playing fields **must** be reported immediately to a member of staff.
- Your daughter will be provided with a school planner (**Fairfax**) on the first day of the new term; this will provide much more detailed information on rewards and sanctions.
- **Parents and Carers should consult the Fairfax for any additional information.**

13. School Curriculum for Years 7 and 8

All pupils study English Language and English Literature, Mathematics, Science, Modern Languages, Technology, History, Geography, Art, Performing Arts (Music and Drama), Dance, Physical Education, Religious Studies, Computer Science and Life Skills.

Upon entry in Year 7, pupils are grouped for Maths, Science, Technology and Modern Languages. For the rest of the curriculum they are taught as a mixed-ability in their Form groups.

In Year 7, all pupils study a Modern Language - **French or German.**

In addition to the taught curriculum, every faculty subscribes to online resources such as Mathswatch and Vocabexpress. Passwords and logins will be distributed during the first half term. Pupils also have access to learning through Microsoft Teams. This gives pupils access to all learning resources and contact with teachers. During the first few weeks at Fairfield your daughter will be taught how to use this platform.

Home learning is set throughout the school. All girls are expected to complete this as an essential part of their work schedule.

Literacy Marking Policy

It is important for pupils to write accurately in all lessons. In every subject, teachers will mark work for literacy errors. In order to avoid demotivating pupils, not all errors will be highlighted but pupils should take action when a mistake has been identified.

Key to Marking Symbols

Symbol	What it means	What you should do
Sp	Incorrect Spelling or you have chosen the wrong homophone	Write the correct spelling three times in the margin. Any frequent spelling mistakes will be marked with the letter 'F'. Add these to your Fairfax to learn using look, cover, write and check.
P	Incorrect or missing punctuation	Correct the punctuation and check for errors in the rest of your writing. Ask for support if
//	New paragraph needed	Look at why a new paragraph was needed. Label the reason for it using TIPTOP .
C	Capital letter needed	Add in the capital letter. Check through the rest of your writing and make any corrections.
	1: The sentence/word doesn't make sense. 2: There is a missing word 3: The sentence is incomplete 4: There is an issue with tense	Read the sentence aloud to locate the mistake and rewrite the sentence.
?	Expression isn't clear	Read the sentence aloud and rephrase your idea.

Ways to learn spellings

Pupils will keep a log of problem spellings in their Fairfax and they should be encouraged to learn and practise these at regular intervals. They should copy out the word correctly into the first column of the spelling page and then write it out three times using look, cover, write and check.

The following ideas from other pupils will help your daughter to learn how to spell these words:

- Use look, cover, write and check.
- Ask someone to test you.
- Write it out a few times.
- Break up a word into syllables to help you sound it out.
- Use a dictionary to check words.
- Create a song, poem or rhyme.
- Use post it notes and put them around your room.
- Make up sentences to help you remember.

Year 7 and 8 Reading Home Learning

It cannot be stressed enough how important it is for pupils to read at home. Independent readers are more able to cope with the demands of the curriculum in all subject areas. It is known that good readers also become good writers as reading widens your vocabulary and allows pupils to appreciate how to achieve specific effects in their own writing.

Every fortnight pupils have an English lesson in the Library to encourage the development of independent reading and research skills. All pupils in Key Stage 3 are set a minimum of **20** minutes reading home learning per day. Parents and carers are required to sign their daughter's Fairfax to confirm that she has completed the required reading.

To supplement our school Library and support reading at home, we use the virtual library 'Sora'. Pupils will be given guidance and access information during the first few weeks of term.

14. How will I know how my daughter is progressing?

There will be many opportunities to see how your daughter is progressing throughout the academic year. The first will be in the Autumn term where, Covid-19 restrictions allowing, you will be invited to meet with your daughter's Form Tutor and you will have the opportunity to discuss her progress and transition.

Each term you will receive a school report which outlines your daughter's progress in each subject and provides next steps to help her make further progress. It will also contain information about attendance and reward points. There will also be a Parents' Evening where you will get the opportunity to speak to each of your daughter's subject teachers individually.

Should you have concerns about your daughter's progress at any point in the year, please do not hesitate to her Form Tutor. We will also contact you if we have any concerns.

SEND

The school has a comprehensive policy on SEND, which is regularly updated in the light of changing Government legislation to ensure all pupils (SEND) are treated as favourably as other pupils. All members of staff, in conjunction with the authorities, (Governing Body and Local Authority) have a responsibility to ensure that every pupil has an equal opportunity to attain their maximum potential in all aspects of the curriculum. It is recognised throughout the school that special educational needs occur at all levels of ability and may be temporary, or long term.

The school welcomes the help and support of parents and carers in meeting the SEN of their daughters.

- **For further information please contact our school SENCO - Mrs. Stewart.**

15. School Detentions

After school detentions are held on a **Monday, Wednesday and Thursday from 2.45 pm to 3.15 pm (30 minutes)**.

Parents/carers should be aware that there is a sheet in your daughter's Fairfax which is the school's way of notifying you that your daughter has been placed into after school detention.

If a pupil is placed in detention, it is **important** that she obtains her parent's/carer's signature against the detention. As is school policy, parents/carers will always be given **24** hours notice if a pupil is to be kept after school unless it is a **10 minute** detention. However, if a parent/carer does not sign to say that they have seen the detention, then **school will still detain the pupil providing that the correct notice has been given.**

If a pupil is absent from school on their detention day, it will be rearranged.

If a pupil is in school and fails to turn up to detention (**absconds**), she will be dealt with by the relevant senior member of staff on detention duty and given a replacement detention.

If a pupil is in school and fails to turn up to a detention for a second time (**absconds**), she will be dealt with by the Assistant Headteacher or Senior Assistant Headteacher (who are both in charge of pupil welfare) and will receive a one-day internal isolation.

If a pupil has any further incidents involving absconding from detention, the sanctions imposed will be at the discretion of the Headteacher.

School detentions are given for:

- ** Lateness
- ** Chewing/eating on corridors and in lessons
- ** Out of Bounds
- ** Use of Foul Language
- ** Not having a Fairfax
- ** Caught Smoking or Cigarettes found (including e-cigarettes)
- ** Dropping Litter
- ** Inappropriate behaviour on corridors (jostling, loud or impolite behaviour)
- ** Vandalism on Site
- ** Misuse of ICT facilities (for trying to access or accessing inappropriate materials on the Internet)
- ** Dropping litter
- ** Having a mobile phone confiscated
- ** Confiscation of Mobile Phone
- ** Losing Pastoral Report Book
- ** **Any other misdemeanour deemed appropriate by the Senior Leadership Team**

Senior Staff Detention

An additional **45 minute** school detention will be held every **Friday at 2.45 pm to 3.30 pm**. A senior member of staff will take charge of this detention. The same procedure of notifying parents and carers will apply as with the school detentions (detention will be recorded in a pupil's Fairfax).

Late Detentions

If a pupil is late in arriving at school in the morning on three separate occasions, they will serve a **45 minute** detention with the Headteacher on a **Friday at 2.45 pm to 3.30 pm**.

Late detentions will **not** be recorded in a pupil's Fairfax; parents and carers are made aware of these detentions via a text home the day before the detention (**Thursday**).

Please note that late detentions also include afternoon registrations; if a pupil is late in arriving to pm form time with no valid reason, their form tutor will record this using the 'L' code (**late arrival**) and this late mark will count towards any late detention.

16. Lost Property

All property is to be named; pupils are responsible for their own property. The amount of money carried in school hours should be no more than a pupil needs for that day and no extra money or valuables should be brought into school. **The school accepts no responsibility for loss or damage.**

Your daughter has an opportunity to reclaim lost property, it is displayed in the junior entrance of the school during the first week of every half term, subject to Covid-19 restrictions. All uncollected items will be donated to local charity shops.

17. What to do if you want your daughter to have Music lessons

The Music Department offers extra singing or instrumental lessons for pupils either on their own or in small groups. Lessons are open to both beginners and experienced pupils who wish to complete their graded examinations. These lessons are taught by specialist teachers.



For more information on prices, please contact Tameside Music service on musicservice@tameside.gov.uk

Lessons are available in **singing** – pop and classical, **woodwind** – flute, clarinet and saxophone, **brass** – trumpet, cornet, trombone, **piano** and **keyboard**, **guitar** and **strings** – violin, viola, cello and double bass and **drum lessons**.

18. **Extra-curricular and Enrichment Activities**

A wide range of clubs and activities are on offer throughout the school day. We will work with the latest school guidance (COVID) to ensure that any clubs/events meet expected requirements. Extra-curricular clubs have included:

Choir	Dance	Band
Drama Club	Games Club	ECO Group
Young Enterprise	School Council	Book Club
Home Learning Club	Young Carers	Fitness
Reading Club	Craft Club	Netball
Learning Leaders	Volleyball	Football
Revision classes for many subjects	Friendship Club	Badminton
Home Learning/Coursework support	Peer Counselling	

Young Carers Group

This group meets once a month after school. Young Carers are offered opportunities to participate in fun activities, mix with other Young Carers and enjoy some quality time for themselves. Activities have previously included bowling, dance mats, Easter egg hunt, pancake making and more.

19. **Bullying information**

We have an anti-bullying policy and use it to prevent and reduce bullying.

At Fairfield High School, we are proactive in order to make sure your daughter has a pleasant and enjoyable school experience. The following contains information, which we hope will help you if your daughter is being bullied.

What is Bullying?

Bullying is a deliberate attempt to hurt, tease, threaten or frighten someone, repeated over a period of time. Examples of bullying behaviour are:

- Name calling and nasty teasing.
- Threats and extortion.
- Physical violence.
- Damage to belongings.
- Spreading malicious rumours.
- Malicious text messaging/instant messaging.
- Leaving pupils out of social activities deliberately and frequently.

If your daughter has been bullied:

- Calmly talk to your daughter about it.

- Make a note of what your daughter says - particularly who was said to be involved; how often the bullying has occurred; where it happened and what has happened.
- Re-assure your daughter that telling you about the bullying was the right thing to do.
- Explain that any further incidents should be reported to a teacher immediately.



- Ring school to speak to or make an appointment to see your daughter's Form Tutor or Head of Year. Explain to the teacher the problems that your daughter is experiencing.
- If, after the Form Tutor or Head of Year has dealt with the incident you feel that your concerns are not being addressed, ring school to speak to the a senior member of staff.

Talking to teachers about bullying:

- Try and stay calm – bear in mind that the teacher may have no idea that your daughter is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your daughter says has happened – give dates, places and names of other girls involved.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your daughter or the school.
- Stay in touch with the school – let them know if things improve as well as if problems continue.

Tips to deal with being bullied by text, e-mail or via social media (cyberbullying)

As you are aware, this is becoming an increasing problem in society. Here are some tips to help you and your daughter:

Texting

- **DO NOT REPLY** to abusive or obscene texts (however tempting it is). Not replying is the most powerful weapon you have.
- Contact your mobile service provider to report abusive messages.

Social Media

- **DO NOT** give out personal information.
- You can use an alias that doesn't give away your age or gender.
- **DO NOT** retaliate to abusive messages.
- Block the bully and report abuse.

E-Mails

- **DO NOT REPLY** to nasty e-mails.
- Ignore them and they will probably stop.

- If they continue, find out where the e-mail is coming from. Clicking the right mouse button over an e-mail while using outlook or outlook express, for example, will reveal lots of details about where it was sent from. Parents and carers can then contact the service provider.
- Create e-mail filters using the help menu or your e-mail programmer.

Always Remember

- The Police are taking text and Messenger bullying very seriously and people have been arrested and are being taken to Court because of them so save any evidence as the Police can trace things very easily.
- Once you are sucked into replying it's difficult to know how to stop but **BULLIES WANT A REACTION** – every time you give them one it gives them power, **so by ignoring them you become powerful.**
- Always save or print the messages as this is evidence of the abuse.
- Yes it is upsetting if someone is calling you names online but **DO NOT** join in – **DO NOT** write anything about anyone if you would not want it written about you!
- Let them waste their time and money on texts and the internet; if you don't allow yourself to be sucked into it, you are a far better person.
- If you set up your own website you are giving away personal information about yourself – think carefully, do you really want to open up your life to others?

Internet Safety Tips to stay in Control

Moving to secondary school will involve an increased level of learning, responsibility and participation. We will be calling upon you to undertake work at home, much of which will be internet based.

You will be aware that the internet hosts many exciting opportunities for education. The online world is a wonderful place for young people to explore with unprecedented opportunities for learning and creativity, but just like the real world there are risks and dangers that everyone should be aware of and which we should all act to protect young people from.

As a school we encourage the use of technology as an important part of our pupils' development but we always want them to spend their time online **safely**. As a parent/carer you can play a significant part in ensuring this.

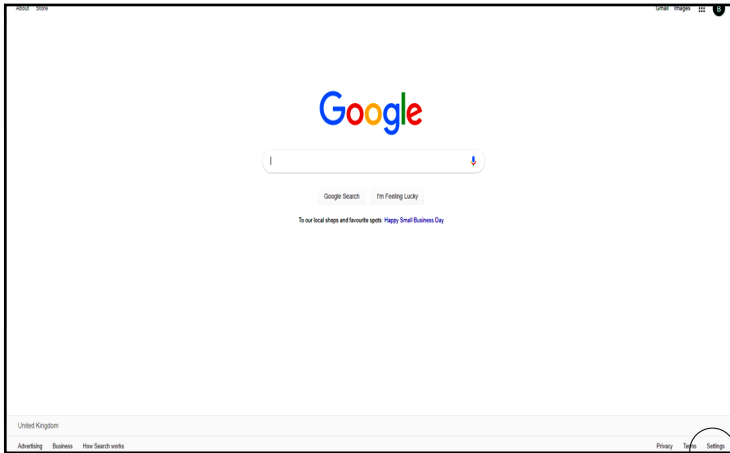
Just a few simple steps by you can help keep them safe and give young people the awareness to know what to do if they feel uncomfortable about anything they encounter while on the internet.

If you do not wish for your daughter to be able to access any inappropriate content online, please ensure that their computers, laptops and other devices with internet access are all fitted with parental controls.



You can find free downloadable versions online or you can contact your internet service provider (such as BT, Talk Talk, Sky) for more information.

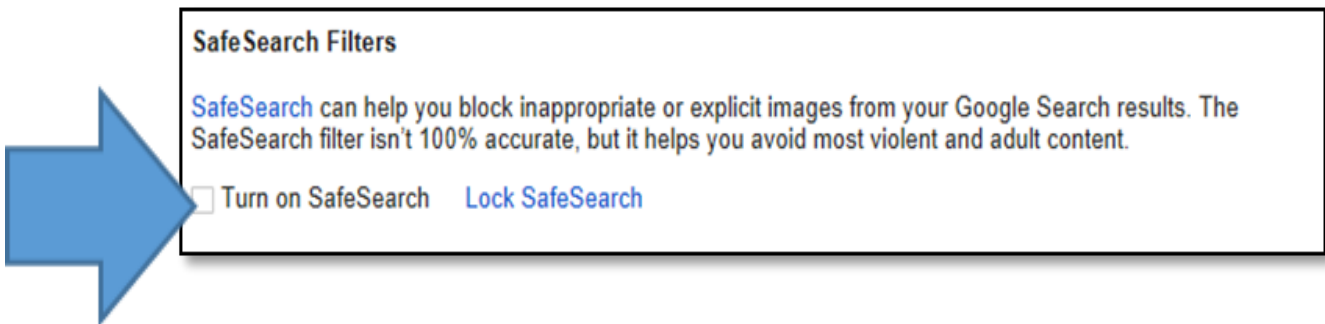
As a **minimum**, please set parental controls on your search engines, YouTube account and the mobile phone your daughter uses.



One of the most popular search engines in the world is Google. You can visit Google's informative safety centre for **simple** step by step guides at www.google.com/familysafety/tools

Here are a few options available to you; they are simple to set. Visit the Google home page – www.google.co.uk and click on the **'search setting'** tab in the bottom right hand corner.

Scroll down the page and change the filtering options to suit your family's needs. Make sure you lock the safe search; otherwise these settings can easily be changed without your knowledge.



You can also set this on your child's smart phone.

Please be aware that no filter is **100%** accurate.

CEOP advises that you talk to your daughter about the sites they use. Why don't you discuss:

- Their favourite online sites.
- What they enjoy most; the fun aspects of being online?
- What they think can go wrong?
- How would they react if things got out of control?



Let them know that you understand that situations happen online and that seeing 'adult' material can make them feel uncomfortable. Make sure they know that you are there to help.

As a school we look to support you in guiding your daughter's use of new technologies and there will be opportunities at information evenings to discuss these issues further.

20. Local Authority Information

Please find below important information from the Local Authority that we are required to share with all parents and carers concerning absence from Fairfield High School for Girls. It is for information only and outlines the actions that could be taken against parents and carers regarding attendance.

Penalty Notices for Non- School Attendance

Section 444(A) of the Education Act 1996 empowers the Local Authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of **10 sessions (5 days)** or more in any term (where no acceptable reason has been given for the absence) or if their child persistently



arrives late for school after the close of registration, their parents or carers may receive a Penalty Notice fine of **£60**, which must be paid within **21** days, rising to **£120** if paid within **28 days**. The Penalty Notice will need to be paid in full before **28** days of the notice being served. **Failure to pay a Penalty Notice may result in prosecution.**

In law, an offence occurs if a parent or carer fails to secure a child's regular attendance at school. Tameside Education Welfare Service, in conjunction with schools and Greater Manchester Police, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

Parents and carers may also receive a Penalty Notice without a warning letter for the offence of failing to secure regular school attendance for the following reasons:

- If their daughter is stopped on a truancy sweep more than once.
- If they go on holiday in term time without the school's permission or are late returning from an extended holiday.
- If they have not co-operated with the Education Welfare Service following a referral from school after they have taken steps to address the absences with the parent/carer and pupil.
- If their daughter fails to return to school following a fixed term exclusion

The Education and Inspections Act 2006 also makes it an offence if a parent or carer fails to ensure that their daughter is not in a public place during the first **five** days of a fixed term or permanent exclusion. Penalty Notices may be issued in relation to this matter.

The Local Authority and schools are committed to providing the best possible future for your daughter. If you have concerns about your daughter's attendance at school or if you are experiencing any difficulties, please contact school and ask for help. Support is also available from the Education Welfare Service on telephone number **0161 342 2297**.

Note regarding previous payment of a Penalty Notice

The issuing of a Penalty Notice is an alternative to issuing proceedings at Court. As a proportionate response, the Local Authority is likely to give parents and carers the opportunity to discharge their liability to criminal proceedings by way of a Penalty Notice on the first occasion.

Once a parent or carer has discharged liability by paying a Penalty Notice on at least one occasion and where there is further unauthorised absence, they may not be given the option to pay a further Penalty Notice, but may instead be summoned to appear before Tameside Magistrate's Court to answer an offence under Section 444 of the education act 1996: failure to ensure regular attendance.

If found guilty at Court, a criminal conviction will be recorded against the parent or carer which carries a fine of up to **£2,500** and/or up to three months imprisonment.

Parents and carers of pupils registered at this school are reminded that they hold legal responsibility for ensuring that their daughter attends school regularly and punctually.



Fairfield High School for Girls shares the Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Support and guidance on attendance is always available from school and if you have any specific queries in relation to this information, please contact us.

21. Leave of absence

Leave of Absence forms must be obtained by a pupil from the Attendance/Pastoral Support Officer's office, Pastoral Hub or alternatively, you can download the form from the school's website.

Please note the following:

- Holidays in term time will nearly always be refused in all Year Groups unless the Headteacher is satisfied that there are exceptional circumstances.
- An exceptional circumstance is at the discretion of the Headteacher.

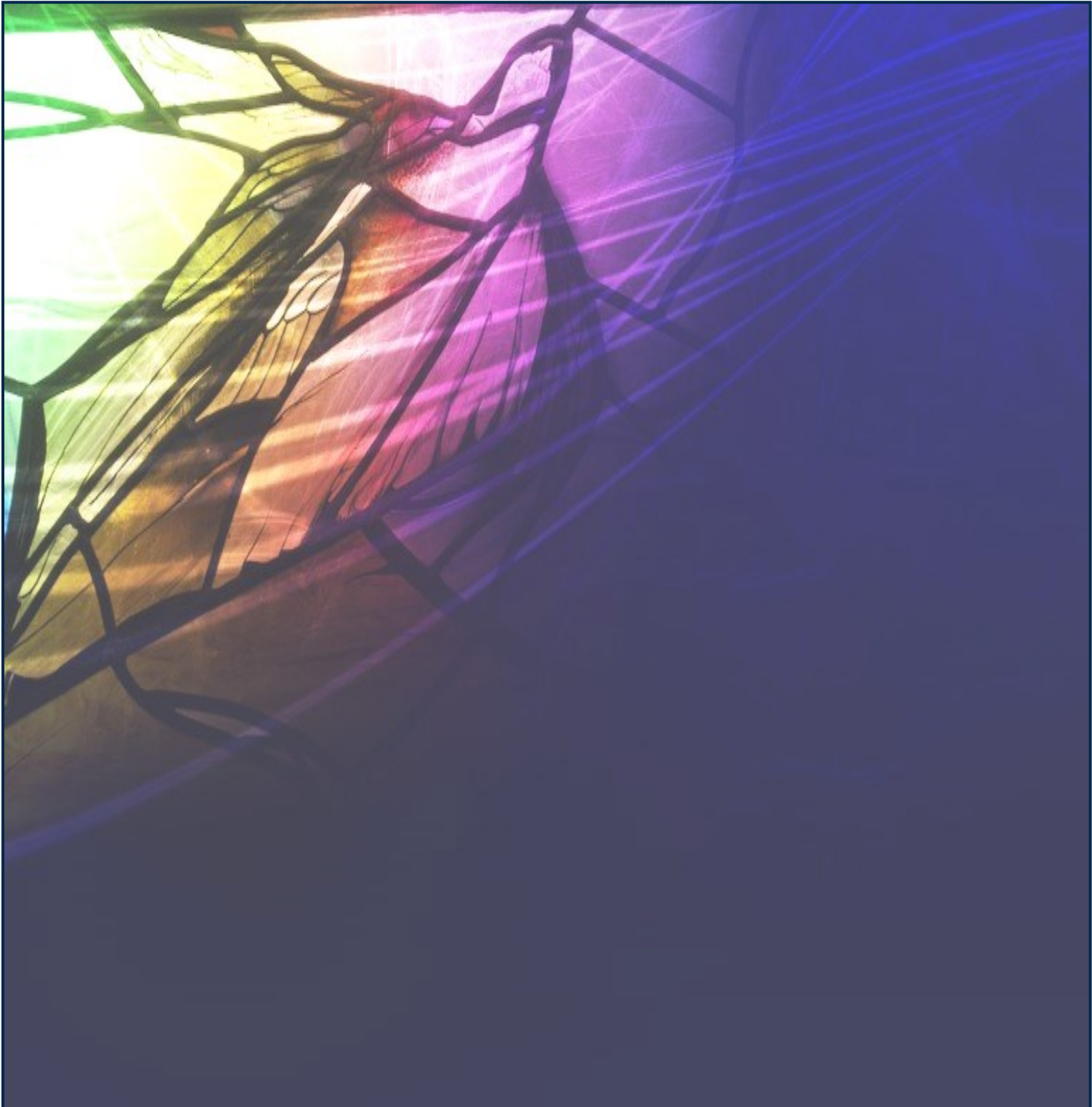
If leave of absence is denied and parents/carers still choose to take their daughter on holiday, this will be recorded as '**unauthorised**' on her school record and the parent/carer could be issued with a Fixed Penalty Notice.

Leave of Absence forms must be completed and signed by parents/carers and then returned to the Attendance/Pastoral Support Officer.

The form will then be given to the Headteacher to sign. She must also grant permission for Private External Examinations. After the Headteacher has signed the Leave of Absence form, it will then be given to the Attendance/Pastoral Support Officer so that she can enter the absence onto the register. A copy of the form will then be returned to the pupil. Leave of absence forms are filed in the office of the Attendance/Pastoral Support Officer.

Repeated Penalty Notices/families taking multiple holidays

Where a parent/carer has previously paid a Penalty Notice and there is further unauthorised absence, the Local Authority may recommend a '**school prosecution**' rather than a further Penalty Notice. This may also be the case if parents/carers repeatedly remove their daughters from school for holidays in term-time.



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EXCELLENCE IN A CARING ENVIRONMENT