



# FAIRFIELD PRIMARY SCHOOL

## YSGOL GYNRADD FAIRFIELD

[www.fairfieldpenarth.co.uk](http://www.fairfieldpenarth.co.uk)



*Feel Amazing In Respectful Fairfield, Inspiring and Encouraging Learning and Development*

<b>FAIRFIELD COUNTY PRIMARY SCHOOL</b>
<b>DRYDEN ROAD, PENARTH, VALE OF GLAMORGAN. CF64 2RT</b>
<b>TEL: 029 2070 9035</b>
<b>Website:</b> <a href="http://www.fairfieldpenarth.co.uk">http://www.fairfieldpenarth.co.uk</a>
<b>Email:</b> <a href="mailto:fairfieldps@valeofglamorgan.gov.uk">fairfieldps@valeofglamorgan.gov.uk</a>
<b>HEADTEACHER: MS S. M. LEWIS</b>

Dear Parent / Carer,

On behalf of the staff and myself, a warm welcome to Fairfield School. Croeso i Ysgol Gynradd Fairfield. Fairfield is an exciting and vibrant school where we '*live, work and play together*' in a stimulating environment.

Our school aims to provide the best possible opportunities to develop the skills, knowledge and attitudes that are a firm foundation to learning. This is achieved through high expectations for all our children, sharing, supporting and encouraging learning, and developing effective partnerships between home and school.

The information contained in the prospectus will give guidance as to school procedures etc. If there is anything you would like to discuss during your child's time at Fairfield, please do not hesitate to contact me.

You may also like to visit our website at <http://www.fairfieldpenarth.co.uk> for further information.

Please note, current situations mean procedures may be different.

Yours sincerely,

S. M. Lewis

**Headteacher**

Staff			
<b>Headteacher</b>	Ms S. Lewis	<b>Learning Support Assistants</b>	Ms S. Jones
<b>Assistant Head</b>	Dr J. Edwards		Mrs K. Walsh
<b>Assistant Head</b>	Mrs L. Convery		Miss B. Feltham
<b>Teaching Staff</b>	Mrs J. Macleod		Miss B. Hurlstone
	Mrs J. Smith		Miss K. Cutts
	Mrs J. Woolmer		Mrs K. Wheatley
	Mrs E. Stead		Mrs E. Thompson
	Mrs H. Williams		Mrs R. Davies
	Mrs A. James		Ms J. Packer
	Mrs E. Burnhill-Smith		Ms S. Ellis
	Mrs E. Herbert		Mrs N. Malik
	Mrs B. James		Mrs G. Lewis
	Mrs G. Loveless		Mrs D. Priya
			Ms R. Gabb
	Mrs H. Innes		
		<b>School Administrator</b>	Mrs L. Duffy
		<b>School Administrator Assistant</b>	Mrs A. Tucker
<b>Support Teacher</b>	Mrs B. Galluzzo	<b>Site Manager</b>	Mr C. Sampson



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### General Information

Fairfield School is a County Primary School for children aged from 3 years to 11 years with approx. 300 on the school roll at present. Provision for children is from Nursery to year 6.

Parents who are considering sending their children to the school may visit the school by prior arrangement with the Headteacher.

### School Hours

9.00 a.m. - 11.45 a.m.	Morning Session	Reception – Year 2
9.00 a.m. - 12 noon	Morning Session	Year 3 – Year 6
10.30 a.m. – 10.45 a.m.	Morning Play	All Pupils
12.55 p.m. - 3.30 p.m.	Afternoon Session	All Pupils

9.00 a.m. – 11.30 a.m.	Morning Session	Nursery
12.45 p.m. – 3.15 p.m.	Afternoon Session	Nursery

### Term and Holiday Dates

#### School Holiday Dates 2023/2024

Term	Begin	Half Term Begin	Half Term End	End	No of School Days
Autumn 2023	Monday 04 Sept 2023	Monday 30 Oct 2023	Friday 03 Nov 2023	Friday 22 Dec 2023	75
Spring 2024	Monday 08 Jan 2024	Monday 12 Feb 2024	Friday 16 Feb 2024	Friday 22 Mar 2024	50
Summer 2024	Monday 8 April 2024	Monday 27 May 2024	Friday 31 May 2024	*Monday 22 July 2024	70
				Total	195

**Monday 4 Sept 2023 and \*Monday 22 July 2024** will be designated INSET days for **all** LEA Maintained Schools. The remaining three INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff. **\*It is intended that this INSET Day will either be taken on Monday 22 July 2024 or at an alternative time for example in the form of twilight sessions.**

All schools will be closed on **Monday 6 May 2024** for the May Day Bank Holiday.



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### LETTER FROM FAIRFIELD COUNTY PRIMARY SCHOOL GOVERNING BODY

Dear Parent / Carer,

We extend a warm welcome and hope that your child will be happy and successful here. All our children are in the care of teachers who do their utmost to see that each child enjoys school and leaves equipped for a happy and purposeful life.

As a parent, your support for your child and your interest in the school are very important. The school will always try to involve you in its life and work. You will be invited to meet your child's teachers regularly to hear how he/she is getting on. The school is a friendly place where any questions and concerns can be answered on request.

The Governing Body comes from a variety of backgrounds. Four of the members of our Governing Body are Parent Governors. They are elected every four years by parents. The current members of the Governing Body are detailed below.

There is also a very active Parent/Teacher Association, which we urge you to support.

If you have any particular concerns about your child which cannot be dealt with by his or her teacher, then please feel free to make an appointment with the Headteacher or write to the Chairperson of the Governing Body whose address appears below.

Please accept this letter of welcome as a promise that we will do our very best for your child.

Yours sincerely,

Mrs E. Scourfield

#### Chairperson of Governing Body

The Governing Body		
Name	Representing	Term of Office Expiry Date
Ms S. Lewis	Headteacher	
Mrs E. Burnhill-Smith	Teacher Representative	November 2027
Miss B. Hurlstone	Non-Teaching Staff Representative	Sept 2026
Ms J. Evans	Vale of Glamorgan	Oct 2026
Ms J. Griffiths	Vale of Glamorgan	Oct 2027
Mr M. Chorley	Vale of Glamorgan	Oct 2027
Cllr. M. Wilson	Penarth Town Council	May 2025
Mrs C. Pearman	Parent Governor	Oct 2024
Mr D. Bunker	Parent Governor	Sept 2027
Ms S. Alahmed	Parent Governor	Sept 2027
To be appointed	Parent Governor	-
Mrs E. Scourfield	Community Governor	Oct 2027
Mr N. Beighton	Community Governor	Oct 2024
Mrs M. Kendall	Community Governor	Sept 2025

**Chair of Governors**  
Mrs E. Scourfield

**Clerk to the Governors**  
Mrs L. Duffy  
Tel: 029 2070 9035



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### **LETTER FROM FAIRFIELD PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION**



## **FAIRFIELD PRIMARY SCHOOL PTA**



Dear Parent / Carer,

We welcome you and your child to Fairfield Primary School. We are sure that your child will enjoy his/her time here.

We are an active Parent/Teacher Association meeting regularly and very much hope that you will be able to join in our various activities. Over the years the PTA has raised a substantial sum of money for the school contributing towards resources, such as playground equipment, books and computers.

Coming along to a PTA function is an ideal way of meeting other parents. There are several functions throughout the year, including Quiz Nights, Christmas Fayre, Summer Fair, Cake Sales and lots more! We also meet once a month if you'd like to get involved.

We welcome involvement from new parents during events and as members of the committee.

We look forward to meeting you.

Yours sincerely,

**PTA**

Email: [ptafairfieldprimary@gmail.com](mailto:ptafairfieldprimary@gmail.com)

Facebook: [www.facebook.com/groups/fairfieldprimarypta](https://www.facebook.com/groups/fairfieldprimarypta)



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## School Vision

(Developed by the Children of Fairfield School)

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Learning and  
Development**

## Behaviour

### A Whole School Approach

At Fairfield Primary School we believe that good behaviour is the key to a good education. Our aim is to create a learning environment where everyone feels valued, secure and motivated to learn. We believe that good behaviour and discipline are the foundation of all learning, and without a calm, orderly atmosphere effective teaching and learning cannot take place.

We will encourage a positive approach to behaviour management with the emphasis on praise and rewards for good behaviour. Positive reinforcement by means of praise and encouragement enables staff to interact with children whose behaviour warrants recognition.

### Code of Conduct

The school environment plays a central role in the children's social and emotional development. Adults encountered by the children at school have an important responsibility to model high standards of behaviour at all times. In school we work towards standards of behaviour that are based on the basic principles of honesty, respect, consideration, and responsibility, where children are following school rules and behaving in an appropriate way. Our expectation is that everyone in the school community will aim to show this behaviour at all times.

### School Rules

- ✧ Do as you are asked by a grown-up (FP) / Follow Instructions (KS2).
- ✧ Keep your hands, feet, objects and unkind words (and gestures – KS2) to yourself.



## School Aims

### **Be Healthy**

To encourage a healthy, caring and stimulating environment, promoting an effective lifelong learning ethos.

### **Stay Safe**

To provide a safe, secure environment for all and to use progressing technologies in a safe way.

### **Enjoy and Achieve**

To provide appropriate teaching and learning opportunities, in a stimulating environment, that enables all children to develop to their full potential and become independent learners.

To ensure there is equal access to the whole curriculum for all.

### **Make a positive contribution**

To respect and appreciate Welsh culture and that of others.

To help children appreciate the importance of caring for the immediate and wider environment and develop a sense of responsibility to these.

To be respectful of all those interested in our school, strengthening liaison and transition between schools and the local community.

### **Achieve Economic Well-being**

To appreciate the importance of the world around us and develop a sense of responsibility.

To foster positive links with local and business communities.



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### THE CURRICULUM

At Fairfield Primary School, we are embracing the new curriculum for Wales and the exciting opportunities it allows.

Our school vision underpins all areas of school life and our curriculum enables us to realise our vision.

As part of curriculum design:

- Our school leaders and teachers undertook reading and research and attended professional learning on curriculum.
- Our team agreed key features of our school and community to inform approaches and experiences best suited to the needs of learners in our school and for the four purposes.
- All staff worked together to identify the necessary changes to our current provision and practices.
- We work with cluster schools to ensure consistency in planning and progression across schools in the area.

Central to, and underpinning everything that we do, are the four purposes. The four purposes are the starting point and aspiration for Fairfield's Curriculum. Ultimately, the aim of a school's curriculum is to support its learners to become:

- Ambitious, capable learners, ready to learn throughout their lives.
- Enterprising, creative contributors, ready to play a full part in life and work.
- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.
- Ethical, informed citizens, ready to be citizens of Wales and the world.

Our children will learn:

- Literacy skills – listening, speaking, reading and writing in Welsh and in English.
- Numeracy skills –using numbers in everyday life.
- Digital skills.

Learning will be done through the 6 areas of learning and experience as part of a chosen theme. The 6 areas are:

1. Expressive arts - Art, Dance, Film, Drama, Music and Digital Media
2. Health and well-being - learning about having a healthy body, and a healthy mind. Understanding healthy relationships and how to make good life decisions.
3. Humanities - exploring history and geography; business and politics; religions and society.
4. Languages, literacy and communication - Learning and understanding different languages. Creating your own stories, poems or films. Our children will learn to use and understand an international language.
5. Maths and numeracy - Understanding and using numbers. Understanding and using symbols. Learning about shapes and measurement. How to collect and use information to make decisions.



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6. Science and technology - Understanding nature and living things. Learning about designing and building things. And how technology works and how to use it to solve problems.

Children will also learn about:

- Human rights.
- Respecting people's differences, like their beliefs or where they come from.
- Learning about work and how to choose the kind of work you want to do.
- Learning about Wales, your local area and the world.
- Relationships and sexuality, learning about things like feelings, healthy relationships and how we think about ourselves.

The curriculum offered in Fairfield is planned to ensure continuity and progression between classes and year groups, with the ultimate aim that each child reaches his/her full potential. It must however be emphasized that the "taught" curriculum is not the only curriculum that we aim to teach. A sense of responsibility and caring for each other and our surroundings and a moral framework are considered important facets of our everyday teaching.

All curriculum documentation is available to view in school with a prior appointment. Complaints and concerns about the curriculum taught can be discussed on appointment with the Headteacher or Chair of Governors.

Classes use Google Classroom to share work carried out at school with parents. Please ensure you log on weekly to see what your child has been experiencing in school and to check for homework.

### HOMework

A homework system is in operation throughout to varying degrees. At Foundation Phase, a flexible approach is taken with a more structured system existing at KS2. Homework is set on Google Classrooms every Friday. In addition to this all children can take home reading/library books and, in most age groups, a structured spelling programme operates with weekly spellings being taken home. Fairfield's Homework Policy is available on our website.

### RELIGIOUS VALUES EDUCATION

In all years pupils receive Religious Values Education (RVE) lessons based on the School's Scheme of Work. School Assembly takes place each day. Much emphasis is placed on the moral and spiritual development of the children.

At certain times, each class has a Class Assembly to which parents are invited. These are featured throughout the year.

**N.B.** The school has no affiliation to any particular religious denomination and the religious course is a general course of study giving an understanding of all religions.





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### MUSIC

All children have the opportunity to learn to play an instrument if they wish. In addition they have the opportunity to join the school choir. We expect children who take up these options, after a brief trial period, to continue them for a reasonable amount of time. This is especially important since they are taught in lesson time and therefore the lesson becomes part of the pupil's curriculum. Parents are asked to help supervise regular practice at home.

### HOME/SCHOOL LIAISON

We believe that the education of each child requires a partnership between the school and yourselves as parents. Just as you have high expectations of the school and staff, we too have high expectations of you, the parents, if a partnership is to be effective. Please do not discuss issues in front of your child.

### SAFEGUARDING

Each child has a class teacher who has responsibility (in the first instance) for the children. The class teacher oversees their general progress and welfare. The Headteacher is constantly in touch with the children and the class teachers and is aware of the problems as they arise. Parents visit the school on a regular basis to discuss their child but, should an issue arise, the Headteacher will invite parents to school to help in the solution to the matter. We do ask parents to get in touch with us immediately if any issues arise, then the Headteacher can make arrangements for the class teacher or Headteacher to meet with parents if necessary.

Child Protection procedures are in place and staff are aware of their responsibilities in relation to this. The school has a Designated Safeguarding Person, a Deputy DSP and a governor with specific responsibilities as detailed below.

DSP – Ms S. Lewis

DDSP – Dr J. Edwards and Mrs L. Convery

Governor – Mrs S. Alahmed

### ONE-WAY SYSTEM

Dryden Road is a one-way system. **CARS SHOULD ENTER DRYDEN ROAD FROM TENNYSON ROAD AND LEAVE DRYDEN ROAD VIA WORDSWORTH AVENUE.**

We are also operating a 'School Road', meaning that Dryden Road is closed to cars at the beginning and end of the school day. Therefore, please park away from the school and walk safely for the remainder of your journey. If you visit school during the day and park on Dryden Road parents are requested not to obstruct any driveways in Dryden Road and not to obstruct the pavement in any way, as this could be dangerous for the children.



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### UNIFORM

Fairfield School has a school uniform. Please select combinations from the suggestions below: -

#### WINTER

Grey Trousers long or short, Grey Skirt, Pinafore Dress or Trousers

Red School Sweatshirt, Red Fleece, Red Cardigan

Red Polo Shirt or White Shirt/Blouse

Black Joggers

Black Polo Shirt for Y6 children only

#### SUMMER

Grey Shorts or Long Trousers, Gingham Dress in Red Check or Stripe

Short sleeved Summer Shirt in Red

Suitable Shoes should be worn – not trainers

The above uniform is available from A Class Apart, 9, the Parade, Dinas Powys and also online at <http://www.uniformeasy.com>

School are happy for children to wear tops of the school colour without the school logo on it.

Currently, children are required to wear their PE kit to school on the day that their class has a P.E lesson, wearing a red top with black shorts or jogging bottoms and trainers.

Please see the table below for each year's designated P.E day.

Monday	-
Tuesday	-
Wednesday	Year 3 & 4
Thursday	Reception Year 5 & 6
Friday	Year 1 & 2

**All articles of clothing must be clearly marked with the child's name.** Each term many items of clothing are lost and never claimed.

The wearing of jewellery is not allowed for safety reasons.

### EXTRA CURRICULAR ACTIVITIES

The school offers a wide range of extra-curricular activities as follows: -

Drama Club, Netball, Rugby, Athletics, Cross Country, Choir, Karate, Multi Skills, Multi Sports, Art Club, Chess Club and Digital Music.

These vary each term.

Every year Year 6 children spend a week at an Outdoor Activity Centre accompanied by at least two teachers. This has been a regular event in the school calendar for many years and is very popular.

The school undertakes a Cycling Proficiency course with Year 6 pupils.



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The school undertakes a swimming course with Year 4 pupils at Penarth Leisure Centre.

The school sports teams are also very active in inter-school matches and tournaments and the school orchestra and choir often perform within the community.

### EQUALITY DISABILITY ACCESS

The school endeavors to provide equal access and opportunity to all children regardless of race, gender or creed. Policies are in place in school to support this. Any incidents of bullying and of a racial nature are dealt with immediately under the school's discipline procedures and are recorded officially. Gender issues are also considered important and the performance of boys and girls is monitored carefully throughout the core subjects. The school's approach to Religious Education is outlined previously.

The school is fortunate that, being on one level, access for disabled pupils is made a little easier. Generally movement around school is not restricted, unless the child is wheelchair bound then measures from the LEA as to access will have to be employed. Every effort is made to ensure equal access to disabled pupils wherever possible.

The school's policy on admitting children with special educational needs without statements and disabled pupils is that ***they will be welcome at this school and not treated less favourably than other pupils***. Resources are at present provided for children with physical disabilities with modifications to toilets and ramps etc. whenever they are needed. The school would require additional resources should a particular child's need make it necessary in order that they achieve their potential in Fairfield.

### ADDITIONAL LEARNING NEEDS (ALN)

Fairfield School is an inclusive school and, where appropriate, we endeavour to make provision for children with a variety of additional learning needs. This takes place through all parties involved with each individual, working collaboratively to identify specific needs and support needed.

For children who are experiencing difficulty with literacy and numeracy, or their wellbeing, there is support available within school.

Children with Additional Learning Needs are those who have a significantly greater difficulty in learning than the majority of others of the same age, or have a disability which prevents or hinders them from making use of facilities available in our school. Procedures are in place in line with the Additional Learning Needs Act, details of which can be found on the schools website. Go to the home page, select ***Parents***, then click on the link on the right ***Additional Learning Needs (ALN)***.

### MEALS AND BREAK-TIMES

School dinner Menus are available on the school website or children may bring a packed lunch to school. The school meals are eaten in the school canteen and packed lunches in the hall. A school dinner register is taken by the class teacher each morning.



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All primary aged children in Wales are currently offered a daily free school meal funded by the Welsh Government.

With prior knowledge we can cater for children with dietary needs on request. Teachers and support staff supervise the morning and afternoon break times. Supervision at lunchtime is carried out by Mid-day Supervisors and support staff.

Fairfield School has a Healthy Tuck policy. Children can bring only fruit (fresh or dried) or vegetables in for a mid-morning snack. Tuck-shop is available for KS2. FP children must bring in £1 a week and snack is provided.

### HEALTH AND SAFETY

The school has a member of staff appointed to be responsible for Health and Safety issues. Regular inspections of fire alarm systems, drills, etc. take place and Governors discuss these issues as a matter of course at each Governing Body meeting. All staff have been trained in basic first aid procedures. A comprehensive Health and Safety policy is in place.

### MEDICINES

Children who are receiving prescribed medication must complete an Administration of Medication request form giving full details of the dosage. These forms are available from the School Administrator and the completed form must be handed to the Headteacher who will administer the dosage as stated. Medicine can only be administered once per day. It is the child's responsibility to report to the Headteacher for medication.

Children who suffer from asthma may need to use a 'reliever' during the school day. Children in the Foundation Phase should leave their 'relievers' with their class teachers while KS2 children are encouraged to take responsibility for their own 'relievers' with the knowledge of their class teacher. There is a school nurse who regularly attends school at certain times.

### SECURITY

The school has security measures in place. These include a strong perimeter fence and gates, panic buttons and entry systems in the outside classrooms. We have a front and rear entry controlled security system in place with monitors to identify callers at the front of the school and coded entry at the rear entrance. An entry controlled gate access system is in place at the main gate and all other gates are locked during the school day. A CCTV system is in operation monitoring various areas of the school. The issue of school security is one that is looked at each year.

### RELATIONSHIPS AND SEX EDUCATION

We teach the children about themselves as part of an overall picture of life and development, as laid down by the New Curriculum, introducing the sex education



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elements at a time commensurate with their age and maturity. The school's policy on sex education has been agreed by the Governing Body and is available for inspection via the Headteacher.

### SPORTING AIMS

The aims of the school with regard to sport are to offer the children as wide a range of experiences as possible both in our planned curriculum activities and in extracurricular activities. Basic skills are taught from an early age in P.E. and Games lessons. These can then be applied through a range of sports. At present as the children progress through school they are able to take part in netball, rugby, football, tennis, athletics, cricket and swimming. These activities are met both within lessons and in the form of after school clubs. As well as learning and applying skills, a sense of fair play and team spirit is encouraged by the creation of school teams and taking part in inter-school events.

### FAIRFIELD OUT OF SCHOOL CLUB

There is a privately run after school club for Fairfield children on the school site from 3.30 – 5.45 pm. This is run as a private concern for which there is a charge and contact details can be found on the Out of School Club's page on the school website. Go to the home page, select **About us** and click on the link on the right for **Fairfield Out of School Club**.

### BEAR PAK CHILDCARE

Bear Pak provide after school and holiday care for children aged from 4 ½ to 11 years. They are also able to offer a wraparound service that provides child care for children from 3 – 4 years. They collect and drop children to and from nursery and escort them safely to club where they take part in activities linked around the Foundation Phase Framework. This is run as a private concern for which there is a charge and contact details can be found on the school website. Go to the home page, select **Parents**, then select **Local Organisations and Activities** and click on the link on the right for **Bear Pak After School Club**.

### WELSH GOVERNMENT FUNDED BREAKFAST CLUB

There is a free Breakfast Club running daily available from 8.10 – 8.55 am. However, children must arrive for this between 8.10 – 8.30 am. Spaces are limited and will be allocated on a needs basis. Please fill in the registration form to access this facility. This form is available from the office or alternatively you can download this from our school website. Go to the home page, select **About us** and click on the link on the right for **Welsh Government Free Breakfast Club**.



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### ATTENDANCE AND LATENESS

In accordance with statutory requirements a careful check is kept on attendance and lateness. Children are required to arrive to school between 8.50am – 9.00am. Persistent lateness and absence will be investigated with the Education Welfare Officer. When a child is absent parents must call the school on the first day or fill in a form on the school website. Go to the home page, select **Parents** and click on the link on the right for **Pupil Absence Form**. If no reason has been given for an absence a text will be sent by 10.00 am. The school is required to keep a record of individual absences both authorized and unauthorized. When no explanatory note or verbal explanation is received, the absence will be deemed unauthorized.

Parents are asked to ensure that their children are not left outside the playground early in the mornings, as they will not be supervised. Staff are contracted to be in school by 8.45 a.m.

Holidays within term time will not be authorised, unless there are exceptional circumstances. Please arrange an appointment with the Headteacher to discuss this. The school does not encourage parents to take children on holiday in term time as this obviously causes disruption to the child's learning and children can quickly fall behind their peers. The school does not provide work for children to do when holidays are taken in school time.

### ADMISSION POLICY

The Welsh Office has set a maximum admission number of 45 for each academic year. We normally accept up to this number for any child living within the school's defined catchment area. The school does accept pupils from outside the catchment area. Initial enquiries should be made with the Vale of Glamorgan in relation to this.

Parents are welcome to visit the school by prior appointment.

New parents and children beginning Reception are invited to attend a Welcome Afternoon during the Summer Term preceding the start of the new academic year. During this visit there will be an opportunity for the children to meet their new class peers and their new teacher. A meeting will also be arranged during the afternoon for parents to receive further information.

All children who are due to start school during this academic year will start in September on a full time basis.



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### OTHER POLICIES

The school also has policies on many other aspects of school life, e.g. anti-bullying, health and safety policy etc. Copies of the policies are available for viewing at the school by appointment.

Curriculum policies are evaluated and updated on a regular basis by the whole staff and governors to ensure the curriculum offered meets statutory requirements.

### COMPLAINTS PROCEDURE

Section 29 of the Education Act 2002 requires the governing bodies of all maintained schools in Wales to set up procedures to deal with complaints from “parents, pupils, members of staff, governors, members of the local community and others”.

Most complaints can best be resolved in discussion with the Headteacher or other appropriate members of school staff. However, should it not be possible to resolve the problem at this level, a copy of the Complaints Procedure is available in school or on the school’s website.

### SECONDARY TRANSFER

Children from Fairfield attend both St. Cyres Comprehensive School and Stanwell Comprehensive School at secondary level. The school has close transition links with both schools.