



WEST SUSSEX COUNTY COUNCIL



Prospectus 2020/21

“Fairway is a good School” – Ofsted 2016

FAIRWAY INFANT SCHOOL

Headteacher
Mrs B Davison

2020 / 2021

General Information
Address

Fairway, Copthorne, Crawley,
West Sussex, RH10 3QD

Telephone Number
01342 713691

Web Site
www.fairway.w-sussex.sch.uk

email
office@fairwayinfant.co.uk

Chair of Governors
Sue Peckham
governors@fairwayinfant.co.uk

School Organisation

The school caters for children from 4 to 7 years of age. There are 6 classes in the school, 2 in each of the 3 year groups, which are all organised on a mixed-ability basis. Classes contain up to 30 children. In addition to the class teachers Teaching Assistants support each class.

Enquiries

Parents who would like to visit with a view to enrolling a child are invited to contact the school office who will be happy to talk about the school and arrange for parents to look round.

Our Vision and Values

Vision

The child is at the heart of all we do. We provide a happy, caring and supportive learning community where children, staff and parents work together enabling the children to be the best that they can be.

Values

At Fairway we are:

Fair

Ambitious

Independent learners

Respectful and resilient

Working together

Active

Young achievers

Behaviour

It is our aim to create a caring, safe environment in which the high standard of children's behaviour enhances the teaching and learning throughout the school.

We believe that:

- Good behaviour leads to effective learning.
- Children should know the reasons behind any rules.
- Children need to be taught how to behave.
- Children should have a say in the making of rules.
- Parents should be involved at an early stage if children are failing to behave appropriately.

Further details are contained in our Behaviour Policy.

Admission Arrangements

The admissions policy of this school complies with current policy in West Sussex. Admission to the school is co-ordinated by the Pupil Admission Team based in Horsham.

Before you apply

The West Sussex County Council website contains detailed information about the application and allocation process.

Go to <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

Parents are strongly advised to consult the website before making their application.

You can find out about a school by:

- visiting schools - most have open days you can attend or organise individual visits
- reading the school's Ofsted reports
- checking school league tables - these include exam results.

It is the responsibility of parents or carers to apply for a school place. You do not need to have a letter from the County Council.

Find your catchment area school

To find out which school is your catchment school you can use the tool on the West Sussex website. If you want your child to be considered for a place at their catchment school you must include this as one of the 3 preferences on your application.

Apply for a place

Important things to remember when applying

- You can apply for up to three different schools. You must rank the schools in order of preference. The first school should be the one you would most like your child to go to.
- We advise you use all three preferences and enter your catchment school as one of your preferences.
- If you apply after the closing date you are far less likely to get a place at one of your preferred schools.
- If you are moving house during the application process go to the West Sussex website for advice.

Key dates when applying for a primary, infant and junior school place.

Date	Event
Monday 7 October 2019	<ul style="list-style-type: none">• Starting school and junior school applications open for September 2020.• Opportunity for parents/carers to start visiting schools.
Wednesday 15 January 2020	<ul style="list-style-type: none">• Closing date for all primary, infant and junior school applications at 11.59pm.• In case of technical issues we strongly recommend you apply online and not delay your application until the last minute. If you choose to apply on a paper form, it is your responsibility to ensure the form arrives before the national closing date.
Friday 14 February 2020	<ul style="list-style-type: none">• Closing date for out of time applications made after the application deadline.• Closing date for receipt of evidence regarding a request to change preferences due to a genuine unforeseeable reason.• Closing date for receipt of evidence for house movers.
Thursday 16 April 2020	<ul style="list-style-type: none">• Offer day - on-time online applicants notified which school their child has been offered by email.• Other applicants will be sent a letter by second class post.
Friday 22 May 2020 onwards	<ul style="list-style-type: none">• Late applications received on or after 15 January 2020 are processed and offers made.• Waiting lists will be established and places offered if they become available.
May - July 2020	<ul style="list-style-type: none">• Independent appeal panel hear appeals lodged by parents/carers.
September 2020	<ul style="list-style-type: none">• New term starts.

Unable to apply online?

If you do not have access to the internet please contact the school office.,
If you choose to apply by post it is your responsibility to make sure it is submitted before the application deadline. Forms need to be sent by recorded delivery. The Admissions Office are not responsible for forms lost in the post and no missing forms can be investigated without evidence. The Admissions Office will not acknowledge that we have received your form.

What happens next

If WSCC cannot offer your child a place at any of your preferred schools, they will offer a place at your catchment school, if available.

Or, if your catchment school is full, you will be offered a place at a school nearest to your home with an available place. For this reason you are advised to include your child's catchment school as one of your three preferences.

You have the right to appeal against a decision not to offer your child a place at your preferred school and to place them on a waiting list. The process is explained on the West Sussex website.

Please keep the Pupil Admissions Office advised of any changes to your child's circumstances (change of name, address, school etc.) to assist in the forward planning of school provision for West Sussex. Further details can be found on the West Sussex County Council website.

The Pupil Admission Team is based at:

Pupil Admissions Office,

County Hall North, Chart Way, Horsham, West Sussex, RH12 1XH

Telephone: 033 30142903 Email: admissions.north@westsussex.gov.uk

Website: www.westsussex.gov.uk/admissions

If you live outside West Sussex and wish to apply for a place, you must apply through your home LA.

Applying for a place outside this time scale

If you move into a catchment area outside this time scale there is no guarantee that a place will be available at the local school. You are advised to contact the Admissions Office at West Sussex directly to discuss the availability of places. You will be asked to supply proof of your child's age and proof of your new address. When you are offered a place you will be expected to take up the space within approximately 10 school days.

SEND School Places

Most children and young people with special educational needs or disabilities attend a mainstream school or college.

We try to arrange special educational needs placements earlier in the year than other pupils, so that we can take account of specific needs and the preferred choice of school or college.

If an EHC Plan or Statement of SEN is held

You should have already been contacted by our Special Educational Needs Assessment Team (SENAT), who are responsible for making placements.

If you already have an Education, Health and Care (EHC) Plan or Statement of Special Educational Needs (SEN), you can express your preference for the school or college to attend by contacting SENAT.

If an Education, Health and Care (EHC) needs assessment has begun, you should apply online with your mainstream school or college preference.

By week 16 of the assessment process, we will decide whether an EHC Plan will be made.

If a draft EHC Plan is issued, the Special Educational Needs Assessment Team will liaise with you about your preferences. You can then ask them to consider a place at a special school or a special support centre.

Transport

Transport matters for children attending this school are dealt with by the **Transport Co-ordination Group based in County Hall, Chichester, PO19 1RF**. They can be contacted on 01243 753530 or school.transport@westsussex.gov.uk.

Details of the transport provision can be found on the West Sussex County Council

website.

Transfer to Junior School

In your child's final year at Fairway Infant School (Year 2) you will automatically be sent details of how to apply for a place at Junior School. This will be sent out via the school. Online applications can be made from October in the year your child is in Year 2 for entry to Junior school (Year 3).

For the purposes of Admissions Fairway and Copthorne Junior Schools are "linked schools". This means that pupils in Year 2 at Fairway should be offered a place for Year 3 at Copthorne CE Junior School, although this will depend on the number of other applications considered against the school's admissions criteria.

Parents and carers are responsible for making sure they apply for a place at Junior school and meet the deadlines set by their Local authority.

Term and Holiday Dates

West Sussex Standard School Year 2020 / 2021

Autumn term	Starts: Thursday 3 September Half term: Monday 26 to Friday 30 October Ends: Friday 18 December
Christmas break	Monday 21 December to Friday 1 January
Spring term	Starts: Monday 4 January Half term: Monday 15 to Friday 19 February Ends: Friday 1 April
Easter break	Monday 5 to Friday 16 April
Summer term	Starts: Monday 19 April Half term: Monday 31 May to Friday 4 June Ends: Friday 23 July

To comply with the Government's regulations for staff training, the school will be closed for 5 additional days in each academic year. You will be informed of the dates of these closures when they have been decided by the Local Education Authority or the School Governors.

School Term and Holiday Dates

Information on term dates and INSET days can also be found on the school website (www.fairway.w-sussex.sch.uk) and on the West Sussex County Council website. www.westsussex.gov.uk

School Sessions

School sessions are:

Main gates open at **8:40am** – children should not arrive before this time

School doors open at 8:45am and shut at 8:55am.

Morning Session: 8:55am –12:00pm

Children must be in class by 8.55am

Afternoon Session: 1:00pm – 3:00pm

There is a 15 minute break in the morning for play.

The main gates into the school are opened by **8:40am** and children should not arrive before this time. At **8:45** the school doors open and the children come in to school. There is no supervision in the playground before school in the morning so children should not be left alone before school starts and they should not use the adventure trail on the field. All children should be in their classrooms by **8:55am** ready to start the day. External doors will be shut at **8:55** am. Any children arriving after this time will be deemed late and will need to come in through the main entrance and be signed in at the office. They will be marked in the register as late. Children arriving after **9:15** will be marked in the register as Unauthorised absence, unless you have contacted the school in advance to explain why they will be arriving late.

Reception children enter the school through the Reception Class door next to the main school Hall. Year 1 and 2 children enter through their respective conservatory doors.

At the end of the school day at **3:00pm**, each year group comes out of its own exit doors for collection by the waiting parents/carers.

Parents of Reception children are welcome to come into the classrooms with their children until they feel settled in school. When you feel that your child is ready, we ask you to encourage him/her to come into the classroom on their own. Year 1 and Year 2 should come into the school building on their own in the morning. This helps to ease congestion in the corridors and cloakroom.

During a normal school week 21.75 hours are spent on teaching. This time excludes the daily act of collective worship, registration and all breaks.

Induction Programme for the Reception Class

At the beginning of the autumn term the Reception Class children follow an Induction Programme. Details of this programme will be given nearer the start date.

Attendance

Primary aged children are expected to have at least 95% attendance + any child falling below 85% has to be discussed with the Pupil Entitlement Investigation Team

Attendance statistics for 2018/19

Attendance for the period 3rd September 2018 to 23rd July 2019= 94.5%

Authorised absence = 4.5%

Unauthorised absence = 1.0%

Absence during term time

Under new Government Regulations introduced in September 2013 schools are no longer be able to authorise holidays during term time. Parents should only apply for time off from learning **in exceptional circumstances**. If parents take their children out of school for holidays this will be recorded as unauthorised.

Parents could be fined a Fixed Penalty Notice of £60 (if paid within 21 days) or £120 after that for unauthorised absences or for failing to ensure that their children attend school regularly. This is per parent and per child.

These regulations do not include sickness or medical appointments. If your child is sick or has a medical appointment please ring the school in the usual manner. Parents are asked to think carefully about removing children from school. For each day missed, it is a missed educational experience and it is very difficult for this to be made up.

Absence of Pupils due to Illness

If your child is absent from school please notify us by phone before 9.15am. Incidents in other areas have shown the importance of letting schools know if a child is not present. Unexplained absences are followed up.

Children who have had **diarrhoea and/or vomiting** should not attend school for **48 hours** from the last episode. (Guidance from Health Protection Agency).

Local Health Authorities consider that children requiring a dose of antibiotic during the school day are not well enough to attend school. All children should remain at home until such medicine can be given out of school hours. We know that this ruling sometimes conflicts with what your GP may tell you, but we have to abide by the Health Authority advice. This does not apply to children who have been prescribed antibiotics in the case of injury or as a preventive measure.

Medicines in School

Arrangements can be made to administer medicine to children who are on permanent or long-term medication (e.g. inhalers). All such medicines, clearly named on a pharmacy label and with full instructions for administration, should be handed in at the school office. Parents will be asked to complete a consent form. Medicine should not, under any circumstances, be left in the care of your child.

If your child has a long-term medical condition please contact the school to discuss their specific needs.

Nut allergies/Epipen

If your child has a nut or similar allergy please **let the school know immediately**. Staff receive annual training in the use of Epipens and the care of children with asthma and epilepsy.

School Uniform

We have a school uniform, which is worn by our pupils.
Most items are available from department stores.

- Navy or grey trousers with elasticised waists or jogging bottoms
- Grey skirt or pinafore
- *Blue or white Polo shirt
- *Navy pullover or cardigan
- *Navy sweatshirt
- Navy or grey summer shorts
- Blue and white summer dress
- Suitable black shoes - No high heels or open toed sandals.

For PE:

- Plimsolls
- Navy/white PE shorts and white *T-shirt

* indicates items available from Mapac with the school logo

Our uniform can be ordered on line from the Mapac school uniform website which is:
<http://www.mapac.com/education/parents/uniform/fairwayinfantschoolrh10>
or by following the link from the Parents page on our website.

Children need a clearly named drawstring shoe bag for their PE kit. Plimsolls (not trainers) are required for all outdoor PE work and should be available at school every day. Children should have a pair of shorts and a T-shirt in their bags for PE every day. A pair of jogging bottoms is useful for outdoor play/PE when the weather is cold.

Every child can have an "accident" at some time, so please provide a spare pair of pants and socks (labelled) in their PE kit.

Every item of clothing **should be clearly marked with your child's name**. This is particularly necessary with sweatshirts, polo shirts, cardigans and plimsolls as they are all similar. Coats should have a loop sewn in them to enable them to be hung tidily on cloakroom pegs.

Sun Policy

All children should have a sunhat at school during hot weather and should have a suitable factor sunscreen applied before coming to school.

Jewellery

We do not allow the wearing of any jewellery during PE, including stud earrings. Please make sure your child does not wear earrings on days when they have PE. (The only exceptions to this are the wearing of religious or cultural jewellery).

Security and Safety of the Children at Fairway

As a school, we are committed to developing safe working practices for the children and staff of Fairway School.

In order to achieve this safe and open culture we:

- Brief staff, students and volunteers on safer practices
- Follow guidelines on safer recruitment practice (Safer School Checklist)
- Adhere strictly to guidelines for DBS checks and regularly update records
- Work with parents in the interest of protecting children
- Regularly acquaint appropriate stakeholders with information from safer practice policies
- Teach personal safety skills
- Record and report incidents to the appropriate authorities
- Review and monitor policies and incidents
- Treat information in a discreet and confidential manner
- Plan offsite and after school activities with care and by undertaking risk assessments
- Give due regard to Department for Education guidance e.g. Supporting Children with Medical Needs in School
- Adhere to the school's safety policies
- Take concerns seriously
- Set acceptable standards of behaviour for all (Staff Handbook, Governors' Visits Policy, Classroom Rules)
- Create an ongoing culture of vigilance
- Have developed Risk Assessments
- Carry out an annual Health and Safety Audit

('These actions are not ranked in order of priority as they are designed to dovetail together to form a culture that safeguards children')

During the school day the gates and all external doors are locked. Anyone arriving later must enter through the front gate, which is protected by a voice entry system. For reasons of safety, all external doors can be opened from inside the building, but cannot be opened from outside. Children are not allowed outside the school unsupervised.

If you have reason to come into the school at any time between 9am and 3.00pm, you must enter by the front gate, report to the school office and sign in.

Travel to and from School

Fairway has achieved Travel Mark Level One Award for its school travel plan. One of the main aims of this plan is to encourage children to walk to school whenever this is possible.

Walking to school makes sense from a number of points of view; it helps to make the children fitter; it reduces traffic; it reduces fuel consumption; and it helps the children to feel part of our community.

More and more cars.....

As traffic volume continues to increase, there is ever greater concern for the safety of everyone, especially our children, on the roads in Copthorne.

Both Fairway Infant School and Copthorne Junior School are very aware of this and take positive steps to teach the children to be safe. However both schools are also aware of the high volume of traffic created by parents transporting their children to and from school.

School Safety Zones have been established around both village schools with a 20mph speed limit in force at the beginning and end of the school day. The zones are clearly marked with flashing lights and road markings and we ask all parents to adhere to the speed limits.

A voluntary one-way system

There are still quite a few parents who have to use a car to take their children to and from school for a number of reasons,. This can cause great congestion, especially in Church Road and Fairway. In order to reduce this, both schools encourage parents to use a voluntary one-way system. For Fairway this is for all traffic to travel up from Church Lane past the school towards Bramble Close.

This is a voluntary system. Neither school can accept liability for anything that may occur off school premises.

School Meals

Under the Government's Universal Infant Free School Meal Initiative all children at Fairway are entitled to a Free School Meal.

Parents need to opt in or out of the scheme and can do this by contacting the school office. The school then orders the required number of meals with our supplier, Chartwells. The school will monitor the number of lunches actually taken every day for audit purposes.

The menu for lunches can be viewed on the Chartwells website or is available from the school office. There is a three week cycle for the menu.

Special diets can be catered for. **If your child has any special dietary requirements these MUST be discussed with Chartwells and a special menu approved BEFORE any meals can be served to your child.**

Chartwells 01243 836130

Packed Lunches

All children will be encouraged to take school lunches but may still bring a packed lunch if this is your preferred choice.

Please make sure all packed lunches are in a clearly named lunch box, and that any drinks are securely fastened in an unbreakable container. Hot drinks are not permitted. The lunch hour is made up of 30mins outdoor playtime and 30mins to eat lunch. During this time the children are encouraged to eat all that is in their lunch box. Any uneaten lunch goes home for you to see how much your child has eaten.

Please do not send in any foods that contain nuts, as we may have children with severe nut allergies.

Please do not give your child too much food or food that is difficult to open.

This is an example of a reasonable packed lunch for a five year old:

A still drink, a sandwich or filled roll, yoghurt and a piece of prepared fruit or savoury snack. Most children manage to eat this within the allotted time.

NB Sweets are not allowed in school.

Water Policy

All children are given the opportunity, and reminded during the day, to have regular drinks of water.

Snacks

As part of the West Sussex Fruit/Vegetable Scheme, every child in the school receives a piece of fruit or vegetables each day. There is therefore no need to send in a snack for play break.

School Milk

If your child is under 5 years of age they are entitled to milk free of charge, if your child is aged over 5 years you can still apply for milk at a subsidised price. The school will co-ordinate applications for the children starting school for parents who wish to order. This will ensure that your child receives milk from the start of the Autumn Term.

During the term if you want your child to start receiving milk you can contact the office or register on the website at www.coolmilk.com

Friday Cakes

Every Friday we reward the children for positive attitudes in school by having 'Cake Day'. The classes take it in turns to bring in 8 small cakes or large biscuits for all the children to enjoy at playtime. Everyone else brings 20p to school on a Friday, and the proceeds go to the class providing the cakes that week. The class use this money for special extras e.g. puzzles or games for wet play. The children are responsible for collecting the money when it is their turn, for keeping accounts and for deciding how the class is to spend the money.

Each class has its own system for administering the Cake scheme, but one of the objectives is to give the children some responsibility for organising this themselves. We hope you will forgive them if they keep reminding you about their 20p.

Examples of the use of cake money:

- Wet play games and puzzles
- Special equipment for role play areas
- Outdoor play equipment
- Playground equipment

Governors

Our School Governors are all volunteers and they provide a strong link between the school, parent/carers and the local community.

They play an active role in the life of the school, helping to raise and maintain the educational standards and performance by supporting the work of the headteacher and staff. The responsibilities are managed through six Full Governing Body meetings in each academic year.

Being a school Governor can be interesting and rewarding. Should you wish to know more, our Governors would be delighted to answer any questions and can be contacted (via the school office).

Charging Policy

The school governors support the West Sussex advice on charging for school trips, this may be seen on application to the school. Where charging is not permissible parents are invited to make voluntary contributions. The school is unable to fund activities unless there is substantial support by way of voluntary contributions. If current circumstances make it difficult to meet the charge, please contact the Headteacher in confidence, to discuss whether it is possible to reach some mutual arrangement.

Access to Documents and Information

The arrangements for dealing with complaints about curriculum provision, charging policies, and admissions policies may be seen if required on application to the school. The following documents are available for reference at the school:

West Sussex statement of Curriculum Policy, Statutory Orders for Early Years/Foundation Stage and the National Curriculum, Department for Education Circulars, published OFSTED reports on the school, Complaints Procedure, West Sussex Syllabus for RE.

Parents wishing to see them should apply to the Headteacher.

The following documents are available on our website: check list

The School Prospectus, , Admission Policy, Equal Opportunities Policy, SEND Policy, Fair Processing Statement and Safer Culture Statement.

GDPR

Fairway Infant School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z6686973).

The Data Protection Officer (DPO) for the school is:

Craig Stilwell, Judicium Consulting Ltd, 72 Cannon Street, London EC4N 6AE.

Email: dataserveice@judicium.com

Telephone 0203 326 9174

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Curriculum

In the first year of primary school, the Early Years/Foundation Stage Curriculum which is followed by pre-school providers, continues. Your child should therefore encounter the same sort of learning opportunities and activities they were used to in their early years setting. The next two years of primary school are called Key Stage 1. For each of these stages, the National Curriculum 2014 lays down which subjects are taught.

Within the framework of the National Curriculum and the Early Years Foundation Stage Curriculum, teachers plan and organise teaching and learning in the way that best meets the needs of their pupils.

The children at Fairway are taught a range of learning skills which will enable them to become effective life-long learners. We believe that learning is the acquisition and application of knowledge, skills, understanding and attitudes that brings about progress.

Our children learn by:

- Understanding, developing and sharing ideas.
- Being able to transfer skills and knowledge appropriately
- Becoming resourceful - knowing how to work things out and where to go for help.
- Developing a desire and self-motivation to discover for themselves.
- Making sense of the world and their place within it.
- Acquiring skills and knowledge that enables them to make progress.
- Using new skills appropriately.
- Being able to work, play and co-operate with others.
- Knowing when to work with others and when to work independently.
- Understanding the need to manage their own behaviour.
- Understanding and using their preferred learning styles
- Being able to adapt to different situations.
- Being able to make connections.
- Enjoying new experiences and challenges.
- Being resilient – accepting that making a mistake is part of the learning process.
- Valuing the contributions made by others.

The curriculum is carefully structured with planned opportunities for children to engage in a range of activities outdoors and indoors. Much of the learning is introduced to the children through cross curricular themes. Children learn through play and practical experience, as well as through direct instruction from the teaching team.

In order to meet children's diverse needs, planning takes account of prior knowledge with opportunities to extend children's interests and skills, developing self-esteem and confidence while building capacity to learn.

The children are taught to be active learners who are aware of what to do if they get stuck and what they need to do to make more progress.

Assessment and Progress

Parents are encouraged to take an active interest in their children's progress by attending Consultation Evenings. These are held in the autumn and spring terms. In addition to this, parents are welcome to discuss their child's progress at any time by making an appointment with the class teacher or Headteacher. Parents receive a formal written progress and attainment report at the end of the summer term. This report will include whether your child is **working towards the expected standards, working at the expected standards or working at greater depth within the expected standards for their age.**

If you do need to have a brief word with the class teacher at any time, please try to avoid the time before school, which is a particularly busy time, unless it is an emergency. After school is usually a little less hectic!

Standards of Achievement

National Curriculum Teacher Assessment Results 2019

Listed below are the school's judgements for 2019, on the basis of teacher assessments.

Number of eligible pupils = 51

Pupils disapplied = 0

2018 FAIRWAY SCHOOL TEACHER ASSESSMENTS

Subject	EXS+	GDS
Reading	77%	29%
Writing	75%	17%
Mathematics	6977%	29%
Combined Reading, Writing & Maths	71%	17%

EXS+ - Working at the Expected Standards or Greater Depth

GDS - Working at Greater Depth

This table show a summary of the school's National Curriculum Teacher Assessments (2018) at the end of Key Stage 1, as a percentage of those eligible for assessment. Figures may not total 100%

Phonics Test

In 2019 85% of our Year 1 children achieved the government's expected level in the Phonic Screening.

Transfer and Transition

Fairway has a planned programme of Transfer and Transition for children entering the school from local pre-school providers, with Copthorne Junior School and within the school for Reception and Year One classes.

Pre-school

In the year prior to entry to school, local pre-school leaders and the Reception Class teachers meet regularly to plan the appropriate provision for children who will be attending Fairway. These meetings take place 4/5 times throughout the year prior to entry to the reception class. Children's needs are identified in order to ensure smooth transition.

Staff also have an opportunity to meet the children in the summer term, when they visit the pre-school provider settings.

In order to prepare the children for Fairway, the Pre-school providers also plan visits with the children for story time sessions.

Developmental Records are transferred from pre-school settings to Fairway in order to continue the assessment process.

Children with SEND are identified and discussed at a meeting with the school SENCO. This ensures that the appropriate support can be planned for prior to entry.

Junior School

A similar programme of Transfer and Transition is planned during the year prior to the children leaving Fairway. Most children moving on from Fairway go to Copthorne CE Junior School and our Y2 class teachers meet with their Y3 teachers during the year to plan for the provision of all the children.

The children in the Year 2 classes visit the school several times during the year prior to transfer. They work with some of the junior school staff and have an opportunity to become familiar with the junior school environment.

Records of progress and results of assessments, including End of Key Stage 1 teacher assessments are shared with and passed on to the junior school in order to continue the assessment process and ensure smooth transition.

Children with Special Educational Needs & Disability (SEND) and children who are particularly anxious about the transfer make extra visits in small groups in order to build their confidence and allay any worries.

Children with SEND are discussed with the Special Needs Coordinator from the junior school in the summer term prior to transfer to Copthorne Junior School.

For children moving to schools other than Copthorne CE Junior school our staff work closely with their chosen school to ensure a smooth transition.

Transition within the School

A programme of transition is also planned within the school across the year groups. During the year children are given opportunities to work in other classes and with other members of staff. In the summer term these sessions become more frequent so that the children feel confident in all settings within the school and with all members of staff.

Religious Education and Assemblies

Religious Education is provided for all children in accordance with the agreed West Sussex RE Syllabus. A daily Assembly is held for all children.

Parents wishing to withdraw their children from this should consult the head teacher so that appropriate arrangements can be made. Children who are withdrawn will be supervised.

Sex Education

We follow guidance that Sex Education will not be taught in the school. Children's questions will be responded to sensitively, factually and honestly if and when they arise.

The Governors have decided that the teaching of sex and relationship education is delivered within the context of PSHE (Personal, Social, Health & Economic Education) and the Science curriculum.

Sex and Relationship Education should ensure that all children develop confidence in talking, listening and thinking about feelings and relationships.

Special Educational Needs and Disability (SEND)

Details of our local offer, which has been developed jointly with the East Grinstead Group of Schools and the locality SEND hub called “NEST” are available on the school website.

Special Needs refers to situations where a child’s needs cannot be met through the normal differentiation practised within each class.

The school has its own Special Needs Policy in line with the National Code of Practice for Special Needs. Identified children receive support in groups, pairs or individually as appropriate for their needs.

Each term the SEND co-ordinator, consulting with staff, parents and the Learning Support Team, reviews the register of pupils with special needs and assesses which of them should be referred to the County's Support Services. Children with severe special needs are admitted to the school after full consultation with the agencies involved.

Inclusion

In line with our Inclusion Policy, we will provide equal opportunities for all pupils whatever their age, gender, ethnicity, attainment and background.

We maintain well established links with outside agencies, and continue to develop the expertise of the school learning team in order to ensure that the child’s needs are provided for. As a school we believe that all children have an entitlement to be included and access a broad and balanced curriculum.

Gifted and Talented

What do we mean by gifted and talented?

Gifted and talented children are those children who achieve or who have the potential to achieve, well above the rest of their peer group. Gifted refers to those who excel or are capable of excelling in academic subjects and Talented refers to those pupils who may excel in areas of the curriculum such as games and PE, music and performing arts. The school keeps a register of gifted and talented pupils which includes able pupils.

Our Able Pupil Programme seeks to identify children with a particular aptitude or interest in the areas taught in the school, and provide enrichment opportunities for them.

Community

Fairway works in close partnership with 15 schools which form The East Grinstead Group of Schools (EGGS) locality network. The aim of the East Grinstead Group of Schools locality is: "We are committed to raising the achievement of all learners in our community through collaborative networking".

EGGS

In the past few years The East Grinstead Group of Schools have introduced improved services to families including extended schools activities, improving inclusive approaches to all pupils and offering teachers opportunities to work with colleagues in the other schools.

The Children and Family Centre

The East Grinstead Children and Family Centre, Blackwell Farm Road, East Grinstead RH19 3JL. Tel. 01342 332992 offers Family Learning Courses in partnership with East Grinstead Group of Schools (EGGS) and West Sussex Adult and Community Learning Services. In addition to a wide range of services for children of all ages and their families.

Parental Involvement

We are fortunate to have parents and grandparents who offer their help in school. Some parents sign up to help in the classroom. This could involve supervising small groups, hearing children read, sharing a particular interest or skill with them, or preparing materials. If you would like to help in any way, either regularly or just when you have a moment to spare, you will be more than welcome. Please collect an application form from the office then an appointment can be arranged to meet a member of the Senior Leadership Team. To comply with Government legislation, clearance must be given through the Disclosure and Barring Service before accepting your offer of help. If you would like to apply for a DBS check please contact the office.

You are asked to report to the office whenever you are in school (except when delivering or collecting your child at the start and end of the day) and to sign in and out. This is a Health and Safety requirement. For security reasons and in the event of a fire we need to know who is in the building.

If you would like more information about ways to help in school, please don't hesitate to ask. It is also quite possible that a teacher will have things you could do at home to help. Helping in school shows your child that you value the school and its education.

Fairway PTA

We have a strong working partnership with our Parent Teacher Association.

All parents are automatically members of Fairway PTA. We are affiliated to the National Confederation of Parent Teacher Associations. There is a committee of members elected annually, which meets about twice a term. The PTA is primarily for fund raising and social organisation, but it also gives valued help of a more practical nature. In recent years the PTA has raised funds for the purchase of Clevertouch screens in the classrooms, providing laptops for the children to use, improving the outdoor facilities, providing outdoor canopies, the conservation area and many other

projects that benefit all the children.

Extended Provision

After School Clubs and Activities:

Each year we look at the needs of the children for extended school activities. We offer Clubs for children in Year 1 and Year 2 only. We give all the children the opportunity to suggest some activities that they would like to do after school.

In past years the children have attended:

- Sporting activities including athletics, football, golf, gymnastics, karate,
- Crafts
- Dance and movement
- Bushcraft

It is our intention to offer what the children ask for but we are often restricted by the layout of our environment and building.

Information about the clubs available is sent out to parents each term.

N.B. The particulars contained in this Prospectus were correct in relation to the year 2020 /21 at July 2019. It must not, however, be assumed that there will be no change before the start of, or during the said year, or in relation to subsequent school years.