



Fairholme Preparatory School

St. Asaph

*For learning, friendship,
ambition and discovery*

Admissions Booklet

Effective from September 2022





TERMS AND CONDITIONS

1 The School

1.1 Ethos of the School: Fairholme is a non-denominational Christian School which strives for high academic achievement, encourages all-inclusive participation in all School activities, as well as developing a culture of caring among the children. At Fairholme, great importance is attached to courtesy and concern for others and children are encouraged to care for and respect one another. This ethos of respect and traditional values allows the children to celebrate spiritual and cultural diversity and to develop into confident, thoughtful and capable young people. The School welcomes close cooperation between Parents and Staff.

1.2 Visions and Aims of Fairholme:

- to develop a close, caring, family community, where each child is nurtured, valued and able to achieve his or her full potential;
- to provide the individual attention within small class groups to ensure that high academic standards are maintained;
- to provide a wide and varied curriculum, allowing each child to find his or her area of expertise and interest;
- to provide a wide range of all-inclusive extra-curricular activities promoting individual confidence;
- to provide the best possible start in education for every child, allowing freedom of choice for secondary education.

1.3 Changes at Fairholme: To remain successful, Fairholme must initiate and respond to change. Acceptance of any offer of a place is given on the basis that, where the School considers that a change in operation, curriculum, premises and facilities, structure and composition of classes or School Code of Conduct is required, the School reserves the right to make such reasonable changes as the School deems necessary. The School will attempt to provide as much notice as possible.

2 Responsibilities of the School

2.1 Operation: The School is responsible for providing a suitable and challenging programme of study for each age group such that each child is able to achieve his or her potential as a valued member of the group.

2.2 Welfare: The School is responsible for providing the necessary care to ensure the happiness and good conduct of each child while they are within the control of the School or its staff. The Principal is authorised to take any action to safeguard or promote the pupils' welfare.

2.3 Communication: The School is responsible for keeping parents informed on the individual progress of children as well as relevant School news and events.

3 Obligations of the Parents

3.1 Attendance: Parents should ensure that their child attends School regularly and on time. They should inform the School by telephone or email where the pupil is unable to attend due to illness. We discourage any holidays taken during term time and these may not be authorised unless there is good reason to do so. However, we do understand that there are some circumstances under which a parent may legitimately request leave of absence for a child. In this case a written communication (email or letter) must be sent to the Principal.

3.2 Participation: Parents should ensure that pupils participate fully in School life, work hard and comply with the School Code of Conduct. Parents should actively encourage children to complete homework to the best of their ability and encourage them to access and submit homework independently. Parents should support the Vision, Aims and Values of the School.

3.3 Behaviour: Parents must support fully the School's commitment to good behaviour and should endorse any sanctions taken in accordance with the Code of Conduct.

3.4 Communication: Parents must inform the School immediately if they have a cause for

concern in matters of safety, care, discipline or progress. Parents should inform the School of any situations where special arrangements may be needed in relation to the pupil or of any health or medical condition, disability or allergy that the pupil has or subsequently develops.

3.5 Payment: Unless other arrangements have been authorised by the School, Parents must pay Fees punctually, on or before the first day of each term.

4 Admission

4.1 Registration: To apply for a place, the registration form must be completed and returned to the School.

4.2 Acceptance: Children at Kindergarten age can start at any time of year and usually begin life at Fairholme as they turn 3 years. The School offers an equal opportunities policy and, subject to places being available, all children are accepted at this level. Children joining Fairholme part way through their schooling are invited to meet the Principal along with their parents for an informal interview. Depending on age, they can subsequently come for a taster day during which the Form Teacher can assess the child's abilities. Following a discussion with parents and subject to the satisfaction of both parties, a place will be offered.

4.3 Confirmation of Acceptance: On accepting a place and prior to starting at Fairholme, the Confirmation for Admission Form must be completed.

4.4 Withdrawal from the School: It is assumed that Parents intend their child to progress to the end of Year 6 (Form VII) through the Foundation Stage, Key Stage 1 and 2. Parents must give a Term's Written Notice before a pupil is withdrawn from the School or the next Term's Fees will be immediately payable whether or not the place can be filled. This is intended to ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum.

5 Fees

5.1 Items Covered: Fees cover:

- the normal curriculum requirements;
- loan of text books;
- writing equipment for Foundation Stage and Key Stage 1;
- IT equipment for use at school
- public liability insurance cover.

5.2 Additional Expenditure: Additional items include private music lessons, Public Examination Fees, trips and visits and Drama Workshops. These shall be charged for as deemed appropriate by the School and, where invoiced separately, payable within 28 days of receipt of invoice. Note that breakfast, after-school clubs and holiday care are provided by The Mount Day Nursery and these are subject to separate booking and payment arrangements.

5.3 Payment of Fees: Subject to any agreement for payment by instalments under clause 5.8, Fees must be paid in full on or before the first day of each term together with any outstanding sums from the previous term. A pupil may be excluded from the School by the Principal at any time if fees or additional sums are outstanding. If such sums remain outstanding 28 days after exclusion, the pupil will be deemed withdrawn. A Term's Fees in Lieu of Notice will then be payable in addition to the current Term's Fees. Fees will not be refunded or waived for absence due to sickness or holiday.

5.4 Lunches: Pupils are required to have lunch at School. Lunches are invoiced Termly, in advance, with the Fees. The School must be notified in writing if a pupil must follow a special diet prescribed by a Doctor or in accordance with a pupil's religious beliefs.

5.5 Responsibility for payment: Persons who have signed the Confirmation of Acceptance Form or have parental responsibility for the pupil or have paid any fees are jointly and individually responsible for payment of Fees.

5.6 Review of Fees: There will be an annual review of Fees at the end of each School Year. Increases will be reasonable and kept to a minimum in line with School running costs.

5.7 Late or Non-Payment: The School may commence legal proceedings to recover outstanding sums. Parents hereby consent to the School informing any other school to which the Parent proposes to send a pupil of any outstanding monies owed to the School.

5.8 Instalment Arrangements: An agreement by the School to accept payment of Fees by instalments is a concession and can be terminated at any time in the event of payment default for 28 days or more.

6 Health and Safety

6.1 Medical Information: Parents must complete a Medical information Form at the start of their child's time at Fairholme. Parents must

inform the Principal in writing if the pupil develops any medical condition, health problem or allergy or if the pupil is unable to take part in sporting activities.

6.2 Pupils' Health: The Principal may consent on behalf of the Parents to the pupil receiving emergency medical treatment including blood transfusions where certified by a doctor, necessary for the pupil's welfare where parents cannot be contacted in time. Every effort will be made to contact Parents immediately where serious injury has been sustained.

6.3 Medicines in School: Any medication brought into School must be left with the Principal and the medical record form, held by the Form Teacher, must be completed and signed for by the Parent with instructions for use.

7 General Conditions

7.1 Off School Premises: Pupils will adhere to the Code of Conduct and Uniform Code when representing the School, travelling to or from School or on School occasions. Pupils are also expected at all times to behave in a manner which maintains and does not damage the School's reputation when off the School premises.

7.2 Liability: The School is not liable for any injury or damage to or loss of property unless negligent. Pupils are responsible for their own personal property which should be labelled with their name. The School is not responsible, unless negligent, for a pupil who is off the School premises.

7.3 Insurances: The School will maintain those insurances required by law, referred to in Clause 5.1. All other insurances are the sole responsibility of Parents.

7.4 Concerns and Complaints: Parents who are concerned or have a complaint about any matter relating to the pupil should notify the pupil's Form Teacher in the first instance. If the matter is not immediately resolved, the matter should be raised directly with the Principal. A copy of the School's Complaints Procedure is available on request and in the Policies Section of the School Website. Threats of non-payment rather than following this Complaints Procedure is not condoned.

7.5 School Reports: The School will produce written reports about a pupil's progress (at intervals determined by the School) which will be prepared with reasonable skill and care.

Where parents no longer live together, duplicates can be provided on request.

7.6 Specific Learning Difficulties: The School's staff are not qualified to make medical diagnoses of associated conditions or other specific learning difficulties. The School will inform Parents if it appears that the pupil is falling behind with studies and may be able to advise on additional assessments that could be arranged by Parents.

7.7 Confidentiality: The School will protect the confidentiality of information about the pupil and parents as far as is possible. Parents hereby consent to processing of personal data as is necessary for the operation of the School and exchange of data with past or future educational establishments, as the School considers appropriate and subject to applicable data protection legislation.

7.8 Change of Ownership: The School reserves the right to transfer the undertaking of the School to any other natural or legal person, and assign the benefit of this contract in connection with any such transfer, and or to amalgamate the School with any other educational institution.

7.9 School Photographs/Videos: From time to time, the School may take photographs/videos of pupils for use in advertisements, the School Website, Prospectus, learning platform or newsletters. Parents hereby consent to the publication of such photographs/videos provided that these are always tasteful and pupils are shown in a positive light. For the avoidance of doubt, the provision of this Clause shall survive the termination or expiry of this Contract.

7.10 School Policies: Parents and pupils must abide by the School's Policies which are available on request and on the School Website.

7.11 Sports' Activities and Out-of-School Visits: Parents hereby consent to their child to take part in School sporting activities and out-of-school visits on the understanding that all reasonable care is taken of pupils and Parents are informed when pupils are to leave the School Grounds.

7.12 Communications: All notices required to be given under these terms and Conditions must be given in writing. Parents must notify the School of any change of address, contact details or relevant circumstances.

FAIRHOLME

PREPARATORY SCHOOL



UNIFORM CODE

ITEM	BOYS	GIRLS
<u>COMPULSORY SCHOOL WEAR</u>		
School Blazer	Navy with red binding	Navy with red binding
School Tie	Red	Red
Shirt	Long Sleeved White	Long Sleeved White
School Shorts	Navy corduroy	-
<u>Or</u> School Trousers (Forms IV – VII only)	Navy	-
School Djibbah	-	Navy with embroidered FS emblem
School Sash	-	Red (tied at back)
School Jumper	Navy with red bands	-
School Cardigan	-	Navy with red bands
School Socks	Knee length Red (KG – III) Knee Length Navy (IV – VII)	Knee length Red (or red tights)
School Shoes	Black Velcro fastening shoes	Black Velcro fastening shoes
School Overall	Red (KG – Form III)	Red (KG – Form III)
School cap/hat	Navy with red cord (KG – Form III)	Navy with red braid (KG – Form III)
Hair Ties	-	Red or Navy only
School raincoat	Navy with logo-Available from School	Navy with logo-Available from School
<u>OPTIONAL WINTER SCHOOL WEAR (No alternative designs are permitted)</u>		
School Coat	Navy – to be worn over blazer	Navy – to be worn over blazer
School Scarf	Navy with red stripe	Navy with red stripe
School Woolly Hat	Navy with logo-Available from School	Navy with logo-Available from School
School Gloves	Navy (woollen)	Navy (woollen)
<u>ADDITIONAL SUMMER SCHOOL WEAR</u>		
Shirt	Short Sleeved White (optional)	-
School Shorts (Forms KG – VI compulsory)	Navy corduroy	-
School Dress	-	Red/White Stripes
School Socks	-	Knee length White
School Shoes	-	Red Closed-Toe Sandals (preferred)
School hat	-	Straw boater with red braid (KG – Form III)
School Sun Cap	Navy with logo-Available from School	Navy with logo - Available from School
<u>COMPULSORY SPORTS' WEAR</u>		
School Tracksuit	Navy with embroidered FS logo	Navy with embroidered FS logo
School T-shirt	White with embroidered FS logo	White with embroidered FS logo
School Shorts	Navy with embroidered FS logo	Navy with embroidered FS logo <u>or</u>
School Skort	-	Navy
Trainers (KG – Form VII)	White Velcro fastening trainers	White Velcro fastening trainers
Pumps (KG – Form VII)	Black – for indoor sport and drama	Black – for indoor sport and drama
All Ballet Uniform – Available to order from School		
Ballet Leotard (Form II –VII)	-	Navy blue
Ballet Shoes (KG – Form VII)	-	Pink with elastics
Character Skirt (Forms IV – VII) optional	-	Black, full circle with coloured hoops
Character Shoes (Forms IV – VII) optional	-	Black with low heel
<u>BAGS (Available from School)</u>		
Pump Bag (KG – Form VII)	School design	School design
School Bag (Forms II – VII)	School design	School design
Ballet Bag (Forms II – VII)	-	School design
Music Bag/Early Years Bag	School design (as required)	School design (as required)

UNIFORM AVAILABLE FROM: MONKHOUSE SCHOOLWEAR, 14-16 NEW STREET, MOLD, FLINTSHIRE CH71NZ,
TEL: 01352 756636, www.monkhouse.com



CODE OF CONDUCT

1 Introduction

- 1.1 School Ethos:** At Fairholme, great importance is attached to good behaviour, courtesy and concern for others. The School aims to promote a productive environment where everyone feels happy and safe and is treated with dignity and respect. Children are expected, as a matter of course, to abide by this Code of Conduct.

2 Behaviour

- 2.1 Good Behaviour in the Classroom:** The Staff have high expectations of the children in terms of their behaviour in the classroom. It is every pupil's responsibility to:

- enter the classroom in an orderly fashion ready for lessons;
- come to lessons with a positive attitude and endeavour to produce work of a high calibre;
- wait for the Form Teacher to introduce the subject matter before asking questions;
- listen carefully to instructions and stay on task;
- listen actively when another pupil is speaking and not talk over them, interrupt them, shout out or needlessly repeat their comments or questions;
- accept that others may have different needs and abilities;
- respect these differences and support others in their learning;
- access, complete and submit homework to the highest possible standard, on time.

2.2 Good Behaviour Outside the Classroom:

Children are always supervised well in the playground and during outdoor activities. Even at play, children are still expected to exercise restraint and it is every pupil's responsibility to:

- treat others gently and with respect while at play;
- avoid fighting, fighting games or contact games;
- allow others personal space;
- include all who wish to play in their games;
- show concern for anyone injured and alert staff to any such injury;
- avoid swearing or other insulting language;
- use equipment solely for the purpose for which it is designed;
- help to look after younger children or children new to Fairholme;
- stay in designated play area unless express permission is given.

3 General Behaviour

- 3.1 Courtesy:** The School takes great pride in the courteous behaviour of its pupils. Children are expected to hold doors open for staff, visitors and other children. They are expected to greet members of staff and visitors by saying, "Good morning" or "Good afternoon", whether in a class situation or when travelling around the School. Children are expected to make eye-contact with staff or visitors when being addressed individually.

3.2 Bullying: The School does not tolerate bullying or intimidation of any kind, whether physical or verbal.

3.3 Corridors and Courtyard: The School is responsible for providing a safe environment for children. To this end, it is important that children remember not to run in corridors or in the courtyard as they may endanger themselves or others.

3.4 School Building: Children should not only respect each other but should also respect the School buildings and property. Fairholme provides an excellent learning environment and pupils should actively endeavour to look after it, taking pride in the classrooms and equipment and other School areas. Where accidental damage is caused, pupils are expected to report this to staff and assist in remedial measures where possible.

3.5 Off School Premises: When representing the School, travelling to or from School or on School occasions, pupils are expected at all times to behave in a manner which maintains and does not damage the School's reputation.

4 Rewards and Sanctions

4.1 Rewards: Pupils are rewarded for good work, endeavour and good behaviour with award of House Points and Edmodo badges. Younger classes have star charts and sticker awards, with responsibilities such as Form Monitor and, in Form VII, School Captain, Head Girl, Head Boy and Prefects are regarded as reward for good behaviour and continued responsible and helpful attitude.

4.2 Sanctions: The consequences of any pupil choosing not to honour the responsibilities discussed above are as follows:

- Minor matters will be dealt with in the first instance by words of advice. The pupil will be warned that there will be consequences for making further poor choices.

- If further poor choices are made, the pupil may be moved in a classroom situation or removed from the area of play to reflect on their behaviour.

- Further misbehaviour will result in an orange level note in the child's behaviour record and a missing of a break time to complete additional work as directed. The Form Teacher may inform parents after the School day, or, if the situation has been resolved, the note in the behaviour record will suffice explaining events leading to this situation.

- Serious matters of misconduct, or continued misbehaviour will result in a red level note in the child's behaviour record. The Principal will discuss this matter with the child, having been informed of the issue by the Form Teacher or responsible Staff member. The teacher and/or Principal will inform Parents after the School day to discuss reasons and possible measures to ensure improvements in behaviour.

- Three red level records in any School Year or a drop below a 90% behaviour record may result in exclusion of the child from the School for up to three days. In this event, a special meeting will be arranged between Parents, Principals and Teacher. Parents will be informed in writing.

4.3 Reliability: Misbehaviour reported by another pupil alone is rarely sanctioned. When an incident results in one child's word against another's, a verbal warning will be given and the incident recorded to see if any pattern emerges.

5 Monitoring

5.1 Records: The School keeps a record of incidents of misbehaviour whether they occur in the classroom or outside the classroom. This is available for parents to view on request or at Parents' Evenings.

5.2 Consistency: Children are treated fairly and the School's Behaviour Policy is used in a consistent way throughout the School.



Fairholme
Preparatory School

St. Asaph