

**Attendance** – Your child’s attendance is monitored daily and significant absences are always followed up by the Headteacher and The Education Welfare Officer. A healthy child is expected to achieve an average of above 95% attendance and when attendance falls below this amount, progress in their academic achievements can be seriously affected. Our school target is 97%.

**Behaviour** - Fairfield Endowed CE (C) Junior School has clear behaviour rules for the whole school community that must be followed to keep everyone safe and happy. We understand that children do sometimes fall out and this will be dealt with by an adult who will listen to the children involved and help resolve the situation. To see more information, see the Good Behaviour Policy on the school website at [www.fairfield-jun.derbyshire.sch.uk](http://www.fairfield-jun.derbyshire.sch.uk) or pop into school to see a copy.

**Bullying** – The school takes all cases of bullying very seriously and will work with children and families to try and resolve any problems. The school has an Anti- Bullying Policy that you should read and understand (available on the website).

**Health and Safety** – Everyone at Fairfield Endowed CE (C) Junior School has a responsibility to keep each other safe. The school has a clear health and safety policy which everyone must follow. The school has fully trained First Aiders amongst its Teaching Assistants and Lunchtime Staff.

**On-line Safety** – The school recognises that technology plays an important role in the education of our children and is committed to safeguarding children in the virtual world. To support parents, the school has on-line safety information to help keep your children safe both in school and at home. We also have an E-safety Policy available on the website.

**Complaints**- If you have any complaints about how the school is working with you or your child, please feel confident to speak to us; the Class Teacher should be the first port of call and then the Headteacher who will always be happy to speak to you to resolve any difficulties. It is better to speak to us as soon as you have a concern so that it does not become a bigger issue. If you feel the matter has not been resolved, you can raise your concerns with the Governing Body. Our Complaints procedure is on the school website.

#### WHAT SCHOOL MUST DO

A child should be able to go to school and feel safe so that they can achieve their very best.

- Everybody who works or volunteers at FEJS will have a Disclosure and Barring Service (DBS) check to make sure they are safe to work with children and then trained to identify child abuse and what to do if they are concerned.
- The school has a Designated Safeguarding Lead, Mrs Mercer (Headteacher) and two Deputy Safeguarding Leads, Mrs Parkes (Assistant Headteacher) and Mrs Johnson (Class Teacher) who are fully trained in safeguarding procedures.
- We will always listen to you and work closely with you if we are concerned about your child but, sometimes, we may not be able to discuss our concern. The school has a Child Protection and Safeguarding Policy which tells you more about this and when we must speak to the Police or Children’s Services. You can see this policy on the school website.
- We will help your child to learn about keeping themselves safe. Lessons can include healthy eating, stranger danger, anti-bullying, e-safety, road safety, health relationships, drug and alcohol awareness. As part of these lessons your child will be told what to do and if they are worried or concerned about their safety.

#### WHAT PARENTS / CARERS MUST DO

Parents are the most important people to keep their children safe. You should always:

- Feel confident to raise concerns about your child.
- Talk to school if you need help or support.
- Read the school policies about safety issues (available on school website).
- Let the school know if your child has a medical condition.
- Let the school know if you have any court orders relating to the safety of your child.
- Let the school know if there is any change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility.
- Let us know who will be dropping off or collecting your child and two other emergency contacts.
- Inform the school of any changes to agreed arrangements.
- Let the school know if your child is going to be absent and the reason why.
- Inform the school (confidentially) if you have any concerns or suspicions about the safety of any other children.