



Fairway Primary Academy Information Booklet 2025/26

"High Aspirations, Fully Inclusive and Achieving Excellence."

Fairway Primary Academy is a proud member of the [Greenheart Learning Partnership](#).

Term Dates 2025-2026

Autumn Term 2025
Term starts: Monday 1 September 2025
Half-term: Monday 27 October 2025 to Friday 31 October 2025
Term ends: Friday 19 December 2025
Spring Term 2026
Term starts: Monday 5 January 2026
Half-term: Monday 16 February 2026 to Friday 20 February 2026
Term ends: Friday 27 March 2026
Summer Term 2026
Term starts: Monday 13 April 2026
Half-term: Monday 25 May 2026 to Friday 29 May 2026
Term ends: Monday 20 July 2026
INSET days – Academy closed to children
Monday 1 st September 2025
Tuesday 2 nd September 2025
Monday 3 rd November 2025
Monday 5 th January 2026
Monday 20 th July 2026

Contact Details

Fairway Primary Academy
Muirfield Gardens
Kings Norton
Birmingham
B38 8XQ

Telephone: 0121 4643200

Email: enquiries@fwp.greenheartlearning.org

Website: www.fairwayprimary.com

Welcome to Fairway Primary Academy

Welcome from Headteacher

On behalf of everyone at Fairway Primary Academy, I am delighted to welcome you to our school, a place where children are encouraged to thrive in a positive learning environment.

Fairway Primary Academy is proud to be a member of Greenheart Learning Partnership and its community of primary schools across the Midlands. We value the family nature of our partnership which allows us to show our individuality and showcase areas where we can shine and support others. We are a school built on the three principles of having high aspirations, being fully inclusive and achieving excellence. Our children and staff embrace these principles every day in their actions by showing our values of “Being, Belonging, Becoming, Ready, Respectful and Responsible”. We encourage all children to become independent learners and young citizens of their local, national, and international community.

Fairway Primary Academy has a dedicated team of staff who believe in supporting the development of the whole child. We help children grow and excel by preparing them for the challenges that lie ahead, both at home and in the wider world. We nurture their quest for knowledge and foster their inquisitive nature to improve their skills, experiences, beliefs and their sense of self.

As well as offering an excellent curriculum, we also offer a “Pupil Promise” which is built on the principle of increasing cultural capital, where all children should have the opportunity for success, regardless of their socio-economic or cultural background. We support the growth of all children by ensuring that many core behaviours and experiences form part of our “promise”. This may include practicing using a butter knife, or visiting a theatre show for the Arts. This cultural capital helps build confidence to tackle all elements of adult life, where they should feel accepted, as well as worthy of their place in society. This is a cornerstone of both the school and Greenheart Learning Partnership ethos on inclusion and celebrating diversity.

We hope you find this booklet (and our website) both informative and enjoyable. If you would like to come and see what we do, then please get in touch through the main school office to arrange a visit, we would be pleased to welcome you into our school and community.

Best wishes

Hayley Byrne
Acting Head Teacher

School Staff

Senior Leadership Team (SLT)

Interim Head Teacher

Miss H. Byrne (DSL)

Acting Deputy Head Teacher/SENDco

Miss K. Bell (DDSL)

KS1 Phase Leader

Mrs M. Sawyers (DDSL)

Teachers

Year 6

Miss M. Connelly

Year 5

Mr R. Irfan

Year 4

Ms K. Bell

Year 3

Mrs R. Hinchley

Year 2

Miss E. Martin

Year 1

Mrs. M. Sawyers /

Mrs. R. Rowley

Rec

Mrs. C. Watruss

T.A.s

Mrs. K. Coombes

Mrs. J. Birch

Mrs. K. McGahey

Mrs J. McConnell

Mrs. N. Farmer

Mrs. Z Jabeen

Miss M. Burgess

Miss S. Tahir

Mrs S. Hassan

Admin/Support staff

Mrs L. Bates- Regional Business Lead

Mrs. C. Vigers – Senior Academy Administrator

Miss. K. Daly- Office Admin and Attendance Officer

Mr C. Keegan- Site Manager

Midday Supervisors

Ms. A. Kiely

Ms. N. Kehoe

Ms T. Bartlett- Neal

Miss M. Burgess

Miss G. Kehoe

Breakfast and After-School Supervisors

Mrs T. Bartlett

Miss G. Kehoe
Ms N. Kehoe

Catering Staff

Mrs. T. West	Head Cook
Ms. P. Karami	Assistant
Mrs T. Ward	Assistant

Cleaning Staff

Vacancy x 2

From September 2025, there will be a member of the office staff in school from 8:30am until 4:30pm. They can be contactable by phone, email or MCAS.

Our School Values, our Pupil Promise and developing each child.

Our children will learn and practice each of these values over a year period. We will use each of these values every week, but we will prioritise one each half-term and share our learning about each one. Our 6 values are:

Being, Becoming, Belonging, Ready, Responsible, Respectful.

Within each Value, we are promoting the following pupil characteristics.

Confident, Creative, Active, Successful, Informed



Children at Fairway Primary Academy currently receive a broad and creative curriculum full of enriched learning experiences to develop a love of learning, but this is not enough! We need to do more to widen our children's horizons and increase their cultural capital through exploratory and investigative learning that opens their minds and engages them with new ideas, role models and memorable experiences. These new steps will allow the children to apply their learning in different contexts, therefore embedding and consolidating their knowledge and skills above the normal academic expectations. This love of learning; a deeper knowledge of both historical and contemporary figures as well as the opportunity to access cultural capital-enhancing activities, will support all children in their development as a valued individual.

Our ethos is to ignite curiosity and raise aspiration beyond academic subjects, but through a genuine excitement and interest in the world around us. Our Greenheart Partnership looks to start this journey and to enhance life-opportunities for all children, through individual, class and whole-school development. Along with all Green Heart Partnership schools, we have introduced our Pupil Promise (formally Curriculum

Promise) that uses four different approaches to ensure that every child achieves socially, morally, culturally as well as academically.

Socially – we will look at activities that develop and enhance the social skills of the child, both within school and outside of school.

Morally - The children are being taught about a different personal characteristic every half term. The children are learning what these values are and how they can show them in their work, attitude and everyday life.

Culturally - Our world is made up of many individuals who have had a major effect on the way we live today. This ranges from sports stars, musicians, composers, authors, scientists, politicians, environmentalists or just humans of note. Many of these individuals, whether historical or contemporary, can inspire our children. Everyone needs a role model. Above the requirements of the National Curriculum, we have developed a 2-year system where the children will learn about people the above fields of excellence, and how they impacted the world we live in. It is up to the children to decide if they approve or not.

Academically - The drive to improve the lessons our children receive is ongoing, and we are always looking to improve our teaching methods and approaches. One way is to enhance the opportunities for our children to learn both in within and outside of the classroom. By giving the children concrete experiences to refer back to, or to base their understanding on, we look to embed key understandings and base the children's learning on experiences, not abstract concepts. Furthermore, the introduction of new experiences will help their "love or learning" and hopefully excite the children. This will also have the additional benefit of improving the children's cultural understanding of local and national places of interest.

Over the children's academic journey through Fairway, they will experience:

Every Year:

- Participate in a class assembly every year.
- A school Music concert
- A charity event every term
- A competitive sporting event.
- A community event.
- Parental workshops
- Many national events and celebrations

At least once in school, the opportunity for

- A trip to the theatre
- A trip to a Zoo/safari park
- A trip to the cinema
- A trip to an Art Gallery
- A trip to a museum
- A trip to a Forest/National Park
- A Shakespearean experience
- A trip to places of worship for the main religions
- Knowledge of landmarks and historical areas of the West Midlands
- Trips to local parks

- A residential trip for all children

We also promote British Values as well as supporting the pupils' spiritual, moral, social and cultural development through our well-planned curriculum that prepares children for life in modern Britain.

Our Promise enables the Fairway Primary Child to:

- Gain a love and commitment to learning that will last a lifetime.
- Increased knowledge of key values, such as democracy etc
- Develop essential English and Maths skills.
- Develop the attitudes, understanding and skills to become independent learners.
- Develop creativity.
- Develop lively enquiring minds.
- Develop personal values, qualities, attitudes and respect for other people and their opinions.
- Develop appreciation and concern for the environment.
- Work collaboratively and co-operatively with others
- Achieve their goals.

Behaviour and Relationships

Our Behaviour and relationships policy is based on ensuring that all pupils, staff and visitors feel safe and cared for, and enjoy a sense of belonging. This policy provides guidance as well as clear structures and processes which support the maintenance of a calm and inclusive learning community. It is built on resolution and interactive repair that supports the well-being of our pupils. This approach removes the reliance on external sanctions and rewards to control behaviour, with an emphasis instead on trying to understand the emotions driving the behaviour. Behaviours are an indicator of emotion, and not all behaviours are therefore chosen.

We use restorative approaches which place relationships, respect and responsibility at the heart of effective practice, which have shown to be more effective in addressing issues of discipline and conflict than traditional use of rewards and sanctions. We also use the language of the school values when talking to the children.

'Thinking of a pupil as behaving badly disposes you to think of punishment. Thinking of a pupil as struggling to handle something difficult encourages you to help them in their distress.'

Principles

- Fair and consistent treatment of all pupils in a caring community.
- To embed empathetic, emotionally literate and informed language around the subject of behaviour.
- To enable or pupils and staff to have a deeper understanding of behaviour grounded in neuroscience.
- To engage staff and pupils in finding suitable strategies to manage difficult emotions.
- To create an open, honest and progressive forum for discussion around behaviour.
- To enable access to learning.
- To develop pupils' ability to independently manage emotional challenge.
- To develop a mutually respectful environment.

Values and recognition of good behaviour

In order to help children feel safe, the educational environment needs to be high in both nurture and structure. Good behaviour should be modelled and reinforced regularly.

Our expectations for behaviour in school are based on treating others as one would wish to be treated. They are expressed through our values of as:

- Being Ready
- Being Responsible
- Being Respectful

We also have a number of different ways of giving recognition to children who have shown good effort in their learning or have exhibited our core school values:

- Frequent informal recognition
- Recognition boards
- Star and Values certificates
- Home contact (calls & texts)
- Postcards
- Headteacher / SLT praise
- Class rewards
- Lunchtime rewards

Consequences of inappropriate behaviour

Whilst we use restorative practices where appropriate, there may be some incidents of inappropriate behaviour or learning choices, it may be that children will receive a consequence within school. These consequences may include, but is not limited to:

- Time In
- Loss of social time
- Movement to another area
- Senior Team to provide support alongside members of staff
- Parents informed of patterns of behaviour and invited in to discuss strategies with teacher
- Behaviour Tracker
- Suspension
- External agency support is requested
- Possible suspension / exclusion
- Possible Managed Move

In all these incidents, the details will be discussed with parents and appropriate actions taken according to individual circumstances. Please see the Behaviour and Relationship Policy on the School Website or request a copy from school.

Bullying

Bullying is defined as the **repetitive**, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time.
- Difficult to defend against

Bullying can include, but is not restricted to:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Physical Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Fairway's approach to preventing and addressing bullying are:

- To express our belief that all pupils should be included fully in the life of the school.
- To provide a learning environment free from any threat or fear.
- To reduce and to eradicate wherever possible, instances in which pupils are made to feel frightened, excluded or unhappy.
- To respond effectively to all instances of bullying reported to us.
- To establish a means of dealing with bullying, and of providing support to pupils who have been bullied.
- To provide support for pupils who are accused of bullying, who may be experiencing problems of their own.

Ofsted Inspections

Our last Full Inspection took place in April 2024 where we were graded Good in Personal Development, Behaviours and Attitudes. A full copy of the report is available on our website or from the Ofsted website www.ofsted.gov.uk/reports

We expect an Ofsted inspection during the Summer term of 2025 or the Autumn term of 2026.

Admissions

Our pupil admission numbers are thirty children each year.

How to apply for a school place

An application can be made online at www.birmingham.gov.uk/schooladmissions

How to make an In-Year application [In-year school admissions | In-year school admissions | Birmingham City Council](#)

Parents can also apply for an in-year transfer via completing an application form from the school reception also. The child will be added to the school waiting list if the required year group is full.

For children with an Education Health and Care Plan

Any child with an Education Health and Care Plan is required to be admitted. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

If the total number of preferences for admission to Fairway Primary Academy exceeds the Academy's Published Admission Number (PAN), an order of priority is used by the local authority to allocate the available places based on the below criteria:

- 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Children who have an elder brother or sister in attendance at the preferred Academy and who will still be attending the Academy at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 3) All other children arranged in order of priority according to how near their home addresses are to the main gate of the Academy, determined by a straight-line measurement as calculated by the local authority's geographical information system.

The School Day

	Gates Open at	School start time	Gates Open for collection
All year groups	8.45am	8.50am	3:20pm

- Children can enter school at the gates on the playground.
- Pupils must be collected from school by a parent or known adult (unless a parent has given written permission for a child in year 6 to walk home on their own).
- If the person that normally collects the child is not able to on a particular day, it is important that the School Office is informed as soon as possible. We will not hand over children without consent or a pre-arranged password.

Absenteeism/Lateness/Illness

All absences **MUST** be reported on the day by a phone call to the school office before 9.10 am (a message may be left on the answerphone). It is important that you contact the school office if your child is absent.

Registration

Teachers will complete their registers at 8.50am. All lateness will then be recorded by the school office, and the registers will close at 9.10am. Children arriving after 8.55am must be brought into school by parents to explain via the main reception and sign in on the school Inventory system, giving the reason for lateness.

Going to school regularly is important for your child's future. Parents are responsible for making sure their children receive full-time education. Talking to your child and their teachers could help solve any problems if your child does not want to go to school.

Regular school attendance

Good attendance shows secondary schools and future potential employers that your child is reliable. Fairway Primary Academy records details of all children's attendance and absence at school. We do so at the beginning of morning and afternoon sessions. If your child is absent, you must tell the school why immediately. The school will record the absence; the Local Authority will receive this information for each child. The Department of Education also receives daily attendance data for the school, and we must inform them of actions taken once children hit certain thresholds of absence.

Your responsibilities as a parent

By law, all children of compulsory school age must receive a suitable full-time education. For most parents, this means registering their child at a school – though some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a Fairway Primary School, the parent is legally responsible for making sure they attend on a regular basis. If your child does not attend school on a regular basis, you could get fined or be prosecuted in court.

How to prevent your child from missing school

You can help prevent your child missing school by:

- making sure they understand the importance of good attendance and punctuality
- taking an interest in their education – ask about schoolwork and encourage them to get involved in school activities
- discussing any problems they may have at school and letting their teacher or principal know about anything serious
- not letting them take time off school for minor ailments – particularly those which would not prevent you from going to work

To avoid disrupting your child's education, you should arrange appointments and outings:

- after school hours
- at weekends
- during school holidays
- You should not expect Fairway School to agree to your child going on holiday during term time.

Support on school attendance

A child's school attendance can be affected if there are problems with:

- bullying
- housing or care arrangements
- transport to and from school
- work and money

If your child starts missing school, you might not know there is a problem. When you find out, ask your child and then approach their teacher or the school attendance team.

At Fairway, we aim to communicate the importance of attendance with parents and children. We have a particular focus on reducing Persistent Absenteeism at the school. The Persistent Absence threshold for children is currently 10% and Ofsted will use this threshold in its inspection of schools.

The threshold means that any child will be classed as Persistently Absent when they have missed 38 or more sessions. This equates to 19, or more, missed days during the academic year - which is as little as 6 days over each of the three Terms. This also equates to the equivalent of 1 day of absence, or more, a fortnight across a full school year.

We will use a 19-day tracking system to make you aware of the number of days your child has missed in education. This will allow us to work together to reduce the number of days and attempt to prevent your child from reaching this number. Once a child has missed 8 sessions (4 days), the absence policy will start for the children and parents will be involved.

Once a child has reached 38 sessions, or 19 days absence, they will be classified as Persistently Absent from school and we must report this to the Local Authority and follow external legal proceeding.

Holidays

No holidays during term time will be authorised. If you choose to take your child out of school for holidays, or days out, these will be marked in the register as 'unauthorised absence' and will affect your child's attendance record.

Should you wish to apply for a leave of absence in exceptional circumstances, please complete a Leave of Absence request form which can be obtained from the School Office.

Leaving premises during the school day

Routine medical appointments should be made outside of school hours where possible. Should it be necessary to take your child out of school for an emergency or non-routine medical appointment then the appointment letter/card must be brought to the School Office for photocopying. All children will need to be collected by a known adult from the main entrance and signed out/in on the school administration point in the main reception.

Parents can remove their children during the lunchtime period if collected and returned by an appropriate adult with designated responsibility for the child.

Extreme Weather

Should the school need to close due to extreme weather, either during a school day or overnight, parents will be notified as soon as possible via text/telephone/email/MCAS. We will also ensure our website is updated, and any other local means of communication (radio, news, etc.) are informed.

Emergency Contact

Please keep us informed of any change of address, telephone number (especially mobile), email address, place of work, or contact person. It is vital that we have a minimum of two adult emergency contacts for your child. If your child has an accident or is ill during the school day, we will contact a parent or carer by telephone during school time. Please indicate the priority of order for contact to the school office.

Children without two emergency contacts may not be allowed to take part in all school activities due to the risk of not being able to contact parents/carers in the case of a medical emergency where permission is needed for medical intervention.

Breakfast and after school provision

School operates a 'Breakfast' and 'After' school provision which can be booked through the MCAS (MyChildAtSchool App).

Breakfast club opens at 7.30am daily and the cost is £5.50 / £4.50 from 8am, and this includes breakfast and a drink.

After school club has two provisions:

- 1) For £5.50 your child can stay until 4.30pm, with no food provided but parents can provide an additional healthy snack.
- 2) For £8.50 we have an extended provision until 5.45pm where a cold snack is provided (e.g. fruit, biscuits, and a soft drink). Please note, that this is not a full meal as parents are expected to provide meals at home.

Unfortunately, any child who is picked up after 5:45pm will incur a £10 penalty charge for each 15 minute period of lateness.

Safeguarding and Child Protection

At Fairway Primary Academy, we are committed to providing a safe and secure environment for children, staff and visitors. We aim to promote an environment in which children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We expect all children and adults working with the school to share this commitment.

At Fairway Primary Academy, we are by law required to contact Children's Services if:

- Any child is found to arrive at school with injuries which cause concern
- Any child reports circumstances which cause concern
- Children are considered to be at considerable risk of harm in the home environment.
- If further guidance is needed in relation to any school or home concern

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

We have adopted the definition of safeguarding used in the Children Act 2004, and in the government's guidance document *Working together to Safeguard children*. This can be summarised as:

- protecting children and young people from maltreatment
- preventing impairment of children and young people's health or development

- ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children and young people to have optimum life chances and to enter adulthood successfully.

Our procedures are set out in our Child Protection Policy, a copy of which is available from the school office, or school website. Further information regarding Safeguarding Issues can be found at the following websites: <http://www.lscbbirmingham.org.uk/> <http://www.nspcc.org.uk/> <http://www.barnardos.org.uk/>

Anyone with concerns relating to child protection should speak to one of the Designated Safeguarding Leads (DSLs):

Miss H Byrne (Acting Headteacher) DSL
Miss K Bell (Acting Deputy Headteacher/ SENDCo) DDSL
Mrs M Sawyers DDSL
Mr I Irfan DDSL
Miss G Kehoe DDSL

School Uniform

Wearing a uniform helps to establish pride in being part of Fairway Primary Academy and we are kindly asking for all parents to support school by ensuring their children are in the correct school uniform. The following is what is expected from all children at Fairway in terms of school uniform:

Uniform

- Black or dark grey trousers or shorts. No jogging bottoms, leggings or jeans.
- Black or dark grey knee length skirt or pinafore
- White/ Royal Blue polo-neck T-shirt.
- Royal blue jumpers (*with or without the Fairway Primary Academy Logo*)
- Royal blue cardigan (*with or without the Fairway Primary Academy Logo*)
- Blue Gingham summer dress
- Flat black school shoes. No trainers, canvas shoes or plimsolls.

Make-up and Nail varnish is not permitted, and children will be asked to remove if identified.

Hair policy – no excesses of fashion are allowed.

PE Uniform

- Plain White T-shirt.
- Black or navy-blue plain shorts
- Black pumps or trainers. No high tops.
- Jogging bottoms, leggings and a plain navy-blue hoodie – used in cold weather.
- Football tops are not allowed in school for any PE lesson.

Children are permitted to come into school in their PE kits on their designated PE days.

Uniform is available to purchase at Kids Essentials in Northfield.

Jewellery

A wristwatch and simple stud earrings are permitted, however smart watches are not allowed. It is advisable, however, that they are left at home on PE and swimming days. If they are not left at home, they are the children's responsibility and must be removed for PE.

Children must remove their earrings for PE or cover them with tape for Health and Safety purposes. You must provide your child with the plasters/tape if they are unable to remove their own earrings – please note staff are not permitted to remove children's earrings.

Communication

A fortnightly newsletter is produced by the school to keep everyone informed of what is going on in and around school. Please let school know if there is anything you would like to be included on a forthcoming newsletter. The newsletter link is sent out via email / MCAS and is also available on our website.

At the beginning of each half-term, the class teachers will send out a subject overview of the curriculum for the next half-term. This will detail what subjects the children will be covering in each half-term, but it will also give information about specific people or events during that half-term.

We use the MCAS (My child at School App) for communication also.

School has also created a Facebook and X (formerly Twitter) where good news and events are shared with parents. Facebook: Fairway Primary Academy / X: @fairwayGLP

Home-School Agreement

Parents are asked to sign the Home-School Agreement when their child starts school to say that they agree to make sure that their child attends regularly, arrives on time, and completes their homework. The Headteacher will sign the Home-School Agreement to confirm that the school will fulfil its responsibilities towards the child.

Parents' Evenings and Appointments with Teachers

Parents are invited to meet the teacher on two occasions during the school year:

- 1) In the Autumn Term, which focuses on how your child has settled into their new year group and curriculum.
- 2) In the Spring Term, which focuses on target setting and next steps in learning.

In the summer term, you will receive a written report about your child and have the opportunity to come in and discuss your child's report if you would like to.

Should any parent wish to speak with their child's teacher throughout the school year with any queries or concerns, they are invited to make an appointment to do so. This can be done via the teachers themselves, or via the school office. Please bear in mind that teachers may not be free to talk at the end of the school day, due to needing to safely dismiss all children and attend staff meetings, but they will be able to arrange a more convenient time to meet. Concerns regarding your child should always be addressed with the class teacher in the first instance.

We will do our utmost to keep you informed about your child's progress and what is happening by:

- Open door policy, teachers are available at the end of each school day to arrange an appointment
- Holding Parent and Carers' Evenings
- Issuing reports
- Sending letters home
- Telephoning you
- Emailing information
- Newsletter displayed on our website
- Website
- X/Twitter
- Facebook

Please ask if you need further information about your child.

Developing tomorrow's leaders

School Council

We have a very successful School Council, which is elected annually by the pupils in each class and consists of two representatives from each of these classes. Councillors meet regularly to discuss and represent the views of their peers and raise issues with the Headteacher. School Councillors are also ambassadors for the school and represent/lead in initiatives and projects around the school. Councillors collect opinions and ideas from members of the school community to help to increase the pupil voice.

School Council aim to meet every two weeks to discuss current or future projects. These are usually fundraisers for either school or a charity.

Head child and their deputies

Head children support the communication between children, staff and school visitors. They are role models for the rest of the children in school. This is an important 'job' that Year 6 children can apply for and will be interviewed to ensure that they are 'up' to the job.

ECO Council

This group of children are our 'ECO Warriors' making sure that we do our best at trying to save the planet. Each classroom will have energy monitors, to make sure lights are turned off, Interactive Whiteboards are

turned off when not in use and doors are closed when classrooms are left. We encourage 'reusable' water bottles in the classroom and we try to 'recycle' whenever we can. They also look at making sure the school grounds and local area are kept litter free. We are working towards achieving the 'Keep Britain Tidy the Eco-Schools Green Flag'.

We currently recycle:

- Bottle tops
- Plastic bottles
- Batteries
- Pens, felts, glue lids
- Compost our fruit waste

Inclusion at Fairway – Our beliefs and values

Every child deserves a fair start in life, with the very best opportunity to succeed. At Fairway Primary Academy we strive to support all children to enable them to achieve their full potential and experience a broad and balanced curriculum. We aim for barriers to learning to be removed, and to be as inclusive as possible. All children at Fairway are treated as individuals with talents and abilities to be nurtured and developed to their full potential.

We are a trauma informed school, and endeavour to fully support the emotional development of pupils alongside their academic development. We believe that all teachers and support staff are teachers of every child, including those with SEN and/or a disability. We aim to provide a caring environment with high expectations and aspirations for all.

Definitions:

A pupil has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of others the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is that which is additional to, or different to that made generally for other children or young people of the same age by mainstream schools.

At Fairway we currently support pupils who have difficulties in relation to the four broad areas of need as defined by the SEND code of practice.

- Speech, Language and Communication difficulties
- Cognition and learning difficulties
- Social, emotional and mental health difficulties
- Sensory and/or physical difficulties

For more information on support for medical needs and medical care plans, please see the school Policy on Supporting Pupils with Medical Needs.

Identification of need:

Pupils are identified as having additional needs in a variety of ways. Any pupils not deemed to be making appropriate progress are identified via discussions with the SENDCo and classroom staff, and further assessments may be carried out if appropriate. If further support is deemed necessary, then this is provided via an Individual Education Plan (IEP), which would be reviewed and updated at least three times annually. Parents/carers are also able to contact school with concerns related to any of the four areas of need defined above. The SENDCo will then endeavour to signpost or refer parents/carers to further support, and also further assess these needs in school to establish if the pupil has a SEND. We also encourage pupils to talk honestly about their difficulties, and to approach a trusted adult if they feel they would benefit from further support.

We provide additional support for pupils via IEPs which are reviewed at least termly. These plans include details of the desired outcomes for each pupil, and the resources and adaptations which may be required to support with this. Pupil voice is included, and all pupils are encouraged to be part of the review process, contributing their views at a level appropriate to their age and/or ability. Parents/carers are also invited to reviews, and are strongly encouraged to contribute either in person, via video calls, via telephone reviews or written or emailed responses. Some pupils have a higher level of need which requires significant levels of intervention and support and advice from outside agencies. For these pupils it may be appropriate to request an Education and Health Care plans (EHCP) or School Support Provision Plan (SSPP) via the Local Authority. These plans are reviewed at least annually.

Recognising the impact of SEND on Behaviour.

The school recognises that pupils' behaviour may be impacted by a Special Educational Need or Disability (SEND).

When incidents of misbehaviour arise, we will consider them in relation to a pupil's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from pupils with SEND, especially where their SEND affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled pupil caused by the school's policies or practices (Equality Act 2010)
- Using our best endeavours to meet the needs of pupils with SEND (Children and Families Act 2014)
- If a pupil has an Education, Health and Care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies.

As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring. Any preventative measures will consider the specific circumstances and requirements of the pupil concerned.

Pupils with an Education, Health and Care (EHC) plan

The provisions set out in the EHC plan must be secured and the school will co-operate with the local authority and other bodies.

If the school has a concern about the behaviour of a pupil with an EHC plan, it will contact the local authority to discuss the issue. If appropriate, the school may request an emergency review of the EHC plan.

Mental Health

The mental health and emotional wellbeing of our school community is very important to us at Fairway. Our aim is for school to be a safe and affirming place for students where they can develop a sense of belonging and talk openly about mental health. We take a whole school approach to promoting good mental health and resilience. Teaching about mental health and well-being is taught to all students through assemblies and the PSHE (Jigsaw scheme). The lessons provide students with the skills, knowledge and understanding of how to be care for their mental health and wellbeing. This includes teaching about the importance of sleep, exercise and eating healthily, how to understand and manage emotions, and how to access support as part of developing resilience. Cohort specific worries and concerns will be included into the PSHE and assembly scheme on an as needed basis. We work closely with parents and carers and outside agencies such as the Mental Health Support Team (MHST) to support emerging mental health concerns and put in place early interventions.

Over the academic year 2025-2026, we will be delivering the “My Happy Minds” Curriculum for support the mental health and wellbeing of all children at school.

Homework

Homework is given to all children on a weekly basis and every child will be expected to complete their tasks.

Reading	<ul style="list-style-type: none">• Children are expected to read at home 5 times per week.• Parents/carers should record comments in the yellow reading record books provided.• Comments may include observations about fluency, comprehension, or enjoyment of the text.• Teachers will regularly check reading records to monitor progress.
Maths	<ul style="list-style-type: none">• One piece of maths homework will be sent home each Friday.• Homework should be completed and returned by the following Wednesday.• Tasks will reinforce basic number bonds, times tables and arithmetic skills.
Spelling	<ul style="list-style-type: none">• One piece of spelling homework will be sent home each Friday.• Homework should be completed and returned by the following Wednesday.• Weekly spelling tests will take place in school and the scores will be logged by teachers and kept in a class profile to track progress over time.

Top tips for keeping children safe online

- Keep the computer in a common room in the house and position the monitor so it's available for public viewing.
- Establish rules for using the Internet and teach your children important safety guidelines.
- Teach your children that people online are not always who they say they are - NEVER let your children meet in person with anyone they've met on the Internet.
- Teach your children how to use the privacy settings.
- Tell your children to keep their personal information protected. Children should never give their real name, address, phone number, and the name of their school or a picture of themselves to anyone they meet online.
- Protect your children's passwords and create generic names. Make sure your children don't have screen names or aliases that reveal their personal information.
- Frequently check your computer's internet history and monitor your children's email account. Let them know you're checking these, why you're doing it, and talk about potential online danger.
- Spend time with your children online. Have them show you their favourite sites.
- Teach your children cyber ethics. For example, hacking into someone's computer is just as wrong as breaking into someone else's home.
- You set rules, boundaries, and codes of acceptable behaviour in the real world; do the same for the virtual world.
- Teach your children to tell a parent, teacher or trusted adult if they feel uncomfortable about anything they've seen on a computer.

Please remember that there are legal guidelines about access to many social media websites. Please adhere to these guidelines at all times as school cannot control actions on these websites. The legal age limit (at time of publication) for Facebook, Snapchat, Twitter, Instagram and Skype is 13 Year of age. For WhatsApp, the age is 16. There is further advice at www.thinkuknow.co.uk or <https://saferinternet.org.uk>

What is GDPR? How will it affect Fairway Primary Academy?

At Fairway Primary Academy, we take the privacy and security of your child's personal information seriously. In line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we are committed to handling all personal data lawfully, fairly, and transparently. This includes information such as names, addresses, medical details, and educational records. We only collect and use data that is necessary to support your child's education and wellbeing, and we ensure it is stored securely and shared responsibly. You have the right to access the data we hold about you and your child, and we encourage you to read our Privacy Notice, available on our website, for more details. If you have any questions or concerns about data protection, please contact our Data Protection Officer, Miss Byrne.

Accidents

If a child has an accident in the academy, they will be treated by a trained first aider. Accidents are recorded in the accident book by the first aider attending. Bump note also sent home with the child if needed.

In the case of a more serious accident or any injury to the head, we will contact you. If necessary, an ambulance will be called, and you will be informed. It is essential that contact telephone numbers are kept up to date. Please advise the office staff of any changes.

Medicines

Please try to ensure that medicines are administered at home. If that is not possible you are welcome to visit the academy to give your child their medication. The academy will only administer prescribed medication from your GP to your child if it needs to be administered at least 4 times per day or specifically with food at lunchtimes. All medication must have the child's name and dose clearly labelled and you are asked to complete a record form.

An inhaler for Asthma should be kept by the child, along with their asthma plan. If a child has a medical care plan, we will review when needed, this is usually at least annually.

Educational Visits/ Trips

As part of our "Pupil Promise", day and residential visits are arranged throughout the year. We believe that these trips are an essential and enjoyable aspect of your children's learning, both academically and culturally. You will be given plenty of advance warning of any costs and can always pay in instalments. Payments for school trips must be made via the MyChildAtSchool (MCAS) app. Should you have any problems setting up an account or making payments, please see the office staff who will be happy to help.

Children's learning is enriched by off site visits from taking part in activities arranged at the local high schools, to visits to the theatre/ cinema and places of interest. Separate letters will be sent to you outlining what is happening and any costs involved. All visits will have been suitably risk assessed as the safety of all children and adults is of paramount importance.

Consent for all of the above is asked for as part of your admissions paperwork.

After School Clubs

Information about after school activities will be forwarded to you throughout each term. This will be via the MyChildAtSchool (MCAS) app, on which you will also be able to book your child's place. Please note that these clubs are run voluntarily by staff in school and should not be used as extra child-care as they may have to be cancelled or altered at short notice in school.

Break Times

Children have a morning break and lunch break. Chocolate, sweets, and crisps are not to be eaten during break time, but they can form part of a balanced diet for lunchtimes. Unfortunately, such items will be removed from the children at Break times.

Children can drink water at any point during the academy day. Fizzy drinks and chewing gum must not be brought to the academy and will be removed from the children if identified. We like to encourage healthy options, such as fruit snacks for the children. Remember that not all cereal bars are healthy, and some have a high sugar and salt content.

Lunchtime Arrangements

Children can choose lunches made in our academy kitchen (CityServe) or can bring in their own packed lunch. If children are not eligible for free school meals, dinner money must be paid for a whole week. Dinner money should be paid via the MyChildAtSchool (MCAS) app. Where there is a special school event (e.g. Christmas lunch), children can pay for individual meals. The cost for a school meal is currently £2.60 per day.

Please also note that children are not allowed to bring in any hot food for the lunch period. This is due to the strict health and safety standards that all school meals must serve under and the risk of either illness or injury for the child.

Food Allergies

Sometimes food tasting sessions are organised as part of our curriculum. On other occasions children take part in cooking activities. Whilst we have achieved Healthy School Status, on occasions treats are given to the children as a reward and children bring in treats to celebrate a birthday or from their holiday. Please let us know if your child has any allergies.

To combat some known allergies, Fairway is a NUT-FREE zone.

Unfortunately, school cannot distribute food items brought from home to other children in school. This includes the distribution of sweets and cakes to celebrate birthdays.

Free School Meals

Free school meals are available for those children entitled to it. Parents who think their child may be entitled to free school meals can apply via [Free school meals | Birmingham City Council](#). If you need support in doing this, please ask in the office.

Are you eligible?

You may be eligible to claim free school meals for your child, up to the age of 19 years, if you (or your child) get one of the following:

- Income support
- Income-based Jobseeker Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for the 4 weeks after you stop qualifying for Working Tax Credit)
- The guaranteed element of State Pension Credit
- Universal Credit

Schools get extra funding, known as pupil premium, for every child who is eligible for a free school meal. Schools can then use this funding for a range of activities such as intervention programs, booster classes, educational trips and after-school clubs etc.

All children in Key stage 1 will receive a free dinner, known as a universal free school dinner. We urge all parents who are entitled to apply for 'free school dinner' to apply no matter what year group their child is in, as this then allows the school to receive 'pupil premium' funding which is vital to support the children.

Complaints Policy

Problems are best dealt with immediately. In the first instance, your child's class teacher is the best person to see to discuss any problems. We will do our utmost to work with you to resolve issues effectively and promptly. All issues must be addressed with the class teacher before the involvement of senior leadership.

If you call in or telephone the academy, office staff will help or organise for you to speak to the most appropriate person at the best time. Please contact us about any issue that concerns you. Talk to us. It does upset us to think that any child is unhappy. Also encourage your child to speak to an adult in the academy whenever difficulties or anxieties arise.

If you are unhappy with the response of the class teacher, or further issues arise, then please then speak to a Senior Leader in school. All complaints will be treated respectfully, confidentially, and fairly.

Further details for dealing with formal complaints to the Headteacher can be obtained by contacting the school office or alternatively our complaints policy can be found on our website.

Policies

The academy holds numerous policies such as behaviour, equal opportunities, anti-bullying and health and safety policies that you are welcome to see on request. Relevant policies are available on our website.

To help us celebrate success children are regularly photographed or filmed. Selected images are used to promote the academy in a positive way through our newsletter, website and twitter feed.

Photographs may be displayed in various academy publications. From time-to-time images are used in local and national publications, e.g. newspapers.

In assemblies, parents are allowed to take photos or films of their own children. We only ask that such images and films that contain any other child are not shared either directly through messages or through any online platform or social media.