

Highfield Primary School



Prospectus



Together we can achieve more

Welcome • Hoş geldiniz • Mirë Se Erdhet • Καλωσήρθατε
خوش آمدید • Witmay Was • Bienvenue • Soo Dhawow

Dear Parents and Carers,

This prospectus is an introduction to our school. I hope you will find this, together with the information in the back of the document wallet helpful.

At Highfield we have high expectations of achievement and we value and respect all people and our environment. Our children are the centre of our focus and every one of them is provided with the opportunity to develop their personal, intellectual, social and creative talents giving them the best possible start in education. We work to encourage and lead each individual in developing confidence, stamina and, above all, a love of learning.

Our staff members provide a secure but exciting atmosphere in which to develop this joy of learning. We are proud of our achievements as a whole school and the achievements of every one of our pupils. We firmly believe education is a partnership between pupils, parents and staff and so look forward to working with you in support of your child's progress. We will give, and expect in return, a total investment into your child's future.

We have a committed Parent Teacher Friends' Association which provides much welcomed fundraising support as well as an active social calendar for children and adults alike. We hope you will become part of it.

We look forward to welcoming you and your child to our learning community. If you would like a tour of the school or have any further questions, please do not hesitate to contact the school office.

Staff and Governors of Highfield Primary School



Together we can achieve more



Our Mission Statement

Highfield Primary School is in the London borough of Enfield and caters for children aged between 3 and 11. We provide our children with a safe and stimulating environment in which they develop their academic, physical, spiritual, moral, social and cultural lives.

We recognise and value the rich linguistic and cultural diversity in our school and the local community, and endeavour to ensure that each child is able to excel in their achievements and to have the skills, independence and initiative to become good citizens. Our school ethos reflects the calm and purposeful mission for which we aim.

Our School Aims

At Highfield we aim to:

- provide a learning environment in which every child has an equal opportunity to achieve his/her full potential

- work in partnership with parents, governors, and the local community to foster high expectations for all children
- develop and promote each child's self esteem and self discipline so that they become successful learners
- ensure the provision of a relevant, differentiated and balanced curriculum for all children
- be a friendly school where children are encouraged to care for each other and their environment
- ensure that the school is a stimulating and exciting learning environment for everyone who works in it



Our Golden Rules

The Golden Rules apply to all members of the school community so that we:

- are kind and helpful and respect each other's cultures
- enjoy learning in class and let others do the same
- are polite to each other and take it in turn to speak
- always behave sensibly and safely in school
- listen to the staff and do what they say straight away
- take care of our school and equipment

At Highfield we celebrate the richness and diversity that our pupils represent. All pupils are valued equally and will be treated as such, whatever their personal circumstances. We aim to promote a high standard of behaviour in our school community where respect, consideration, thoughtfulness, co-operation and tolerance are essential to successful teaching and learning. We promote a positive image regardless of race, class, faith, ability, disability, age, gender or sexual orientation.

The promotion of equal opportunities underpins our practice. Where inequalities exist we take positive steps to rectify the situation. We avoid typecasting and stereotyping.

We actively oppose racism and aim to develop respect and tolerance. We value the fact that our children come from diverse cultures and we strive to promote peace and harmony in our school.

School Organisation

Our school is organised into three Key Stages; the youngest pupils are in the Foundation Stage (nursery and reception); Key Stage 1 (KS1) refers to pupils in Years 1 and 2; Key Stage 2 (KS2) refers to children in Years 3, 4, 5 and 6.

Transfer from the nursery to reception is not automatic (parents must apply for a place in the normal manner). The children who have attended our nursery are mixed across the two reception classes. In this way we can ensure that classes are balanced with regard to gender and ability. Other classes in other year groups may also be mixed for the same reasons.



Times of Sessions

Morning:

Nursery 9.00am – 11.30am

Reception/KS1 8.55am – 12.00 noon

KS2 8.50am – 12.30pm

Afternoon:

Nursery 1.00pm – 3.30pm

Reception/KS1 1.00pm – 3.20pm

KS2 1.30pm – 3.25pm

There is a morning break for all children and an afternoon break for children in Foundation Stage and KS1.

We have a breakfast club each morning from 8am and an after-school club between 3.20pm and 5.50pm, which are both privately run. A charge is made for attendance at both of these clubs and numbers are limited. Please speak to the school office if you require further details.



Uniform

Boys

- black or grey trousers
- white polo shirt or white shirt
- royal blue sweatshirt or fleece
- plain black, white or grey socks
- black shoes – no trainers



Girls

- black or grey trousers, pinafore or skirt
- white polo shirt or white shirt
- royal blue cardigan or sweatshirt or fleece
- plain black, grey or white socks or tights
- royal blue/white check summer dress
- black shoes (heels no higher than 2.5cm)

PE Clothing

Foundation Stage/KS1

- shorts/jogging trousers (cold weather)
- T-shirt
- plimsolls

KS2

- T-shirt in team colour
- pair of black or navy shorts/jogging trousers (cold weather)
- plimsolls

Most of the school uniform can be purchased from the school office.

The welfare assistants have specific opening times when uniform can be purchased by parents. (details and a price list is available from the school office).

All clothing must be well labelled with your child's name.

All PE clothing must be in a PE bag and named.

Jewellery

In the interest of safety no jewellery should be worn. The only exception is plain stud earrings.

Watches may be worn by children in KS2 but the school cannot be responsible for the safeguarding of such items.

School Meals

Our school meals are cooked on the premises and menus are displayed on the parents' notice boards. Children can choose from a cooked meal selection. Salad and fresh fruit are available daily. Payment for school lunches must be in advance and may be made weekly, termly or half termly. The costs are outlined to you in the school newsletter.

We are a healthy eating school and we expect children to eat a range of foods.

We encourage them to do this if they have school meals and we expect children to bring packed lunches from home that reflect our healthy eating code.

Children in Foundation and Key stage 1 will be offered a piece of fresh fruit or vegetable (free of charge) daily. KS2 pupils are encouraged to bring some fruit in for morning break. Sweets are not allowed. All children have access to drinking water and pupils in KS2 are encouraged to bring a bottle of water to school.





Attendance

We know that regular attendance and punctuality are vitally important for your child's progress. We ask parents to telephone us on the first day of any absence before 10.am so we know the reason why, and to send a note on return.

The school has to show any absence as authorised or unauthorised. Essentially, children should only be absent from school if they are unwell. It is not acceptable for children to be taken out of school for shopping trips or for birthday celebrations. Only the headteacher can authorise an absence.

We recognise that some parents have occupations which make it difficult to arrange family holidays outside of term times. If this is the case, please complete a leave of absence form (available from the office) in order that the absence may be considered for authorisation. Holiday leave is not however, an entitlement and may be refused if children have a poor record of attendance. It is therefore important that permission is sought before travel arrangements are made.



Medical Procedures

We have two welfare assistants who assist children who may be ill, injured or troubled in some way. These and other staff hold first aid certificates.

We keep named inhalers in our welfare room where staff will supervise pupils' in the Foundation Stage and the KS1.

KS2 pupils are encouraged to keep their inhalers with them in the classroom, but, in general, medicines are not administered in school. Parents are welcome to visit the school and administer medicine should it be required. Please ensure that the school always has your correct and up to date contact details.





Pastoral Care Highfield School Council

As part of our drive to involve the pupils more in their learning and to raise standards, there is an established school council. The children elect two representatives from each class to form the committee and they are supported by two members of the school staff and the headteacher. The school council meet regularly to discuss a range of issues. Through the school council pupils have the opportunity to influence and to help develop the practices and ethos of the school.

Fortunately, there are not many bullying incidents. We do think it is important to have a policy for this area. Our policy is available to parents on request.

We liaise with the school nurse, education welfare officer, health visitor, social workers, speech therapy service and educational psychologists for the benefit of your children and in conjunction with parents.



Child Protection

We are a front line agency for child protection and take very seriously our duty of care for the children at school. We follow the London Child Protection Procedures and work closely with families and other agencies in the best interests of the children.

By law all cases of suspected or actual abuse must be reported to the social services department for investigation. This can be very upsetting for parents and children but, remember this is a child protection referral, not an accusation.

Parents can help to prevent false alarms by telling the school of any injuries caused accidentally, of a medical condition that may lead others to think that abuse has taken place, or if the child is particularly upset about something which has happened at home.



Behaviour and Discipline

We have school rules to encourage high standards of behaviour and respect for others and these are displayed in the school and in all classrooms.

The emphasis within the school is on developing self-discipline. We expect and have high standards of behaviour. All children are expected to behave in a responsible manner showing consideration, courtesy and respect for other people at all times. In addition to praise from members of staff, we have rewards such as stickers, class points, team points and achievement certificates.

There are clear consequences and sanctions for unacceptable behaviour. Parents are expected to support the school's behaviour policy and to sign the Home School Agreement with us. We also invite you to discuss any issues about your child on a regular basis.

Collective Worship and Religious Education

Assemblies are arranged into whole school, year or class groups and all children in the main school attend assembly each day. Through religious education, we want our pupils to acquire and develop a knowledge and understanding of Christianity and other principal faiths, to equip them for life in a multi-faith society. Parents are asked to contact the headteacher if they wish their child to be withdrawn from any of these activities.

Safety and School Security

The area around the main entrance to the school becomes very congested at the beginning and end of the school day. Parents must not bring their cars into the school site but park safely and considerately on the streets outside.

The yellow zig-zags outside the school entrance have the force of law and parents must never stop their vehicles on or adjacent to these lines at any time during the prohibited period.

Parents are asked to wait outside the school building when meeting children from school. There is a video entry-phone system to gain admittance through the main entrance. If you are delayed in collecting your child they will be cared for in the entrance area whilst we try and contact you if we have not heard from you.

All visitors, helpers, etc are issued with an identification badge and are required to sign in and out of the building. All staff and regular helpers in school have undergone criminal record checks.



The Curriculum – Structure and Organisation

The curriculum is designed and implemented to fulfil legislative requirements and to encourage and enable each child to reach the highest level of personal achievement.

At Highfield we have a collaborative approach whereby staff in year groups plan work that will be covered during the year. Learning and teaching programmes are designed to meet the needs of each child at a level appropriate to their understanding and capability.

Work in the nursery and reception is based on the six areas of the early years' curriculum ● knowledge and understanding of the world ● communication, language and literacy ● mathematical development ● physical development ● personal and social development ● creative development.

In Years 1 to 6 work is based on the National Curriculum: English ● Mathematics ● Science ● Design and Technology ● Humanities ● Art ● Music ● Physical Education (PE) ● Religious Education (RE) ● Personal, Social and Health Education (PSHE) ● Information and Communication Technology (ICT). We also teach French to KS2 pupils.



Some of the curriculum is covered in an integrated manner through topics or themes embracing particular areas, but other work is delivered as discrete subjects. Children work in a variety of ways, as a class, group, pair or individually. The emphasis is always on the active and meaningful involvement of children in their own learning.

Whilst our emphasis is always on literacy and numeracy we ensure that there is a rich balance and all children are involved in musical and creative activities. There are opportunities for art, craft, design and technology, music and drama. The school is part of the Wider Opportunities Programme for music – our children are offered tuition on a variety of instruments and we have a school choir and orchestra. We have many events where children perform to parents at concerts, assemblies and other presentations. Children's work is on display throughout the building.

Physical education is an important part of the curriculum. All classes take part in physical exercise and in Year 5 children have a programme of swimming lessons. We also take part in borough events such as district sports, football and netball tournaments, as well as having our own sporting activities such as specialist coaching and sports days.

We keep parents informed as to what their children will be doing via termly information sheets.

Assessment

Assessment is an integral part of teaching and learning. Children's work and progress is continually monitored by their teachers and children are given feedback and set targets for improvement. In this way we hope to encourage the children to take responsibility, to always give their best and achieve good standards.



Inclusion

Highfield aims to be an inclusive school which means that equality of opportunity must be a reality for all children. We provide an education which recognises the richness and variety of cultural traditions and achievements of different peoples.

We make provision for pupils with a variety of disabilities and medical needs, pupils who are gifted and talented or who are finding learning difficult, those from minority ethnic and faith groups, children with English as an additional language and children who may be at risk of disaffection or exclusion.

Support for Children



Support for children is achieved through appropriate assessment, setting suitable learning challenges, responding to children's diverse learning needs and overcoming potential barriers to learning.

Many children, at some time may need extra support and help for a variety of reasons. Our

Special Educational Needs Co-ordinator (SENCO) works closely with teachers to produce learning support plans for children and these are reviewed with parents.

Homework

Homework enables children to practise aspects of their learning, extend and share their learning with their families, pursue areas of personal interest and become more independent in learning.

It is important for parents to make sure their children read regularly at home, preferably every day. As children get older the amount of homework increases and they will have additional tasks to complete such

as learning multiplication tables, spelling or researching issues. Parents' written comments in their children's reading records are welcome and teachers will be pleased to write a reply.

Extra – Curricular Activities

These activities are run as an extension to the normal curriculum, depending on staff interests and specialism. The following may be included choir, drama, football, recorder, netball, art, reading, gardening.

Links with the Community

The school enjoys close working relationships with a number of local secondary schools as well as Middlesex University, Enfield College, the Metropolitan



police, the local library and many other organisations. We regularly raise funds for charities and worthy causes.

Educational Visits

At Highfield we often enrich the curriculum for your child by organising educational trips or visits and children in Year 6 go on a residential school journey. We give full details of any visit before it takes place and ask for a consent form to be completed. Parents are asked to make voluntary contributions towards



the cost of our trips and without such support these activities could not take place.

Partnership with Parents

We firmly believe that children learn best when parents and teachers work together. We have evenings during the school year when we meet with parents and children to discuss progress and set targets for children to work towards. All children in the main school are given reports at the end of the school year.

When children are admitted to the school, parents/carers will be asked to sign a Home School Agreement. This clearly states the expectations and responsibilities of the child, the school and the parent/carer.

We encourage parents to arrange to see their child's teacher in the first instance if there is anything they wish to discuss. It is not always necessary to make an appointment, although staff prefer more lengthy discussions to take place at the end of the school day when they have more time.

We have several staff that can assist in interpreting and we are always willing to arrange for parental interpreters and translation of key school documents.

Parents in School

There are many areas of life in school which would be almost impossible without the help of parents. Regular help covers such things as assisting with listening to children reading, classroom games, school events etc. We really are most grateful for all the support we get from parents. Please let us know if you have any





Parent, Teacher, Friends Association (PTFA)

“The Friends of Highfield”

We have an active and supportive PTFA and all parents are automatically members. The PTFA organises a variety of social and fundraising activities including quiz nights, discos for children, a summer fayre and Christmas bazaar. We are grateful to them for funding so many additional items and activities for the school.

Governing Body

Members of the governing body give their time and expertise freely to the school. The governing body meet regularly each term to discuss the smooth running of the school. Governors also attend events and assist in many different ways such as in the classroom or appointment of staff. If you would be interested in becoming a parent governor, please see the headteacher.

Admissions

Children are admitted to the nursery in the September following their third birthday in accordance with the local authority policy. Details of time scales and deadlines for application are available from Enfield Civic Centre. For successful applicants the school will let you know and the nursery staff will arrange for a home visit.

Transfer from the nursery to the main school is not automatic and during the nursery year parents will need to apply for a reception place. Full details are available from the school office.

If you wish your child to transfer to us from another school, please enquire at the school office in the first instance. If there is no place immediately we will put you on a waiting list and notify you as soon as one is available.

We look forward to showing both you and your child around the school. We have times set aside for this purpose, but if these sessions are not convenient please contact the school office to arrange an alternative appointment.

interests or areas of expertise you would be able to offer.

We offer family learning where adults are taught basic skills in ICT, ESOL classes (basic spoken English). We also provide Maths and English lessons enabling parents to develop their own skills.

We have a weekly coffee morning in the parents room where the agenda is set to meet the needs and requests from families. We invite speakers such as the school nurse, educational welfare officer, local community police and many more. A weekly drop in surgery is available for our families to come in and raise any concerns.

The school has been awarded the LPPA – Leading in Parent Partnership.

Expressing Concerns

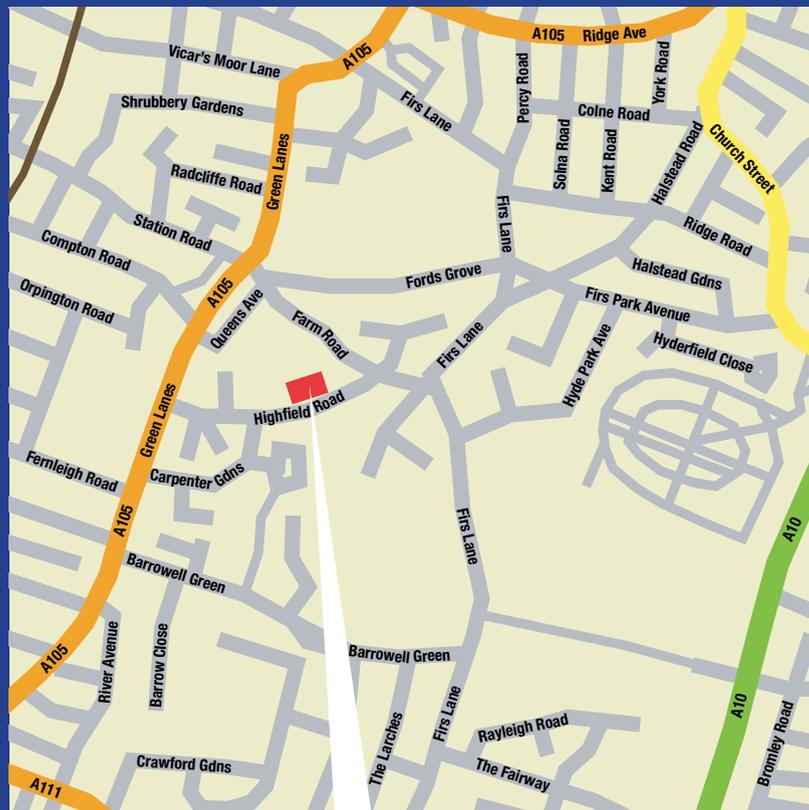
Parents, carers and children sometimes have worries about aspects of school life. These concerns may be to do with behaviour, matters to do with teaching and learning or the way the school is organised. At Highfield we take seriously all concerns raised by parents, carers and children. The important point to remember is that the school needs to know at the earliest opportunity if there are concerns. In the first instance it is usually the class teacher who can best deal with the problem although there may be situations where the headteacher would need to discuss the matter with the parent. If we are unable to resolve the problem there is a formal complaints procedure, details of which are available from the school.

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