



## Highfield Primary School

### "The Governors"

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.



Our staff members provide a secure and 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 look forward to welcoming you and your child to our learning community.

"The governing body have made significant improvements since the last inspection." - Ofsted 2016

"My child is happy here and is learning well." - Comment from parent/carer 2015/16

**Together we can achieve more!**

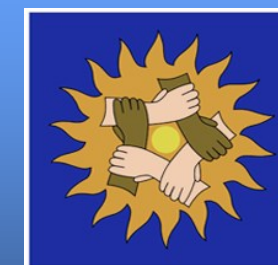


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# Highfield Primary School



Highfield Primary School

## Prospectus



*"The Headteacher's passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school's work."* **Highfield Primary is an Outstanding School – Ofsted 2016**

### Our school values are:



Welcome  
خوش آمدید

Hoş geldiniz  
Wltmay Was

Mlrë Se Erdhet  
Blenvenue

Καλωσήρθατε  
Soo Dhawow





# Highfield Primary School

## Welcome to Highfield Primary School!

Dear Parents and carers,

This prospectus is an introduction to our school. I hope you will find this information helpful.

Highfield is an inclusive primary school where learning is a journey for life. I am passionate about all children and adults achieving their full potential.

We are a three form entry school and currently have a school population of 573 children. This will rise to 690 by 2019. We are lucky to have a vast amount of field space, including a mini farm and allotments which makes our school site a very special place.

I believe that working in partnership with ALL members of the community is central to my vision to provide a welcoming, safe and stimulating learning environment, accessible to all. We are very proud of our achievements. Our school improvement priorities are always focused on ensuring the continual development of enjoyment, challenge and creative opportunities for our children, balanced with a relentless drive for ever-improving standards. We will give, and expect in return, a total investment into your child's future.

As a school community we have also highlighted three core values that we believe are essential to developing well rounded citizens. These are **Respect, Co-operation** and **Kindness**.

**If you have any questions, or would like to visit the school, please do not hesitate to contact myself or the school office. We would be delighted to show you around.**

**Maria Kemal**  
**Headteacher**



### School Session Times

#### Nursery

AM session: 9.00am-12.00pm (11.30am-12.00pm optional stay for lunch)

PM session: 12.30pm-3.30pm (12.30pm-1.00pm optional stay for lunch)

#### Reception

School starts at 8.55am

Lunchtime: 12.00pm-1.00pm

School finishes at 3.20pm

#### KS2 (Year 3-6)

Morning session: 8.50am-12.30pm

Break time: 10.55am-11.10am

Lunch time: 12.30pm-1.30pm

Afternoon session: 1.30pm-3.20pm

#### KS1 (Year 1 & 2)

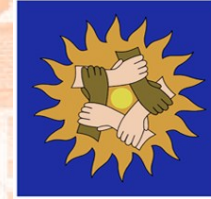
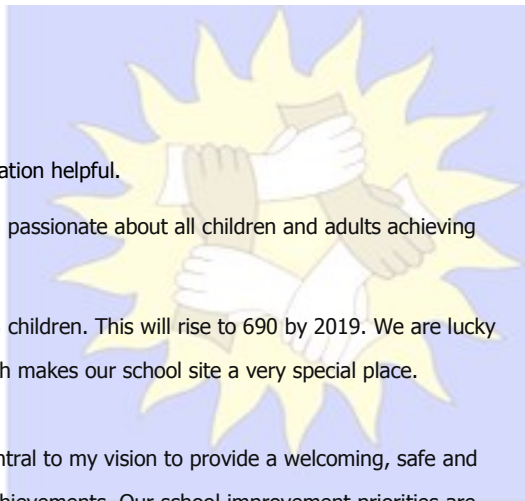
Morning session: 8.55am-12.00pm

Break time: 10.35am-10.50am

Lunch time: 12.00pm-1.00pm

Break time: 2.00pm-2.15pm

Afternoon session: 1.00pm-3.20pm



# Highfield Primary School

## Inclusion

Highfield is 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. We also have a designated class called the 'Dali Class' where children can go if they need extra support during school hours. Teachers in this class work closely with the children to ensure their needs are met.

## 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 & DT, Reading, Gardening, Gymnastics, Dance, French, Computing.

## Homework

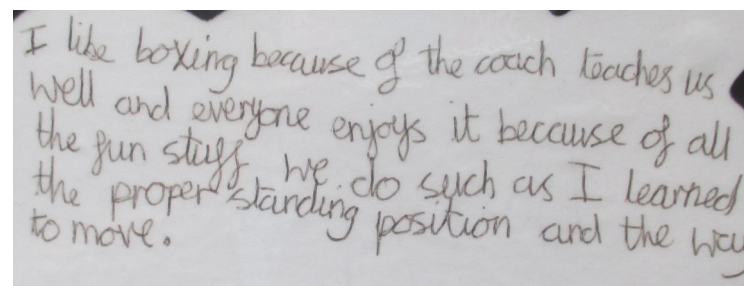
Homework enables children to practise aspects of their learning, extend and share their learning with their families, pursue areas of personal interest and become more independent in learning.

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.

## 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 a member of the senior management team or the Headteacher would need to discuss the matter with the parent. If we are unable to resolve your or your child's problem there is a formal complaints procedure, details of which are available from the school.

"Pupils whose first language is not English are well supported, with adults intervening to help them spell and speak with confidence and fluency." - Ofsted 2016







# Highfield Primary School

## Attendance

It is our role to ensure that your child/ren receive a good education. Regular attendance and punctuality are essential components of a child's education. School starts at 8.55 – for Years 3-6 the doors are opened at 8.50, to create a calm start of the day for all children.

In order to make the most of the learning opportunities provided within the school, children need to have the continuity of provision which consistent attendance allows. However, there will be times when religious requirements and family circumstances demand a sensitivity and acknowledgement that adaptations need to be made.

If your child is off school it is **very** important that you contact us on the school telephone number : 0208360-2149 ( you can leave us a message) or email us on [attendance@highfield-pri.enfield.sch.uk](mailto:attendance@highfield-pri.enfield.sch.uk).

**If a child has continued unauthorised absence and attendance concerns the Education Welfare Department can apply sanctions and/or legal proceedings.**

**We want to help your child reach their potential so "Every day counts"**



## Curriculum

The curriculum has been organised and established in consultation with all teaching staff. It is regularly reviewed and developed in accordance with

DfE guidelines, the School Improvement Plan, recommendations from OFSTED and following consultation with Governors, parents, children and teaching staff.

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 seven areas of the early years' curriculum | Understanding the World | Communication & Language | Literacy | Physical Development | Personal, Social and Emotional Development | Expressive Arts & Design | Mathematics

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.

The **Creative Curriculum** has been organised into termly topics which incorporate and promote our school values.

**Topics 2016-2017:** *Once upon a time* *Time and Space* *Sea*

We have created a skills and knowledge based continuum which includes coverage of the new National Curriculum, as part of a broadly balanced curriculum which meets the needs of Highfield's pupils, taking regard of the school setting and local, national and international developments.

The curriculum is delivered through our creative, cross curricular topics, with an increased focus on more specialised subject teaching towards the end of Key Stage 2 and a balance between direct teaching and child-led exploration.

The use of ICT is encouraged in all topic areas. The new 'Computing' curriculum is taught in all year groups.

Computing, Music & PE specialists work alongside class teachers to develop teachers' skills and subject knowledge and provide further enrichment activities eg coding, school orchestra/inter-sports competitions and clubs.



# Highfield Primary School

## Our School

When you first visit Highfield Primary School you will instantly notice happy children, full of energy and enthusiasm. Our multi-cultural, inclusive school oozes respect and tolerance. Highfield School is a happy, safe and welcoming community where all are respected, encouraged and supported to reach their full potential

We recognise and value our rich linguistic and cultural diversity and endeavour to ensure that each child is able to excel and have the skills, independence and initiative to become good citizens. We are outstanding in all that we do.

"Every classroom is exciting, stimulating and purposeful. The **colourful** and high-quality displays reflect pupils' work, asking them challenging questions and providing information to help them with spellings, grammar and mathematical calculations."

- Ofsted 2016



Nursery Class



Reception Class



KS1 Class



KS2 Class





# Highfield Primary School

## Working with parents

At Highfield, we firmly believe education is a partnership between pupils, parents/carers and staff and so look forward to working with you in support of your child's learning.

We have an active and supportive 'Friends Of Highfield' Association (FOH) and all parents are automatically members. The FOH 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.

"The vast majority of parents cannot praise the school highly enough for its work."

- Ofsted 2016

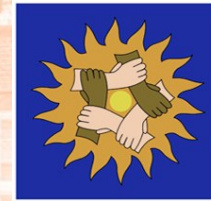
"Our child literally runs into nursery in the morning excited about her day at Highfield. For the first time she is coming home and willingly talking about all the exciting and interesting things she has done and friends she has made."

- comment from parent/carer 2015/16



## Working with children

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.



# Highfield Primary School

## 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 (DBS) checks.

## E-Safety

As a school we take all precautions to ensure e-safety at all times. Students will have supervised access to Internet resources through the school's fixed and mobile internet technology. Staff will preview any recommended sites before use. Raw image searches are discouraged when working with pupils. If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise any further research. Our internet access is controlled through the London Grid for Learning (LGFL) web filtering service. Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required. If staff or pupils discover an unsuitable site, the screen must be switched off/closed and the incident reported immediately to the e-safety co-ordinator. It is the responsibility of the school, by delegation to the network manager, to ensure that anti-virus protection is installed and kept up-to-date on all school machines.



## 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.

## 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.



## Pastoral Care

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 (Year 1-6) 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, at Highfield, we do not have many bullying incidents. We encourage children to speak to our Learning Mentors and/or Teachers if they feel unhappy or unsafe at school. We have a policy for this area which is available to parents on request. It can also be downloaded from our school website.

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.





# Highfield Primary School



## School Meals

Our school meals are cooked on the premises and menus are displayed in our Reception area. 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 on our school website.

## Packed Lunch

We are a nut free school so please do not allow your child/ren to bring in anything containing nuts. We would like your child/ren's lunch box to be as healthy and nutritious as possible.

A balanced packed lunch should contain:

- starchy foods – these are bread, rice, potatoes, pasta and others
- protein foods – including meat, fish, eggs, beans and others
- a dairy item – this could be cheese or a yoghurt
- vegetables or salad and a portion of fruit



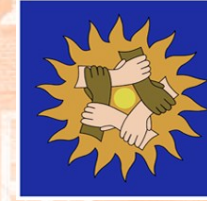
## Birthday treats

We only allow chocolate buttons to be given out on children's birthdays. Please no cakes or sweets.



## Breakfast and Teatime Club

We have a Breakfast club each morning from 8am and a Teatime club between 3.20pm and 5.50pm. 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.



# Highfield Primary School

## Golden Rules at Highfield

- ★ Be kind and helpful and respect each others cultures
- ★ Be polite and take turns
- ★ Listen to staff and do what they say straight away
- ★ Be sensible and safe
- ★ Take care of our school and equipment
- ★ Enjoy learning and let others do the same



"Pupils' behaviour is impeccable. They look after each other, are inquisitive about learning and have a deep understanding of fairness and tolerance towards people who have different backgrounds and beliefs" - Ofsted 2016



## Behaviour and Discipline

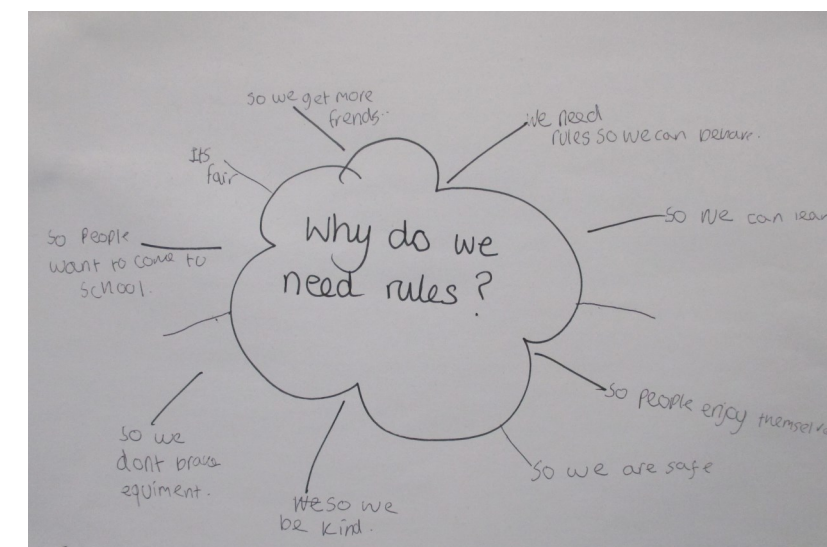
We have school rules to encourage high standards of behaviour and respect for others and these are displayed in the school and in all classrooms. (See above).

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.

## Our Values

- Respect, Co-operation and Kindness are the core values at Highfield Primary School. They underpin everything we do.
- Also every term the whole school will focus on an additional word (value) such as friendship, love, appreciation, courage, honesty and so forth. These values will be part of whole school assemblies and incorporated into lessons.







# Highfield Primary School

## Our Vision and Values-

### ***Our Vision***

We passionately believe in developing a life-long love of learning within an inspirational and inclusive environment. Highfield is a warm and friendly place of co-operation, equality and respect.

### ***Our Values***

#### **To instil a love of learning by:-**

- Implementing a relevant creative curriculum designed to encourage independence and child-initiated learning
- Providing a stimulating learning environment to encourage investigative and meaningful engagement with the learning process
- Providing excellent teaching of both the Primary Curriculum and the development of life skills

#### **Everyone deserves to receive a high quality education:-**

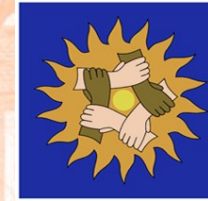
- Teaching is personalised to meet the needs and preferred learning styles of all learners
- By believing and acting on the premise that every child matters
- Providing appropriate resources and opportunities

#### **We treat each other with empathy and kindness, and we are polite to each other by:-**

- Promoting a high standard of behaviour in our school community through well established policies and procedures such as our Golden Rules
- Understanding both our rights and responsibilities at school and in the wider community
- Raising self-esteem and self-worth through ensuring that our children reach their full potential.

#### 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.



# Highfield Primary School

## **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, black trainers or black Doc Martins.

### **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 4cm), black trainers, black Doc Martins, summer sandals and no flip flops

Book bags, PE bags, and rucksacks are all available with our school logo.

### **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 (details and a price list is available from the school Reception).

### **Jewellery**

In the interest of safety no jewelry 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.

"The school's work to promote pupils' personal development and welfare is outstanding. New arrivals from different countries are warmly welcomed. Pupils told inspectors about the 'buddy systems' in place to help them settle in. One pupil told an inspector, 'I could have been lonely when I started but I was looked after and helped to make friends.'"  
— *Ofsted 2016*

