



Highfield Primary School

School Prospectus

2023 -2024



Headteacher's Welcome

Dear Parents and Carers,

Welcome to Highfield Primary School.

We are very much looking forward to your child joining our school and hope it will be the beginning of a very happy journey. Highfield is a wonderful school for children to grow, play, learn and become ready for the next step in their young lives. We pride ourselves on knowing our children and putting their personal development at the centre of everything we do.

We value each and every one of our pupils and they are at the very centre of all that we do. By recognising their unique needs and aspirations, ensuring quality of opportunity and a caring, inclusive environment all our pupils are able to flourish and achieve their very best. It is so important that all members of our school community appreciate the richness and diversity of the world and have a clear understanding of their rights and responsibilities.

Parents, carers and teachers are the most important people in a child's life and the partnership between home and school is absolutely vital to ensuring our children fulfil their potential. It is why we strive to work together to positively impact upon children's motivation, engagement, behaviour and academic and social outcomes.

Our prospectus is designed to inform you about life in our school and I hope you enjoy learning about all that we offer. Should you have any questions your child's class teacher will always be there to discuss your child's well-being and progress.

Please know that my door is always open; do not hesitate to contact me should you wish to discuss anything. I am here to listen and help.

Mr Feeley

Headteacher



Starting School

Choosing a school and starting school are huge milestones for you and your child. The Staff and Governors would like to welcome you to Highfield Primary. We hope this prospectus will provide you with the information that you and your child need and answers any questions you may have.

Please do not hesitate to contact us and make an appointment to visit us with your child. Our relationship with all children and parents / carers is very important to us.

Admission arrangements

You can apply for a place at our school by completing your form online and naming Highfield Primary as your preference. <https://www.leeds.gov.uk/schools-and-education/school-admissions/apply-for-a-primary-school>

[Admissions | \(highfield-primary.co.uk\)](http://highfield-primary.co.uk)

Our Classes

Highfield is a two-form entry school for pupils aged 4-11 with 30 pupils in each class, admitting 60 per year group. The classes are mixed ability and children usually stay in their class cohort as they move through the school. Each class has a full time class teacher/s and additional support from teaching assistants where necessary.

Please see [Our Teams | \(highfield-primary.co.uk\)](http://highfield-primary.co.uk) for details of our full staff team.

The School Day

School starts	8.55 am
Outdoor break: Reception, Years 1&2	10.00 - 10.25 am
Outdoor break: Years 3 - 6	10.30 - 10.55 am
Lunch: Reception, 1 & 2	11.45 - 12.45 pm
Lunch Years 3 - 6	12.15 pm - 1.15 pm
Outdoor Break: Reception, Years 1 & 2	2.10- 2.30 pm
Outdoor Break: Years 3 - 6	2.35 - 2.55 pm
School finishes	3.30 pm

All children should be in their line to enter school by 8.55am, when the bell rings. Being on time for school is vital for your child's education.



There are whole school / key stage / class assemblies daily. Our Wednesday assembly time (3.00pm) is dedicated to a different class or year group sharing their learning each week. Parents are welcome to join us. These dates are identified on our website calendar. [Calendar | \(highfield-primary.co.uk\)](#)

Access to the School Site

We have 3 access points into school.

- Sandringham Green
- Shadwell Walk
- Belvedere

All the school gates open at 8.45am. Parents must supervise their child on the school site until the bell rings at 8.55am.

Gates unlock again at 3.20pm. Access to the school site cannot be made through the Shadwell Gate after 4.00pm and 4.45pm through the Belvedere Gate.

Should you require access to the school site throughout the day, please use the intercom system on the gates at the Sandringham Green or Belvedere entrances.

If you experience a problem and know you will be late to drop your child off / pick your child up, please contact the school office as soon as possible.

Getting to school

Parking

Like many other schools parking for school drop off / pick up is a problem at Highfield Primary. The school car park is restricted to use by school staff and official visitors. Poor parking and driving in Sandringham Green creates a danger to pupils and local residents.

For the safety of all, we ask parents to show consideration when parking their cars in the immediate vicinity.

Please observe these five main rules:

- No double parking
- Do not block entrances / driveways
- Drive slowly
- Do not park on the Green or pavement
- Observe the road markings

Please help us to maintain good relations with our neighbours by showing them every consideration and by not causing damage to the grass.

Scooters and bikes

Bikes and scooters are welcome in school, however, please ensure that they are locked securely in the bike shed and not ridden inside the school grounds. Additionally, appropriate clothing should be worn (e.g. helmet).

Attendance

The attendance at Highfield is excellent and we understand the detrimental affect poor attendance has on children. Children must attend regularly if they are to benefit from the educational opportunities available to them. Therefore any holidays in term time **will not** be authorised unless in exceptional circumstances. If you need to request any days off in term time, you will need to complete an exceptional circumstances request form.

[Exceptional-Leave-Form.pdf \(highfield-primary.co.uk\)](https://highfield-primary.co.uk/Exceptional-Leave-Form.pdf)



Safeguarding

Highfield Primary School is committed to ensuring the well-being, welfare and safety of all our children and adults in school. We expect all staff, governors and volunteers to share this commitment to safeguarding. We listen to our pupils and take seriously what they tell us. All school staff are trained in child protection and children are made aware of the adults they can talk to if they have any concerns. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be



viewed in the policies section of our website. Our safeguarding practice follows the guidance and procedure set by Leeds Local Safeguarding Children Board. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

The designated staff with responsibility for Safeguarding and Child Protection are:

Mr Feeley (Headteacher)

Mrs Bowker (Deputy Headteacher)

Mrs McVeigh (SENDCo)

Ms Calvert (Learning Mentor).

If you require any further information please contact any of the above.

Information can also be found on our website in www.highfield-primary.co.uk/our-school/safeguarding

School Uniform

Our uniform is important to us and all pupils must dress according to our school policy. Our uniform is one way in which we identify ourselves as a school family, promoting a cohesive identity and supporting high standards and expectations in all areas of school life.

We have a simple, inexpensive uniform which can be purchased at any of the larger stores. Uniform with a Highfield motif can be ordered from Rawcliffes on Roundhay Road or from Andrew Hyde www.ahyde.co.uk

Uniform

Grey pinafore dress/ grey skirt/ grey trousers/ grey shorts/ checked green dress.

White shirt / polo shirt.

Grey or green cardigan /sweater/ sweatshirt.

Black school shoes (not trainers) which can be fastened independently.

P.E. / Games - Kit to be brought to school to change into

White t-shirt, grey / black jogging bottoms, green sweater / sweatshirt / green Highfield hoodie and trainers (Velcro fastening until your child can fasten their own shoe laces).





Swimming (Year 5) –

Swimming costume / shorts and towel.

All items of clothing should be clearly named

The wearing of jewellery is not encouraged, but stud earring may be worn if necessary. Jewellery is not allowed to be worn during PE or any other physical activity.

Smart Watches or other similar style watches must not be worn at school for safeguarding reasons. Many of these watches have internet connectivity and cameras which, if used in school, could pose a safeguarding risk. In addition they can become a distraction during the school day. They are costly items which could easily be damaged or get lost. A simple analogue or digital watch can be worn if necessary with any sounds/alarms switched off during the school day. Watches that count steps are allowed as long as they do not have internet connectivity.

Lost Property can be found in the large plastic container under the canopy. At regular points throughout the year this will be displayed for parents to look through. Any remaining items in good condition will be kept by the Friends of Highfield and sold at the Summer Fair.

The Curriculum

Curriculum Intent

Our ambitious curriculum enables all pupils to develop their essential knowledge, skills and understanding to ensure they are ready for the next stage of their learning journey.

At the core of our curriculum are our school values: Ready, Respectful and Safe which are lived through everything we do. We have designed our curriculum to reflect what we believe are the key characteristics of an effective learner: curiosity, ambition, reflection, resilience, resourcefulness and collaboration. These threads weave through all our teaching and learning. Children's health, well-being and personal development are also key to developing the whole child and are reflected in our day-to-day provision for all our children.

The curriculum is designed to be broad and balanced using the National Curriculum as its foundation. It is further enhanced by our wider curriculum which provides rich, varied and stimulating opportunities to further embed our learning. The curriculum is sequenced carefully to ensure each stage of learning builds on from one another. Key knowledge is identified for every phase and builds cumulatively throughout the school. Children have regular opportunities to revisit and reflect on what has gone before.

Our curriculum is enriched by our ambitious use of technology which helps prepare our children for life and work in an increasingly digital future. Our pupils leave primary school with a life-long ability to learn and an appreciation of learning.



Curriculum Implementation

We know our pupils and are responsive to their needs as learners.

The planning of learning opportunities is sequenced carefully so that learning is appropriately spaced. Previous learning is revisited through retrieval practice so that “sticky learning” takes place.

Our knowledge of cognitive architecture, including a thorough understanding of how cognition, learning and memory work, informs our planning and our teaching.

Lessons are devised with our learners’ cognition in mind alongside a clear understanding of how to fully utilise working memory so that our pupils are motivated and engaged and that learning takes place. The latest pedagogical research informs our lesson instruction, our creation of resources and the feedback we provide to our pupils.

Embedded formative assessment acts as a bridge between our teaching and our pupils’ learning.

We continue to instil in our pupils a view of what learning is and how learning comes about.

Curriculum Impact

Assessment, monitoring and evaluation are used robustly to ensure our curriculum intent is realised.

Subject Leaders regularly monitor the effectiveness of our curriculum ensuring that key knowledge has been embedded. As part of this evaluation, leaders will ensure that there is equity for all learners which will be clearly illustrated by the progress they have made and that the children understand what we want them to know. We believe that our curriculum impacts positively on pupils’ academic, social and personal development, as well as contributing to outstanding behaviour and high attendance.

Children with Special Educational Needs or Disabilities

Highfield is a very inclusive school within which every child is valued and nurtured. Where needed we work collaboratively with external agencies to ensure that our offer for children with SEND is appropriate for their needs. If your child has an educational need or disability, please arrange to speak to our school SENDCO, Mrs McVeigh, who can provide information on the resources and facilities available.

Medical Information

If your child has any medical condition it is important to make the school aware and discuss this with us before your child starts school. It is the responsibility of the parent to make sure that inhalers, epi pens and any medication held in school are kept in date.



We prefer not to administer medicines in school. However, if this is unavoidable we will give one dose of prescribed medication where the dose is 4 times a day. All medicine should be taken to the office by a parent and a form must be completed and signed. [Microsoft Word - Highfield Primary School Request to Administer Prescribed Medication in School \(highfield-primary.co.uk\)](https://highfield-primary.co.uk/microsoft-word-highfield-primary-school-request-to-administer-prescribed-medication-in-school)

Unfortunately, we cannot give medication to children that has not been prescribed by a doctor.

Medication received into school must be prescribed, show the child's name and dosage instructions and be in the original packaging from the pharmacy,

All staff in school hold up to date certificates which enable them to administer basic first aid to your child.

If your child needs to attend a medical appointment during the school day, please ensure you let the school office know either by email or phone call. All children leaving school for, or returning to school after, appointments must do so via the office so that we always know exactly how many children we have in school.

Lunchtime and Menus

School dinners are freshly prepared in the school kitchen and served in the hall. All children in Reception and Key Stage One are entitled to a universal *free school meal*. There will be a daily charge from Year 3 onwards.

The menus follow a three week cycle and notice is required to swap from school dinners to packed lunch or vice versa.

Twice a year you will be asked to make choices for your child's lunches. Choices and payments are made on ParentMail. The menus can be found on the school website. [Lunch Menus | \(highfield-primary.co.uk\)](https://highfield-primary.co.uk/lunch-menus)



Leeds Catering Services will cater for everyone; this means no child will miss out due to special dietary requirements. If your child has a special dietary requirement you will need to fill in a Special Medical Diet Request Form from the catering company. Please contact the school office to arrange this. Your child may need to have packed lunches or have an allergen free interim menu until their diet plan is available.

Should you wish your child to bring a packed lunch to school please send this in a clearly named lunch bag. Please do not include sweets, chocolate or fizzy drinks. Highfield Primary is a nut free school, so please ensure that no nuts / nut products are used in your child's packed lunch.

Milk

All children are offered milk to drink as part of their daily routine at Highfield. Children who are under 5 years of age are entitled to free school milk until they become 5. Please let the office know if your child doesn't want milk. If you need to pay for milk in school you can visit the web site below to register and pay online.

<https://www.coolmilk.com/>

If your child is in receipt of free school meals they are entitled to free milk. Please contact the school office to discuss this.



Healthy Snacks

Reception, Year 1 and Year 2 children are provided with a piece of fruit every day at school. If you wish to provide your child with a snack a piece of fruit, dried fruit or a vegetable is allowed. Please do not send a savoury snacks, sweets, chocolate, nuts or nut products.

Key Stage 2 children are encouraged to bring their own fruit / vegetable snack should they wish.

It is important that children should have access to water throughout the day. Please provide your child with a plastic, named bottle of water each day.



Wrap Around Care

Out of hours childcare provision at Highfield Primary School is provided independently of school by 'Best Family Childcare'. For further details please contact

Peter Best.

Tel: 01132626 054

Email: contact@bestchildcare.co.uk



Breakfast club runs from 7.30-9.00am and after school club runs from 3.30-6.00pm

Childminders are an alternative professional option for childcare providing a safe, homely environment for children before and after school.

Lesley Ullah (Monday -Thursday, 8.00-9.00am, 3.30-5.30pm, open term time only) – **Tel:** 07960084730

Annabel Walsh (Monday-Friday, 7.30-9.00am, 3.30-5.00pm, open all year) – **Tel:** 07445219910,
Email: annabelwalsh2@msn.com

Extra Help

Free school meals are available to some children according to family income. **It is important to register for entitlement to free school meals, even if your child has a packed lunch – this is so we can receive [additional funding \(called the pupil premium\)](#) which we can use to help your child.**

Children are entitled to Free School Meals if their parents, carers or guardians receive any of the following:

- Income support
 - Income based job seekers allowance
 - Income related employment and support allowance
 - Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190. Subject to change)
 - The guaranteed element of pension credit
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- Support under part V1 of the Immigration and Asylum Act 1999, or



- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with an annual income of less than £7,400 (after tax and not including any benefits you get)

If your child is eligible for free school meals, they will continue to receive them until they move to a new stage of school, such as from primary into secondary school. They will also be entitled to a free carton of milk each day.

Please note if you are getting Working Tax Credit you do not qualify for free school meals.

If you think your child could be eligible for free school meals, refer to the Leeds City Council website www.leeds.gov.uk/schools-and-education/apply-for-free-school-meals

If you do qualify, the school office will be notified directly by Leeds City Council.

Friends of Highfield

We have a thriving parent association who support school with fundraising and events throughout the year. We would very much appreciate any time and support you can give. New members are welcome at the termly meetings and events. All money raised by the Friends of Highfield benefits the children in school.

Finding out about school life

There are many ways that you can find out about what is happening in school.

- Curriculum newsletters – sent out termly
- Headteacher's newsletters
- ParentMail- our fastest and most effective way of communicating with parents
- Our school website
- Latest news on our website – | Highfield Primary School, Leeds (highfield-primary.co.uk)
- Tapestry (Reception Children)
- Seesaw (Yrs 1-6)



Frequently asked questions

What do I do if my child is ill?

Should your child be ill and be unable to attend school, please telephone the school (0113 2930155) before 8.55am and leave a message on the answer machine absence line telling us your child's name, class and the nature of their illness.

What happens if my child falls ill at school?

If your child becomes ill during the day, to the extent that we do not feel it is appropriate for them to stay in school, we will contact you.

It is important that you keep your emergency contact details up to date and that there is always somebody available who could come and collect your child should it be needed.

How do I send money into school?

Payments for anything school related is through ParentMail. We will use your email address to provide you with the necessary information to access this system. We are a cash-free school. However, on occasions, there may be events where small amounts of money may be needed to be brought into school.

What if someone different from usual is collecting my child?

It is really important that we know who is collecting your child on a daily basis. If there are any changes to the normal routine please let the class teacher know at the start of school. If changes occur during the school day, please email admin@highfield.leeds.sch.uk before midday. If changes occur after this, please ring the office as soon as possible to ensure your message gets to class in time. We will not allow a child to go home with another parent / relative without your consent.

When can I speak to my child's class teacher?

The start of the day can be a very busy time for teachers, so we request that chats are kept to the end of the day where possible. If you would like to arrange a meeting with the class teacher, please call into the office or speak to the class teacher at the end of the day to arrange.

There will be two consultation meetings and information evenings throughout the year.