



HIGHFIELDS PRIMARY ACADEMY

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Prospectus 2016-2017

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Welcome to Highfields Primary Academy

We hope that this booklet will be helpful in giving you as much information as possible about our Academy.

We want to make your child's time at our Academy:

- Happy
- Safe
- Successful

Highfields is an Academy that has opportunities to encourage and support you to become involved in your child's education. As you get to know our Academy and the staff, we look forward to having the opportunity to work in partnership with you.

Governors which are called the EAB, teachers and support staff are approachable and always willing to listen to parents' views. We expect 100% attendance at our parents' evenings and hope that you will attend other events that we hold so that we can develop this important partnership between home and the Academy.

If you have any questions about Highfields Primary Academy after reading through this prospectus feel free to drop into the Academy or telephone us on 01302 722216.

Further information is available on our website www.highfieldspa.org.uk

Our Aim

To deliver the highest possible standards of care, teaching, learning and leadership to achieve academic success.

Highfields Primary Academy is a caring place where each individual is important and valued. The Academy exists to ensure every child develops to their full potential in a secure and happy environment, based upon the best educational practice and with regard to moral values.

It is a place where children, parents, governors, staff and members of the wider community work in partnership together for the benefit of all.

Our Academy seeks to enrich the lives of the children in our care by delivering a broad and balanced curriculum which meets the needs of every child, allowing them to develop the necessary skills, values and attitudes to become responsible citizens of the future.

By regular reviews and consultation we aim to evaluate progress and develop strategies to be the most effective Academy; At Highfields Primary Academy we are striving to be a forward thinking, innovative Academy, active in our pursuit of continuous improvement and excellence.



Highfields Primary Academy Staff

Head of Academy	Mrs Lucy Carlisle
Deputy Head	Miss Tahira Pervez
Office Manager	Mrs Barbara Smith
Office Assistant	Mrs Karen Freeman
Teaching Staff	Mrs Jenny Grace Mrs Kim Davies Miss Sabrina Gardom Mrs Jessica Fox
Teaching Assistants	Mrs Sarah Scattergood Miss Zoe Green Mrs Caroline Burton Miss Vicky Owen Mrs Linda Light
Learning Mentor	Mrs Andrea Burgess
H.L.T.A	Mrs Karen Chatterton Ms Ruth Shields
Midday Supervisors	Miss Paula West Miss Joanne Shotton Miss Clare Savage
Caretaker	Mr Martin Smith
Cleaning Staff	Mrs Anne Riley Mrs Cath Colquhoun Miss Paula West

Academy Governors

As part of the School Partnership Trust the governors are called the Executive Advisory Board or EAB.

- Lucy Carlisle - Head of Academy
- Anne Elliott - Executive Principal
- Gillian Wiles - Regional Director
- Helen Wriglesworth - Chair of EAB

Academy Information

Admissions

The Academy follows the SPTA admissions policy. Copies are available on request and on our website.

Our current admission limits are:-

- 20 per year group but this can be exceeded in a mixed age Class or at the discretion of the Head of Academy.
- 26 places in nursery

The classes in the Academy are mostly of mixed age and mixed ability.

Pupils are placed in classes each year according to age and the numbers of children in any year group. No Key Stage 1 child will be placed in a class of more than 30 children. If any Key Stage 1 class rises above this number when new children arrive, classes will be reorganised.



Daily times

8:40 Doors open
8:45 Registration
10.30-10.40 Morning break
12.00-12.45 Lunch
12.45 Afternoon registration.
15.15 Close of day (1pm on Friday)

Nursery
8.45-11.45 Morning session
12.15-3.15 Afternoon session

Academy Holiday Pattern 2016-17

HOLIDAY	Academy closes	Re-open
Autumn Half Term	21/10/2016	31/10/2016
Christmas	16/12/2016	03/01/2017
Spring Half Term	17/02/2017	27/02/2017
Easter	07/04/2017	24/04/2017
May Day	01/05/2017	02/05/2017
Summer Half Term	26/05/2017	05/06/2017
Summer	19/07/2017	

Our training days are as follows;-

1st September 2016
2nd September 2016
27th February 2017
20th July 2017
21st July 2017

Academy Uniform

Our Academy uniform gives Highfields children a sense of pride and identity in their Academy and the wearing of it is strongly supported by the Governors, pupils, parents and staff.

The following items make up our uniform:

<u>GIRLS</u>	<u>BOYS</u>
<ul style="list-style-type: none">➤ Navy blue sweatshirt or cardigan with Academy logo➤ White or Jade polo shirt➤ Black trousers / skirt (no leggings)➤ Academy summer dress - Navy blue and white checked➤ Winter-Sensible shoes in black (no high heels) Summer- no-open toed sandals.➤ Socks/tights-white, black or navy blue	<ul style="list-style-type: none">➤ Navy blue sweatshirt with Academy logo➤ White or Jade polo shirt➤ Black trousers / shorts (no leggings, tracksuit bottoms, joggers or 'Bermuda Style shorts)➤ Sensible shoes in black➤ Socks-White, black or navy blue

Hair should be neat and hair should be the child's natural colour. **Extreme hairstyles and shaved patterns are not permitted.**

No jewellery is allowed except for a watch.

P.E. KIT

Navy blue shorts and white T-shirt - Indoor P.E

Navy blue or black tracksuit bottoms/joggers- plain-Outdoor P.E.

PLEASE PUT YOUR CHILD'S NAME ON EVERY ITEM OF ACADEMY CLOTHING. CHECK YOUR CHILD'S SHOES REGULARLY.

Children will not be allowed to wear football shirts/strips or T-shirts with logos. The children should have trainers / pumps for outdoor PE.

Our Inclusion Statement

At Highfields Primary Academy we believe that;

- All children should have an equal opportunity to attend the Academy and to be a happy, valued member of that community.

This is what we do to make sure every child is included;

- We value every child and celebrate their achievements
- We have the structures and policies in place to promote inclusion.
- We identify and respond to individual needs.
- We identify and overcome potential barriers to learning for individuals and groups.
- We set suitable learning challenges for every pupil.
- We base our inclusive policy and practice on the national and local framework of inclusive policy and guidance;

Inclusion statement in National Curriculum 2014

Disability Discrimination Act 1999

SEN and Disability Rights Act 2001

SEN Code of Practice 2014

We take action to promote inclusion which is reflected in our policies, planning, curriculum delivery, recording and reporting achievement.

- All our policies aim to promote equal opportunity for all pupils regardless of gender, race, ability or culture.
- Our curriculum policy reflects the principles of the Inclusion Statement (Curriculum 2014)
- We regularly review and update all our policies and practices to ensure they reflect best practice for Inclusion.

Safeguarding

The Academy has an up-to-date Child Protection and Safeguarding Policy which adheres to Government, Local Authority and SPTA recommendations. This is reviewed annually and updated whenever new regulations come into force. A copy of this policy is available upon request.

All staff have undertaken training in safeguarding procedures.

The Designated Safeguarding Lead is: Mrs Lucy Carlisle

The Deputy Safeguarding Lead is Miss Tahira Pervez








The Academy Curriculum

We have high expectations of all Highfields children; focus will always be on the skills, knowledge and understanding of the core subjects - reading, writing, maths and science. Interventions to support children further are run in the afternoon.

Highfields Primary Academy believes that learning should be challenging, exciting, rewarding and fun. Through the curriculum we aim to prepare our children to make informed choices and be able to work both independently and cooperatively with others.

Foundation Stage (3 - 5 years)

Children in the Nursery and Reception classes follow the Foundation Stage curriculum. You may hear your child's class referred to as Lower Foundation (Nursery) and Upper Foundation (Reception). The children are taught through play activities which are planned around the following areas:

-  Personal, social and emotional development
-  Communication and Language
-  Physical development
-  Literacy
-  Mathematics
-  Understanding the world
-  Expressive Arts and Design

Key Stage 1 (5 - 7 years) Key Stage 2 (7 -11 years)

When the children first move into KS1 they will carry on learning through play and they will begin to follow the National Curriculum. The subjects taught are:

- ✚ English
- ✚ Maths
- ✚ Science
- ✚ Information Technology (computers)
- ✚ Design and technology
- ✚ History
- ✚ Geography
- ✚ Physical Education
- ✚ Art
- ✚ Music
- ✚ Modern Foreign Languages (KS2 only)

In addition we teach:

- ✚ Religious Education
- ✚ Personal, social and health education
- ✚ In the Academy we follow the Dimensions programme which encourages children to explore the social and emotional aspects of learning such as team work and treating others with respect.

Wherever possible we teach in a cross curricular manner through thematic work which is planned in response to the needs and interest of the children in any given class.

Sex Education

The Governing Body has approved the school's policy on Sex and Relationship Education (SRE). It will be taught as part of Personal Health and Social education scheme of work in the context of family life, loving relationships and respect for others.

Swimming

In Upper KS2, swimming is included as part of the P.E. curriculum. The school programme is based on the Super Swimmer scheme adopted by Doncaster Leisure Services.

Complaints Procedure Regarding the Academy Curriculum

Details of the complaints procedure relating to the curriculum and related matters are available from the Academy or from:

Delta Academy Trust

Education House, Spawd Bone Lane, Knottingley, WF11 0EP
T: 0345 196 0033 | E: info@deltatrust.org.uk | W: www.deltatrust.org.uk

Assemblies

The Academy has no religious affiliations, but religious education takes place both in the classroom and in whole Academy assemblies which are broadly Christian in content.

Where parents exercise the right to withdraw their children from religious education or worship, alternative arrangements will be made where children are given non-religious activities.

Thursday assemblies are class assemblies whereby the children in each class take turns to share their learning. Friday assemblies celebrate children's achievements. Parents are welcome to attend both of these assemblies. Class assemblies and timings are listed on our weekly newsletter.

In the Summer Term the Academy hold an open afternoon where children show the Academy and families the work they have completed throughout the year.

Family Holidays

HOLIDAYS DURING TERM TIME - IMPORTANT INFORMATION

The Government has implemented new legislation effective from 1st September 2013 which means that **no requests for holidays can be authorised except in exceptional circumstances.**

When a parent/carer wishes to apply to take their child out of school during term time they must write to the head, Mrs Carlisle, and this should be submitted to the school at **least 4 weeks** before the proposed start of the holiday and before booking the holiday.

The Local Authority will be issuing guidance to all schools on the definition of an exceptional circumstance. Where a head teacher feels that there may be an exceptional circumstance which does not fit the specified criteria, they may refer to the local authority for advice.

If you take your child on holiday during term time, without the authorisation of the Head Teacher, the Head Teacher will make a request to the Local Authority to issue a **Fixed Penalty Notice**. If a Fixed Penalty Notice is issued, the penalty is **£60 per child, per parent/carer** when the payment is made within

21 days, after 28 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority

Absences from the Academy:

Parents are asked to contact the Academy as soon as possible on the first day of the child's absence either by letter, text or phone, letting the Academy know why the child is away. If no information is received parents will be contacted by the attendance officer, Mrs Burgess, who works closely with the Education Welfare Service. We are required to let the LEA and the board of governors know of unauthorised absences from the Academy.

Pastoral care

All members of the staff play their part in the care and welfare of the children in our Academy. Your child's class teacher will work with you to deal with any problems that arise. The teacher will refer to the Learning Mentor, Head of Academy and Deputy Head for additional help and support. If there is a difficult problem, outside support may be sought from agencies such as the Education Welfare Officer.

Parents/carers will be asked to complete a form giving details of any possible medical conditions and emergency contact details. If your child is taken ill or involved in a minor accident we will make the child comfortable and first aid will be administered by one of our first aiders.

Medicines in the Academy

If a child needs to take medicines during the Academy day, the policy is that whenever possible parents/carers will come into the Academy to give the medication to their child. If that is not possible then a parent or carer must contact the Principal, HLTA or Academy office with the relevant details and complete the necessary medical forms.

The Academy keeps a register of children who have ongoing medical needs.

Jewellery

The wearing of earrings or any jewellery other than watches *is not permitted* in the Academy. There is a risk of serious injury in activities such as PE as well as at play and dinner times. Also these items can get easily lost causing upset. Finally, valuable teaching time is taken up helping children to remove and put jewellery back on after various lessons. Any children coming to the Academy with jewellery will be asked to remove the items. They will be returned into your keeping at the end of the Academy day.

Dinners/School Milk

A range of healthy and nutritious hot meals are available at lunchtimes. A choice is offered to the children and menus can be viewed in advance. The current cost of an Academy meal is £2.20 per day. If you prefer your child to have a packed lunch this option is also available. Please do not send your child to school with sweets, chocolate, crisps or fizzy drinks in their lunch box. Crisps and chocolate are allowed on Fridays only as a treat.

Please send your child's dinner money for the whole week in on a Monday morning in the container provided. We cannot provide meals without payment.



Children who receive free Academy meals are also entitled to free milk up until the year they are 7. Milk money for other children is usually £15 per term for Key Stage 1 children. To register for milk go to www.coolmilk.com and register your child's details or speak to Mrs Smith in the office.

Further information regarding free meals and milk and help towards paying for the cost of Academy uniform can be obtained from the Academy. Please contact Mrs Burgess.

Healthy School

We teach our children about the importance of living a healthy lifestyle. Our Science, PHSE and PE lessons reinforce this each week. Children learn about the dangers of smoking, alcohol and the use of non prescription drugs. They are also taught about healthy eating. To promote a healthy lifestyle DMBC provides Key Stage 1 pupils in school with a free piece of fruit to eat each day and we encourage all pupils to drink water regularly.

We ask you to make sure that your child does not bring sweets, chocolate or crisps into the Academy as part of their packed lunch apart from on a Friday which is 'treat day'..



Behaviour in the Academy

At Highfields Primary Academy we expect children to behave in calm and considerate manner at all times. We have a positive approach to behaviour and good attitudes, behaviour and work are constantly praised. For example:

- All successes are rewarded in the Academy. Every Friday in assembly certificates are given out to each class.
- Children that adhere to the school rules are rewarded with points that lead to prizes.

Discipline is the responsibility of all adults working in the Academy and we encourage high standards in the way that children relate to other staff, parents and children at all times. Incidents of discourtesy, disorder or disruptive behaviour are checked. We regard any form of bullying as unacceptable behaviour, which will be thoroughly investigated and dealt with.

The Academy's ethos and beliefs are embedded in [The Academy School Rules](#). These are displayed throughout the school.

Where there are incidents of persistent poor behaviour and children do not respond to teachers' reprimands then children are moved through the consequences system as highlighted in our behaviour policy which can be found on the website or please ask for a copy at the school reception.

Any serious incidents are referred to the Head of Academy and further sanctions such as Fixed Term Exclusions will be used for physical and verbal abuse and persistent disruptive behaviour. Permanent exclusion remains a final sanction. Such action is extremely rare in Highfields and we are proud of the fact that this is a very happy Academy where children work hard, co-operate and treat each other with respect.

Special Educational Needs

The Special Needs Coordinator or Inclusion Manager is Miss Pervez. If your child has a Special Educational Need, her role is to make sure your child receives support to meet his/her needs.

Children with SEN are identified in the following ways;

1. Recommendations from other agencies (Health workers for example).
2. Parents/Class teacher concerns.
3. The Academy's own assessment programme which identifies children who are having difficulties in the Academy.

Children with SEN are supported in the following ways;

- Individual Education Plans are produced where necessary.
- Work is differentiated by the class teacher
- LSAs support children in the classroom or in small groups/individually
- Following a specified intervention programme

Homework

Research has shown that children who complete homework find it easier to retain skills they learn at school. A homework policy is in place. Children are expected to complete work at home on tasks to reinforce what they are learning in class, suitable for their age and ability. Your child's class teacher will be able to give you details of how often homework is set and how long your child is expected to spend on each task.

It is very important to talk to your child about their Academy work. It has been shown that children who are encouraged to read at home and talk about their Academy work are more likely to achieve good results.

Educational Visits

Educational visits are made by all classes at various times during the Academy year. They are an important way of making class work come alive and have greater meaning for the children. Where there are expenses for transport and admissions the Academy may fund part of the costs. However, parents are asked to pay for most of the trips, we rely on parents to support us by contributing so that such valuable visits can go ahead. If insufficient funds are received trips may not go ahead.

School Council

The School Council has one elected representatives from each Class. The School Council is run by Mrs Carlisle.

At regular meetings issues related to the running of the Academy are discussed. Suggestions as to how Academy organisation could be improved are welcomed from the children via their class representatives.

There are also opportunities for children to discuss the introduction of new activities/initiatives in the Academy.

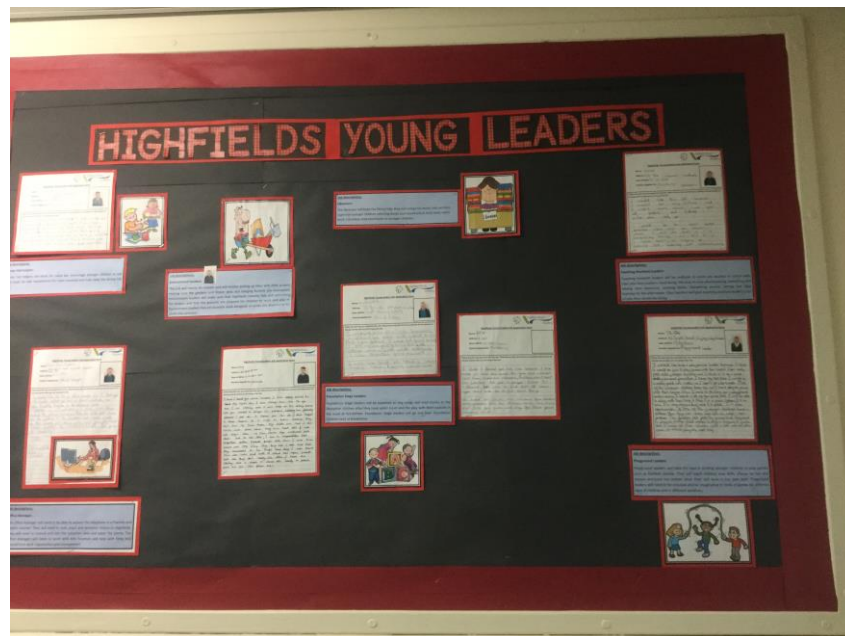
We believe that the Pupil Council offers an important opportunity to learn some of the principles of citizenship such as discussion, listening to others and having respect for different viewpoints.



Highfields Young Leaders

Highfields Young Leaders are Year 5/6 children who take on roles around the school over lunchtimes. For example, Playground Leaders make sure that no child is left to play on their own. They also look after the playground equipment and toys.

Children in Years 5 and 6 can apply to become Highfields Young Leaders each September.



Attendance Officer and Learning Mentor

The Academy has a Learning Mentor, Mrs Andrea Burgess, whose role is to improve the attendance of children, remove barriers to learning and involve parents/carers in the life of the Academy and education of their children.

Parents/Carers at Highfields

We value the relationship between parents/carers and our Academy. Parents are welcome to visit the Academy at any time. However, if you wish to discuss something at length or confidentially, appointments can be arranged through the Academy office, our Learning Mentor or the Head . Parents who wish to support the Academy by helping with activities during the school day are particularly welcome. Please talk to your child's teacher if you wish to get involved!

Parents of children joining the Nursery will normally be invited to spend some time in the nursery with their child in the half term before starting.

Open Evenings

Written reports are sent to all parents towards the end of each academic year. In addition, termly meetings are held to allow parents to speak to the teacher about their child's progress. However, if you have concerns about your child's progress, we are happy to discuss these at any time.

Additional Academy Activities

At Highfields we have a range of interesting and fun additional activities. Such activities make the Academy a vibrant learning environment and offer children the opportunity to develop new skills and interests.

The activities include;

Playing musical instruments

There are opportunities for children in the Key Stage 2 to be taught to play Samba drums.

In addition there are, at different times during the year, lunchtime and after school clubs offering for example ICT; Football; Athletics; Multi-Skills; Art and Craft; Gardening.

Enrichment hour on a Thursday will also allow children to cook, learn drama, play board games and access sport.



Academy Buildings

Highfields Primary Academy (built at the turn of the 20th century), has some wonderful, original architectural internal and external features. Between April 2012 and September 2012, the Academy had a major £750,000 refurbishment and we have worked hard to ensure that it is a bright, modern, well-organised space where children feel welcome and keen to learn. The children have benefited from a new, fully equipped and resourced Food Technology Room, and a Library. There is a wide range of displays all around the Academy. These change regularly and are a good way of showing the excellent work the children have been doing in class.

All classrooms in the Academy have Clevertouch screens. We also have a portable Netbook Trolley with a class set of Netbooks to enable our children to have access to ICT as they move into different rooms within the Academy. Each classroom also has a number of IPADs.

The Academy has two halls. One is used as an assembly hall and for P.E. The second hall is used as a dining hall. The dining hall is also used for drama lessons or activities requiring a larger space.

The outdoor facilities include a large tarmac playground marked with a netball court. There is also a large grassed area which is used for activities such as football, rounders and athletics.



The enclosed quadrangle includes a secure fenced outdoor play area for Foundation Stage children. This has been refurbished during the summer 2016 and now has an all-weather surface to ensure continuous outdoor provision is available.

A separate corridor leads to Highfields Children Centre, from which children transfer to our Foundation Stage. The Children Centre staff work closely with our EYFS Manager to ensure children's transition to Highfields Primary

Academy Foundation Stage goes smoothly and so that all children feel at home from their first day at the Academy.

2016 SAT's Results

KS1 (Age 6 & 7)	% children reached expected standard
Reading	50%
Writing	43%
Mathematics	43%
SPAG	43%

KS2 (Age 10 & 11)	% children reached expected standard
Reading	43%
Writing (Teacher assess)	43%
Maths	50%
SPAG	28%

Disclaimer

The information contained in this prospectus applies to pupils who will be admitted during 2016/2017 and was correct at the time of printing in September 2016. It may be necessary to make some changes affecting the relevant arrangements, organisation or some particular matters contained within the document before the start or during the academic year or in relation to subsequent years.

Mrs L Carlisle
Head of Academy

September 2016

