

# Highfield CE Primary School



## Parent handbook 2026-2027



[info@highfieldshool.co.uk](mailto:info@highfieldshool.co.uk)



02380 555793



Highfield CE Primary School, Hawthorn Rd,  
Southampton, SO17 1PX

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# 1. Our vision

**Highfield CE Primary school is a happy school rooted firmly in Christian principles with a family feel based on excellent interpersonal relationships. A school where the core values of Courage, Peace and Respect are interwoven into it's daily life.**

*We at Highfield believe that the most important part of a child's education is the relationship they have with their school. At Highfield, your child will be known and nurtured. They will be encouraged to thrive in their learning environment by expressing and exploring their passions and interests.*

**Mrs Walford  
Headteacher**

*Children at Highfield feel inspired, supported and celebrated. We aim to build individuals who will thrive and flourish and recognise the relevance of our school core values in their everyday lives.*



## 2. Starting School

When your child starts at Highfield in reception, they will learn through the EYFS curriculum -more information can be found in the [Curriculum section](#).



They will be supported in their learning through exploration and play and will begin to develop their phonic understanding in preparation for reading and writing.

When your child starts in reception there will be events for families such as the HSFF Teddy Bear Picnic and Tea and Tissues. This will give you a chance to meet other families and for your children to meet some of their new classmates.

What if my child is starting in a different year group or mid year?

Whether you are joining us at Highfield in reception or mid year, the office team will give you all the information and registration details you need. Your child will be welcomed by teachers and peers alike, to make their start to Highfield a positive and exciting experience. There will also be lots of other events for families to meet and these dates will be made available to you nearer the time. When starting all staff and children create a "Who I Am" poster on A4 paper. It is shared with the class and helps the children and staff to know more about children on an individual level.

### 3. Our classrooms

At Highfield, we have 11 classrooms, all tailored to the specific needs of the year groups that use them. We pride ourselves on the care and attention that goes into the development of your child's learning environment. We use the children's learning as the focal point of our displays and give our classrooms a homely, natural feel by bringing the outside in and reducing clutter and garish colour.

Research suggests that children are able to focus better in neutral spaces with less pressure on cognitive load from busy displays. Children in the EYFS should be given opportunity to explore resources that are stimulating and stored effectively for them to access independently when they are at play.

On this basis, we have designed our classrooms and learning spaces carefully and here are some examples:



## 4. Our Staff

# Meet the Senior Leadership Team



Mrs Walford  
Headteacher &  
Lead DSL



Mrs Bond  
Deputy Head,  
SENCO & DSL



Mrs Donnachie  
Business  
Manager



Miss Ellis  
Infant  
Department  
Leader



Miss Collins  
Lower KS2  
Leader &  
DSL



Mr Lewis  
Upper KS2  
Leader



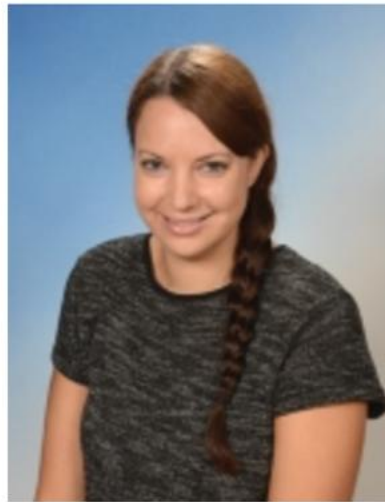
Mr Dodson  
Curriculum and  
Assessment  
Leader

## Staff continued

### Meet the Infant Teachers...



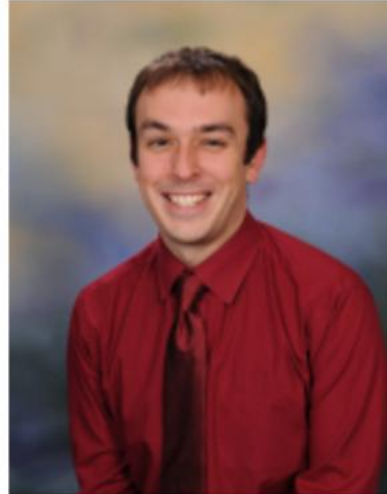
Miss Bignell  
Willow Base Teacher  
Year R & DSL



Mrs Whitlock & Mrs Cable  
Oak Base Teachers  
Year R



Miss Ellis  
Beech Base Teacher  
Year 1/2



Mr Dodson  
Maple Base Teacher  
Year 1/2



Miss Hill  
Ash Base Teacher  
Year 1/2

"Positive relationships between staff and pupils ensure that pupils are known as individuals. Their different needs are identified, and staff support pupils well so that each of them makes good progress. Pupils say that everyone is included." OFSTED July 2022

## Staff continued

# Meet the Junior Teachers...



Miss Collins  
Australasia Class  
Teacher Year 3/4



Mr Upson  
Europe Class  
Teacher Year 3/4



Mrs Bryant & Mrs Cable  
Africa Class Teachers  
Year 3/4



Mr Lewis  
Asia Class Teacher  
Year 5/6



Mr Iszatt  
North America Class  
Teacher Year 5/6



Mr Rawlins  
South America Class  
Teacher Year 5/6

"High expectations and clear routines are important and are regularly reinforced by staff. This leads to a calm, purposeful learning environment. As a result, pupils behave consistently well across the school and do well in class."

OFSTED 2022

## Staff continued

# Meet the Support Staff...



Mrs Holmes  
Junior HLTA



Mrs Smith  
Infant HLTA



Mrs Carrington  
ELSA & FISO



Mrs McNamara  
Teaching Assistant



Mrs White  
Teaching Assistant



Mrs James  
Teaching Assistant



Mrs Clifton  
Teaching Assistant



Mrs Cranston  
Teaching Assistant



Mrs Wakefield  
Teaching Assistant

"High expectations and clear routines are important and are regularly reinforced by staff. This leads to a calm, purposeful learning environment. As a result, pupils behave consistently well across the school and do well in class."

OFSTED 2022

# Staff continued

## Meet the Support Staff...



Miss Rahman  
Teaching Assistant



Mrs Vathi  
Teaching Assistant



Mrs Singh  
Teaching Assistant



Mrs Hamilton  
Teaching Assistant



Mrs Christians  
Teaching Assistant



Mrs Rashid  
Teaching Assistant



Mrs Stafford  
Teaching Assistant



Mrs Padfield  
Teaching Assistant



Mrs Gebremariam  
Teaching Assistant

"High expectations and clear routines are important and are regularly reinforced by staff. This leads to a calm, purposeful learning environment. As a result, pupils behave consistently well across the school and do well in class."

OFSTED 2022

## Staff continued

# Meet the Support Staff...



Mr Bond  
Site Manager



Mrs Sketcher  
SIMS Officer



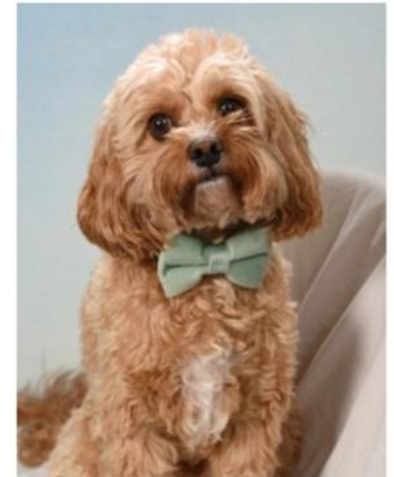
Ms Fiander  
Financial Administrator



Mrs Lewis  
Class Teacher  
(On maternity leave)



Mrs Shorey  
Class Teacher  
(On maternity leave)



Frankie  
School Dog

"High expectations and clear routines are important and are regularly reinforced by staff. This leads to a calm, purposeful learning environment. As a result, pupils behave consistently well across the school and do well in class."

OFSTED 2022

# 10. Our Session Times and Classes

The Infant department is open from 8.50am.

Session times:

9:00am - 12 noon

1:00pm - 3:15pm

(3.25pm Thursdays from church)

The Junior department is open from 8.45am.

Session times:

8:55am - 12 noon

1:00pm - 3:25pm

(3.25pm Thursdays from church)

**We have 45 places in each year group which means that the school operates mixed age classes in most year groups. The curriculum and teaching approaches ensure that even with different ages within the class that the children are taught appropriately to the age and stage.**

**We have 5 classrooms on the infant site:**

**Oak** : Year R pupils

**Willow** : Year R pupils

**Maple** : Mixed Year 1 and 2 pupils

**Ash** : Mixed Year 1 and 2 pupils

**Beech** : Mixed Year 1 and 2 pupils

**We have 6 classrooms on the**

**Junior site:**

**Africa** – Mixed Year 3 and 4 pupils

**Australasia** – Mixed Year 3 and 4 pupils

**Europe** – Mixed Year 3 and 4 pupils

**South America** – Mixed Year 5 and 6 pupils

**North America** - Mixed Year 5 and 6 pupils

**Asia** - Mixed Year 5 and 6 pupils



# 11. INSET Days

In addition to the annual holidays there will be 5 occasional days (INSET) when the school is closed for staff training. You will receive notification of these in advance of the closures. The school follows the published date for all terms agreed by Southampton City Council which can be found here: <https://www.southampton.gov.uk/schools-learning/in-school/>. In the event of the school being closed due to unforeseen circumstances, this information will be made available on our school website, as well as the Southampton City Council website.

The school will contact all parents through 'ParentMail'.

All communications come through this portal so it is essential that you download the app in order to keep informed. Please ensure your contact details are up to date.

## 2026 2027 INSET Days

2x weeks October half term - this includes 3x INSET days . This is not the same as all Southampton schools.

(wc 19th October 2026 - Friday 30th October).

We Finish 2 days later July 2027 than some of other schools in Southampton. We finish on Friday 23 July 2027 rather than Wednesday 21 July 2027) to allow for the extended October half term (2 days extra).

Therefore the remaining 2 INSET days for next year are:

Tuesday 1st September 2026

Friday 28th May 2027 (the Friday before May half term)



## 12. Attendance



### **Does it matter if my child is late coming to school or late being collected?**

All outside doors are closed at the start of the first session and the only entrance into both departments is through the main reception door. Registers are taken in the morning and afternoon sessions and close 5 minutes after the start of each session. Children who arrive after this time will be marked as late and you will need to sign them in on the INVENTORY system in reception providing a reason for lateness. A record is kept of persistent late comers and late collections and the Educational Welfare Officer is contacted as appropriate.

### **What if my child is unwell or has an appointment?**

If your child is unwell and not able to go to school please could you phone us on **023 8055 5793** and leave a message, telling us the name of your child, their class and details of what is wrong with them. Please could you let us know each day they are off school sick. If your child has vomiting and/or diarrhoea, they must stay off school until at least 48 hours after the last episode of sickness or diarrhoea if it is a stomach bug. If a one off episode of vomiting for another reason, they may return to school after 24 hours if they feel well. Any medical appointments need to be communicated to the school in advance of a visit. We would encourage all routine appointments to be taken outside of the school day.

All children need to be signed into and out of school outside of the normal school session times. If your child requires prescription medicine, then you will need to complete a form in school detailing the dose required. All medicines must be labelled clearly with the child's name and handed in to a responsible adult. The medicine should be collected at the end of the school day from the school office (juniors) or class teacher (infants).



### **What should we do if we are moving?**

Parents must put their new address in writing for the Office staff. If you are moving out of the area and leaving school you will need to complete a 'Leavers form' and tell us the anticipated last day in school, you can pick a form up from the school office. Children will receive a bible in church if they have attended the school for at least one year.

### **What if we need to take a holiday in term time?**

Attendance in school is extremely important. We are keen to pursue this message and parents who take their children out of school during term time can be penalised through fines.

Parents/Carers/Guardians have a legal responsibility to ensure their children's attendance at school. Good attendance is linked to higher achievement. Poor attendance can be the cause of under achievement. Under Government legislation, the Headteacher is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances.

### **Can I help in school?**

We encourage parental involvement within the school day. Most classrooms have parent help on a regular basis. If you have a particular skill or hobby you would like to share with us, there are opportunities to do that. When your child goes on a school trip the class teacher often asks for additional adult help. If you are able to offer time to come and help, please let the teacher know. We have to carry out DBS checks for all adults that come into school. Details about how to do this are available from the school office.

# 14. Site Addresses and Contact Details



**Junior Site:** Hawthorn Road, Southampton, SO17 1PX



**Infant Site:** Church Lane, Southampton, SO17 1SY

Tel: (023) 8055 5793

Email: [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk)

Visit our school website on

<https://www.highfieldceprimaryschool.co.uk/>

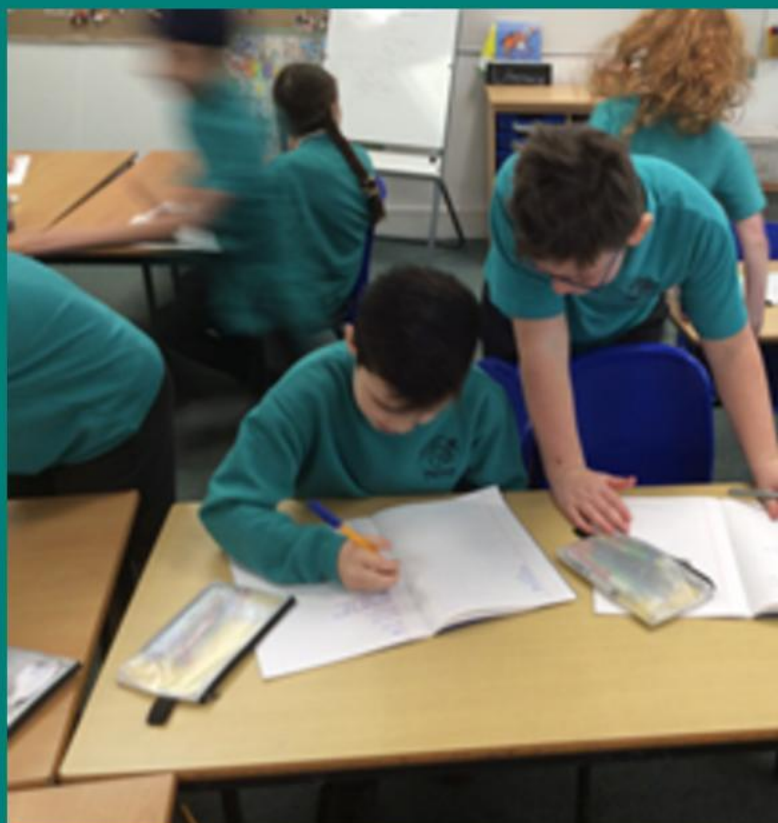
# 15. Dropping off and picking up

## Start of the day:

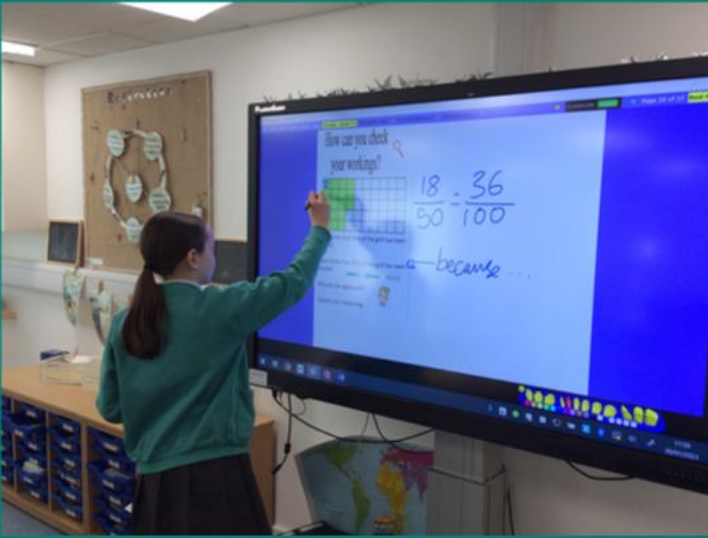
Teachers will stand at the door of the classroom entrances 10 minutes before the start of the day. We ask that you ensure your child is in school during this time. We use the ten minutes to engage children in early morning learning and therefore encourage you to bring them 10 minutes before the start of the official school day. For juniors this would be from 8.45 am and for the infants this would be 8.50 am. Junior children will be late if they arrive after 8.55 am and infants will be late if they arrive after 9.00 am.

## Parking:

Parking near the school is very restricted so you need to park in a nearby road and walk to each school department entrance. Do not park directly outside the entrances of either department. It is not safe for children using these entrances at the start and end of the day if there are moving vehicles by the gates. There are clear road markings that show the no-parking zones which we expect parents to abide with. Please be considerate to neighbours of the school and do not park on dropped kerbs restricting their access. Please note that there is no parking in the church centre for school cars.



## Dropping off and picking up continued



### End of the day:

When Infant children are dismissed, staff will make sure that they see a parent or guardian who is responsible for them. In the event of an emergency, please phone the school if you are going to be late. At the end of the day children who have not been collected will wait in the reception area of their department and their names recorded. Persistent late collection will be reported to the Education Welfare Officer. For our Junior children, some parents may wish to allow their child to walk home without adult supervision and at their own discretion. Parents must put this in writing to inform the school.

### End of the day safeguarding procedure:

If someone else is collecting your child on your behalf, either as a routine or a one-off arrangement, please ensure that this is communicated to the school in advance either in writing or by talking directly to the teacher or school office. It is not school policy to allow children to be dismissed with anyone other than their parent or guardian, unless prior arrangements have been communicated. Unfortunately, we cannot rely on the children telling us of any arrangements and therefore need written or verbal communication to be in place from the adults.

# 17. Church

On the first and last Thursdays of each half term, the whole school meet together in church for the church service. This is one of the only times that we can gather as a whole school community so is very important. Parents are welcome to attend the service which starts at 3pm until 3.25pm.

Parents who are not attending need to come into the church to collect their child(ren). A member of staff remains with uncollected children and, if it reaches 3.35pm will take them to the infant/junior department for safety. A call will be made to check why parents have not collected on time.

For Year R children, they will begin to attend church after the October half term as part of settling in time.



**The school day always finishes at 3.25pm for all Year Groups on these days unless otherwise communicated.**

# 18. Our Curriculum

## What do we believe makes a great curriculum?

Our curriculum is based upon the belief that children learn through creative and engaging experiences to secure the development of knowledge.



Our aim is to develop lifelong learners with a passion and sense of enjoyment in learning. In essence – to be memorable. We aim to ensure that we maintain a clear focus on making the children the centre of the learning. It is what makes our curriculum distinctive and bespoke to our school and the community it serves. We regularly review learning with the children through our “Prove-its” that enable children to revisit and recall earlier learning in order to make it stick within their longer term memory. In this way, they build strong foundations as learners.



## What drives our curriculum?

The school curriculum is driven by the statutory requirements of both the National Curriculum and the Early Years Foundation Stage. It is interpreted through our school vision statement. The English and Mathematics programme of study determines the priorities for each phase across primary school.

# Our Curriculum continued...

## How do we plan our curriculum?

Because of the size of our school, we have mixed aged classes from year 1 – 6. This occurs when a single teacher instructs more than one year-group of students in the same classroom. We have single aged smaller classes in year R because it is a distinctive phase and approach to education.

Therefore, we have a two-year teaching cycle for all foundation subjects. Details for each subject can be found on the school website under Our Curriculum. This structure ensures that in our mixed year classes, the whole curriculum requirements will be taught.



# Our Curriculum continued...

## How do we teach children to read?

Our synthetic phonics scheme is Read Write Inc. Read Write Inc is a phonics programme which helps all children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary and spelling. We use this programme to ensure all children to be readers by 7.

Each child at Highfield has a reading diary which they take home each day to record their reading. We aim for all pupils to read at least five times a week. If pupils read at least five times at home then they are awarded with a reading point.

When the class has earned 180 points then the class is rewarded with a fantastic treat! These treats have included having hot chocolate, bedtime stories and pyjamas in the classroom as well as making campfires. We pride ourselves for promoting a love of reading and that our children read regularly at home and in school.



# 21. Uniform

We believe that it is reasonable to expect all children to come to school or attend school organised offsite activities neatly dressed in the jade school uniform, and have a change of clothing for PE.



The School's uniform providers are 'Koolskools' and 'My Clothing'. Here are their details where you can buy the Highfield Fairtrade school uniform:

1) From the Koolskools retail outlet at Holt and Haskell, 387 Shirley Road, Southampton, SO15 3TS. Tel: 023 8077 1839 or online: Go to [www.koolskools4u.co.uk](http://www.koolskools4u.co.uk), 'Buy Fairtrade Uniform' and place your order. There will be a flat delivery charge whether you order just one or multiple garments. A 'Click and collect' option will be available on the Koolskools website for those who prefer to order online but pick up their orders themselves from Holt and Haskell. Prices and delivery charges are on the website.

2) 'My Clothing' Visit: <https://myclothing.com/collections/highfield-church-of-england-primary-school-24228>



## Shoes

Your child must wear black school shoes. If you choose a trainer-style shoe, the entire shoe must be black, including the sole, with no visible branding or coloured logos.



Sports kit for girls and boys in a named PE bag (No football or other logos)



- BLACK Sports shorts (jogging bottoms in the winter)
- White T-shirt/polo shirt (a change from uniform top)
- Plimsolls or trainers
- Socks



# 22. What else will my child need for school

## A book bag

A book bag is essential for letters and communication, reading books and for taking home learning. The HSFF will be kindly gifting all new Year R children a green book bag before they start school in September.



## An analogue watch

Telling the time is not only part of the National Curriculum but is an important life skill that children need to acquire.

Teaching pupils to tell the time is best achieved through daily, regular input from an adult, using a real watch or a clock. Therefore, teaching 'time' in a block of lessons is an extremely challenging task for pupils (and teachers!)

We have noticed that when pupils wear an analogue watch (and parents are engaged in helping their child tell the time) they make better progress. Therefore, we ask that all pupils to please come into school every day wearing an analogue watch. This needs to be inexpensive as the school will not be responsible for any loss or damage that occurs in the school day.

## A water bottle

You will need to provide your child with a clearly named water bottle containing water, every day.



## Valuables

All money and valuables brought to school are the responsibility of the child and items should be named if possible.

Occasionally items are brought into school linked to topics at the request of the teacher. Children are not allowed to bring electrical items into school. All musical instruments should be brought to school on the day they are needed. They should be stored in the Junior music studio, collected for the lesson and taken home at the end of the day. For infant children, instruments can be kept safely in their classrooms.

## Mobile Phones

In principle, mobile phones are not allowed in school. There may be a need for a mobile phone for a minority of Junior pupils who have been given permission to walk home independently. A google form will need to be completed by parents and the phone should be given in to the main office at the beginning of the day, and then collected at the end of the school day.

# 23. Starting School

## What happens when my child starts school?

The Infant Department Leader (Miss Ellis) will organise a date and time to meet with new parents. You will be informed separately about transition and meetings. When they start in a new class the pupils are introduced to the daily routine in each department for coming in and going out of the school at the beginning and end of each session and day. They soon learn where to keep their coats, bags, lunchboxes and PE Kit and how they are expected to keep the cloakroom, shared areas and the classroom tidy. All the classrooms are well resourced with educational equipment appropriate to the age of the children.

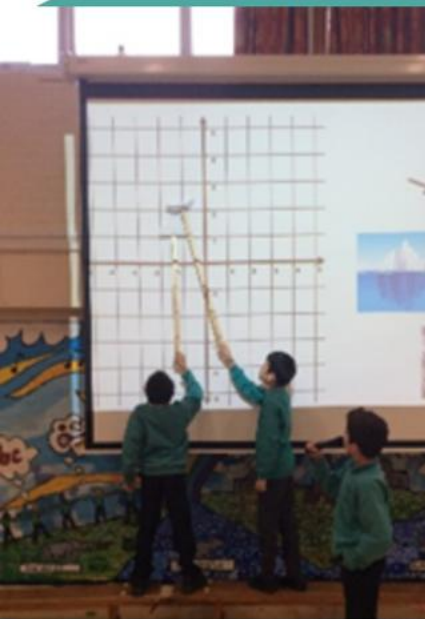
## How do the children move onto a new class?

When children transfer within school we ensure that close liaison takes place between staff and all relevant information is passed on. There is a special day that we call 'Transfer Day'. This happens in the second half of the summer term when all children move into their next class to meet their new teacher and classmates. New Year R pupils are invited into school on this day.

In addition to organising children's transfer to their new class, we also arrange a parents' meeting so that they can meet the new teacher so that different routines and expectations can be explained.

Information about pupil attainment and achievement is passed on to the next class teacher. Where transition is across key stages, visits and meetings are held between pupils, staff and parents where appropriate.

Over the summer holiday, all children and their teachers are to create a 'This is me' poster about themselves. This is used so that children can find out about their new adults. It is also a lovely introduction to each child when they bring them to their new classes in September.



# 24. Keeping you informed



How will I know how my child is progressing?

- Parent's evenings during the year offer a chance to discuss your child directly with teachers. These dates will be communicated in advance.
- Parents receive a report card each term in Maths and English. These detail the key expectations for learning. This will outline whether your child is working at, beyond or below age related expectations. For reception children, parents will receive reports that reflect the reception curriculum and the outcomes against Early Learning goals.
- We offer a number of parent workshops that help to support your child in their progress through the year.
- We meet parents throughout the year informally and formally with an extra parent meeting scheduled for specific parents on invitation in the Spring term.
- End of year reports will summarise your child's learning against national expectations. Any outcome of statutory assessments is also shared with you (if these have taken place for that year group).

# 25. Lunch

Children can go home for lunch, bring a packed lunch or stay for school dinners. We need to have a clear idea each day of what your child is doing for lunch time. If your child is having a school dinner, please discuss the menu with them as they will need to let us know their choice during early morning registration.

We have just signed with a new Catering Company called Caterlink who will be providing the school dinners from September. More information will be sent to parents as soon as we have the details.

Caterlink will provide a weekly menu which runs on a 3-week rota, offering 4 dinner choices each day, the menu available will be displayed in both departments. The children will always have a meat choice, a vegetarian choice, jacket potato or pasta option for their main course. Currently, the government offers a free school lunch to all pupils in Year R, 1 and 2. If you would prefer not to have a free school lunch then pupils are welcome to bring in a packed lunch from home. We ask that **no nuts or Kiwi** are brought into School.

All children are encouraged to go to the toilet and/or wash their hands before going into the hall. If your child goes home sick between 10.00am and 12.00 noon a credit cannot be given for a school dinner which has been ordered. A gratitude prayer is said before lunch and the children are expected to show good manners in the hall. The children are expected to use cutlery correctly, not talk with their mouth full or move around while eating. Lunch staff do encourage children to eat their food. It is vital for parents to teach children how to use cutlery before they come to school to enable them to be as independent as possible.

The role of our lunchtime supervisors is to promote happy eating and play. Parents will be informed if there are any problems with a child eating at lunchtime so that they can be aware. For example, packed lunches should retain the leftovers/ wrappers to show what they have eaten.

# 26. Playtime



The children have outdoor playtimes during the day and in cold/damp weather we ask all children to wear appropriate outdoor clothing for the time of year. If you bring your child to school by car, try to remember that s/he might need a coat for playtime! The playgrounds have a range of play equipment but have restricted shaded areas so during hot summer days your child needs to have their water bottle and a sun hat at school. Skin protection should be applied at home before school. School staff supervise children during each playtime, including wet playtime when children stay in their own classroom unless they have permission to go elsewhere. We have a Buddy Bench in each department to support children who are feeling sad. Infant children are provided with a healthy snack of fresh fruit or vegetables at playtime. This may be ordered and paid for in the Junior Department.

Junior children can bring a healthy snack.

Any snack bought to school must not be shared with other children. Snacks should be put in a named container or bag if possible. As a healthy school, we recommend that children eat a nutritious snack and therefore would discourage crisps and biscuit bars. Parents are expected to guide the choices that children can make regarding snacking. Due to allergies, we do not allow Kiwi, eggs, nuts or nut products in school and we also recommend that any grapes and cherry tomatoes are cut in half to reduce choking risk. Children get thirsty during the day so they need to bring in a plastic container of water (no fruit juice or ice) with a sports top. Milk is available to all children in school; it is free for the under 5s and children who are eligible for Pupil Premium grant.

# 27. School council and Trips



## School Council

A School Council has been established in both the Infant and Junior Departments. Through setting up the School Council, children have opportunities to be actively engaged in discussion and consultation about aspects of school life and develop their sense of responsibility as citizens within a community. Children who are interested in becoming a council representative prepare and present a short talk after which the class vote for two representatives. They attend meetings which are overseen by a member of staff as a facilitator. The council, drawing suggestions from children in their department, agrees an agenda for each meeting. The school council has recently aided in library improvements as well as purchasing Buddy Benches for each department.

**Visits will be planned and undertaken if the activity enhances or contributes to the child's education. We plan for at least two offsite activities each year. When an offsite visit is arranged for your child, you will receive details of the visit in advance of the activity. For all offsite activities, parents must sign and return a consent form by the stated date otherwise children cannot participate in the activity. All contributions must be made on SCOPAY. For most offsite activities voluntary contributions are required to cover the cost of the activity in order for it to go ahead. Any pupils in receipt of pupil premium can apply for a reduction of costs as appropriate by writing to the chair of governors. The contact details can be found on the school website.**



# 28. Behaviour and Metacognition

## Are there rules around school?

Our golden goals are rules we encourage at school. We believe children thrive best in an atmosphere where they, the staff and the parents are working together. Highfield School has a happy, hardworking ethos where the children can develop as individuals. A high expectation of children's academic and social abilities helps to prevent bad behaviour.

The detailed Behaviour Policy, which is written in line with our School Aims, may be viewed on our school website, along with other key policies.

## Golden Goals

Ready  
Respectful  
Safe

## Metacognition



We teach metacognition at Highfield because it is one of the most effective ways to help children become confident, independent learners. In simple terms, metacognition means “thinking about your thinking.” It helps children understand how they learn, not just what they learn.

What metacognition means for primary-aged children

Metacognition involves two key parts:

- Metacognitive knowledge — children learn what helps them learn best (e.g., “I concentrate better when it’s quiet,” or “Using counters helps me in maths”).
- Metacognitive regulation — children learn to plan, monitor and review their learning while they work (e.g., “Is this strategy working? What could I try next?”)

# 29. Rewards and Sanctions



## Rewards

We endeavour to recognise good behaviour and achievement all the time through constructive and positive feedback including reward assemblies. Infant Department and Junior Department celebration assemblies are linked to the Golden Goals but the school also celebrates reading as well as attitudes and behaviour that reflect the Christian values of the school. In the Infant Department each class has a rainbow, sun and a reflection cloud as a visual behaviour chart. In the junior department, there is a similar visual approach.



## Sanctions

We expect children to follow our conduct expectations at all times in order to create a calm and safe area for all children. When it is necessary to reprimand children, staff follow agreed procedures which are explained to the children.

Serious or persistent incidents of unacceptable behaviour will be dealt with by the Key Stage Leader and/or the Deputy and ultimately the Head teacher. Regular meetings can be arranged between staff and parents to monitor behaviour if appropriate.

# 30. School Voluntary Contribution

This academic year, we are asking families to consider making a voluntary donation of £75. These contributions would be used specifically to support classroom resources and subscriptions to a range of educational platforms that directly benefit pupils' learning and access to high-quality teaching materials. This would also include essential classroom materials such as books, pens, reading diaries and art resources.

As a school, our current financial position is challenging. Like many schools nationally, we are facing increasing costs across a number of areas, including utilities, maintenance, and educational resources, while funding has not kept pace with these rising pressures. As a result of several contributing factors, the school is currently operating in a deficit position. We are working carefully and responsibly to manage this situation, but it does mean that additional financial support can make a meaningful difference to what we are able to provide for pupils.

We want to be absolutely clear that any contribution is entirely voluntary. No child or family will be treated differently in any way if they are unable to contribute, and pupils' access to learning, opportunities, and support will not be affected. Equally, for families who are in a position to do so and wish to make a larger contribution, we would be extremely grateful for any additional support.

Alongside this request, we are actively working with all relevant parties to secure funding for essential projects and ongoing needs, including roof repairs, floor repairs, general maintenance, and the continued provision of high-quality learning. We are very grateful to the HSFF, who have agreed to fund several important projects that will directly benefit the school community.

We truly value the continued support of our families and community. Every contribution, whether financial or otherwise, helps us to maintain a safe, well-resourced, and supportive environment for all children at Highfield School.

If you're able to contribute, you'll find a £75 payment option on SCOPAY under the Trips & Events tab, but this can be adjusted to any amount you're comfortable donating.

# 31. Communicating Concerns

We work in partnership with parents in all aspects of school life to ensure that the children get the best educational and pastoral care.

It is very normal for primary children to have times when they get upset with their friends or have something that has made them sad.

We always encourage children to ask adults to help them to deal with these difficult moments. We expect adults in school to listen to the children and help them resolve problems fairly in school.

If your child comes home with any concern, it is useful to ask some

key questions such as:

- What happened?
- Who was there?
- When did it happen?
- Who did you talk to at school?

This may help you to establish some key facts, should you wish to contact the school on any pastoral matters. Unfortunately, it is not possible for us to get involved with matters that occur outside of the school. For any concerns, always go to the class teacher first. They can be contacted via [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk) or you may take the chance to have a chat at the beginning and end of the day. If the class teacher cannot address the issue or if you are dissatisfied with the outcome, the next step is to contact the phase leader for the Lower KS2, Upper KS2 or Infant department. After this, it may be appropriate to involve the Deputy Head or the Headteacher. We would hope that any concerns are dealt with quickly and satisfactorily for the benefit of the children.

# 23. Communication

## Flow Chart

All emails need to go through our office at [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk) and it will be directed to the relevant staff member.

Emails sent to personal email addresses will not be responded to due to email filtering systems.

Learning Concerns	Pastoral Concern	Concern relating to particular learning or physical needs	Issues relating to staff	Concerns & Queries relating to school administration
Please raise your concern with your child's <b>class teacher</b> in the first instance.	Pastoral care covers our support of your child's individual needs, their emotional wellbeing and helping them with any personal problems they may be experiencing at school.	Where a concern is related to a special need and you feel an adjustment may be required to support successful learning, e.g' issues related to ASI (autistic spectrum indicators), dyslexia, dyspraxia or physical disabilities.	Please ask to speak with a <b>Phase Leader</b> either: <b>Miss Ellis (Infants)</b> <b>Miss Collins (Year 3/4)</b> <b>Mr Lewis (Year 5/6)</b>	Please speak to the School Business Manager <b>Carol Donnachie</b>
	Please raise your concern with your child's <b>class teacher</b> or ELSA (If they are known to the ELSAs) in the first instance.	Please arrange an appointment with our Deputy Head and SENCO <b>Mrs Bond</b>		
If you feel the class teacher is unable to help, please contact the Phase Leader. <b>Our Phase Leaders are responsible for the behaviour and pastoral care of each of their year groups.</b>				
If you are not satisfied with the outcome and your concern relates to a learning or pastoral concern in the Infant department, please ask to speak with the Deputy Head <b>Mrs Bond</b>				
Please make an appointment to see our Headteacher, <b>Mrs Walford</b> if you remain concerned after following the steps above.				
<b>Teachers are available after school for informal conversations and appointments can be made with all the above by contacting the school office on 02380 863159 or emailing: info@highfieldschool.co.uk</b>				
If you are writing to the school it is really helpful if you give us as much information about the background of your concern or complaint as possible, including who it involves, and what you would like the outcome to be.				
Our chair of Governors, Mr Alan Hunt is also here to support when a parent has a concern or complaint. He can be contacted through the school office.				

Our chair of Governors, Mr Alan Hunt is also here to support when a parent has a concern or complaint. He can be contacted through the school office.

# 34. Cycling and Scooting

Highfield CE Primary School ask the co-operation of parents in a determined effort to keep pupil cyclists safe. You will realise that it is essential if accidents are to be avoided that the bicycle used by pupils should be in a thoroughly roadworthy condition and the cyclists should wear appropriate safety items.

Pupils cycling must dismount at the school gates; nobody should cycle on the school premises. Highfield CE Primary School is committed to ensuring the safety of its pupils and information on all aspects of safe cycling is available from the Road Safety team at Southampton City Council. (Pupils in Year 5 are offered Cycling Proficiency lessons.)

We recommend that properly fitted helmets and fluorescent items should be worn and that items are carried in panniers or in back packs.

Parents must ensure that their child has a locking mechanism to secure their bicycle while it is on school premises. We would recommend that the bicycle is traceable through post coding and that you are fully covered on your household insurance against damage or theft. The school cannot accept responsibility for the safe custody of bicycles left on the premises.



## Scooters at School Guidelines

Scooter riders must dismount at the school gates; nobody should ride on the school premises. Parents must ensure that their child has a locking mechanism to secure the scooter to one of the racks provided while it is on school premises. The school cannot accept responsibility for the safe custody of scooters left on the premises.



# 35. Apps & Website



ParentMail



Communicating with you is an important part of what we do, making sure you get the correct information about activities, events and school news that really matters is something we care about. The school uses ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. (We will send you an email in September to register). You don't need to login to pick up messages or attachments when you use the App. The App stores all the messages we send you in one place, every message sent arrives as an instant alert on your mobile, and you help save us money! You can download the App for free from the App Store and Google Play. Please read the updates which will be sent to you weekly on a Friday via ParentMail, they have important information and celebrations. Curriculum newsletters will be sent home each half term to inform you of what your child will be learning and how you can best support them at home. It is vital that all parents engage with the information that is sent through the ParentMail portal as it is our main form of efficient communication.



This is an online system that all parents can access and provides easy ways of paying for school dinners and trips. You can manage the account easily to ensure that you have sufficient money to cover items such as school dinners. We also use this system for booking Parent's evening appointments. A link code will be sent to you to set an account up on SCOPAY.

## School Website:

Please look at our school website. Each phase has a blog so you can keep up to date about what's going on in your child's class. Under the Curriculum information tab within school information, you will find copies of our curriculum letters, curriculum overviews as well as our vision statements for learning in our school.

[www.highfieldceprimaryschool.co.uk](http://www.highfieldceprimaryschool.co.uk)

# 36. Home learning



## Google Meet

We sometimes use Google Meet for video meetings with parents, so it is essential that you can access this service.



## Google Classroom

In the infants, we use Google Classroom to share learning and provide resources for home learning. Please download the App and log in with your child's email which will be shared with them at the beginning of the academic year or when your child joins us. This is essential so that you can support home learning.

## Doodle Learning

Doodle Learning is a set of educational apps (including DoodleMaths and DoodleEnglish) that create a personalised learning programme for your child. All children at Highfield are given a log in and account. It adapts to their level, gives them small daily tasks, and helps them practise little and often — a method shown to build confidence and long-term progress.



## Times Tables Rock Stars

Times tables rock stars is also used and log ons will be shared with you. There may be other apps that we share during the year for the purposes of home learning.



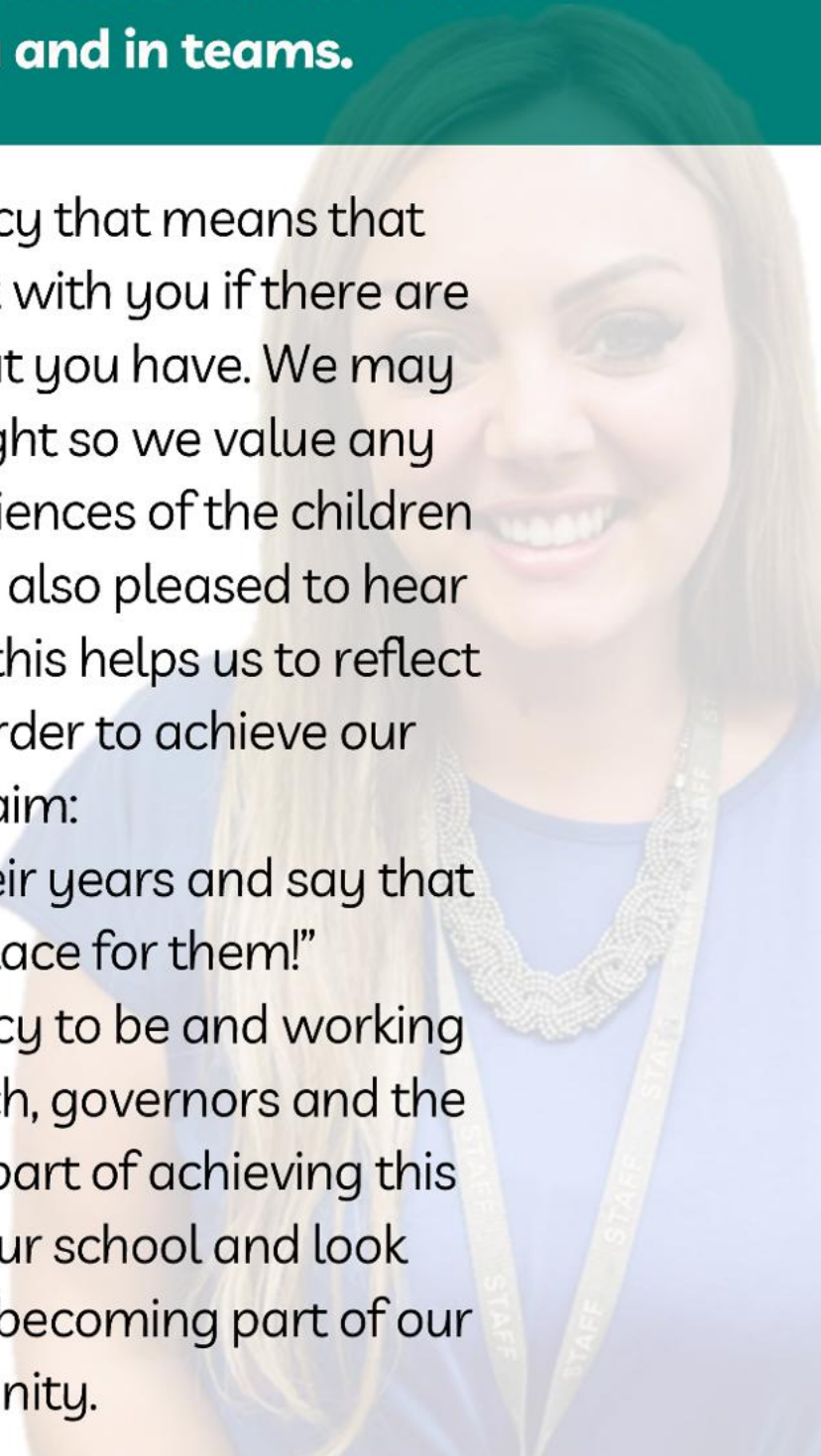
# 26. A final Message

**We have children at the heart of everything we do. We employ staff who believe that they are role models that can make a difference in educating the whole child, alongside parents as partners. We want their time at Highfield to be positive and full of memorable learning. Promoting the skills of lifelong learning means that children leave us as rounded learners that are resilient, reflective, can ask good questions and work well both independently and in teams.**

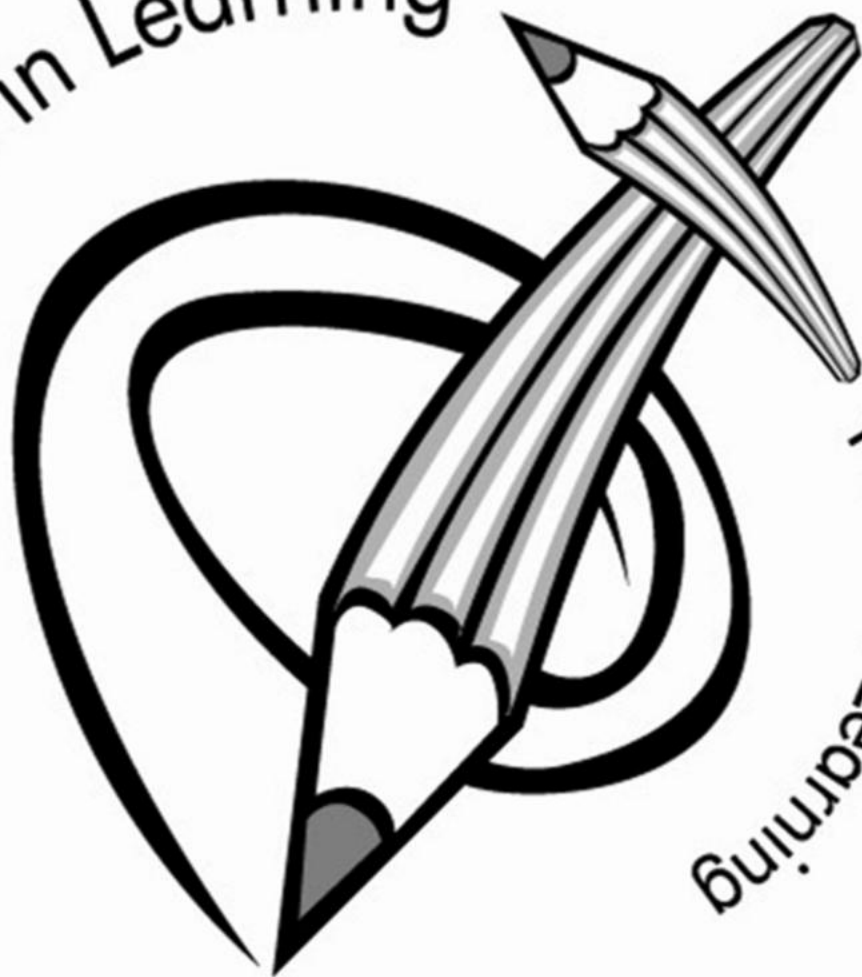
We have an “open door” policy that means that teachers are available to meet with you if there are any questions or concerns that you have. We may not always get everything right so we value any feedback to improve the experiences of the children and wider community. We are also pleased to hear when things are going well as this helps us to reflect on what is working well in order to achieve our overarching aim:

For children to look back on their years and say that Highfield was a great place for them!”

This is what we want our legacy to be and working closely with parents, the church, governors and the wider community is a crucial part of achieving this together. We are proud of our school and look forward to you and your child becoming part of our school community.



Faith in Learning



Faith in Learning

**Highfield**

C.E Primary School