

**WELCOME TO
HIGHWOOD PRIMARY SCHOOL**



2019-2020

Please find some information that you will find useful as your child starts at Highwood Primary School.

STAFF AND THEIR CLASSES

Mr Matt Hickey

Head Teacher

Mrs Claire Vaux

Deputy Head/KS1 & KS2 Phase leader

Mr Matt Bevan

Head of Pastoral Care & Assessment/
Lead practitioner for Resource/SENCO

Year Group	Class Teacher	Support Staff		PPA cover
		am	pm	
F1	Miss Nunn	Miss Chaudhary Mrs. Vanka Mrs. Alleyne Miss Mair	Miss Chaudhary Mrs. Vanka Mrs. Alleyne Mrs. Bailey Miss Mair	Covered internally by adults within the setting.
F2	Mrs. Perrott (Mon, Tue and Wed)	Mrs. Jones Miss Appleton Miss Walker Miss Rapley Miss Leitch	Miss Appleton Miss Walker Miss Rapley Miss Leitch	Covered internally by adults within the setting.
F2	Mrs. Stroud (Wed, Thu and Fri)			
	Mrs. Parker EYFS and KS1 Assistant Headteacher			
Year 1 – 1S	Miss Schlaefli	Miss Rajput Mrs. Lawrance	Miss Rajput Mrs. Darekar	Mrs. Schofield
Year 1 – 1R	Mrs. Richards: Mon – Thu Mrs. Schofield: Friday	Mrs. Turnbull	Mrs. Shakeel Resource Support*	Mrs. Schofield
Year 2 – 2A	Miss Amor	Mrs. Anil Mrs. Taylor	Mrs. Anil Miss Burrows	Mrs. Schofield
Year 2 – 2W	Mrs. Weir	Mrs. Butler Mrs. Padhi	Mrs. Butler Mrs. Lesley Resource Support*	Mrs. Schofield
Highwood Speech and Language Resource	Mr. Bevan Head of Inclusion Mrs. Godfrey	Mrs. Wright Mrs. Payne Mrs. Pithiya Miss. Bishop (Tue)	Mrs. Wright Mrs. Payne Mrs. Pithiya Miss. Bishop (Mon – Fri)	n/a
Year 3 – 3W	Miss Whight	Mrs. De Mesquita	Mrs. De Mesquita Resource Support*	Mrs. Inwards
Year 3 – 3A	Mr. Allaway	Mrs. Chintagunta	Mrs. Chintagunta Resource Support*	Mrs. Schofield
Year 4 – 4P	Mr. Pearce	Mrs. Tindall	Resource Support*	Mrs. Inwards
Year 5 – 5M	Miss Majer KS2 Assistant Headteacher	Mrs. Render Mrs. Haden	Mrs. Haden Resource Support*	Mrs. Inwards
Year 6 – 6R	Mrs. Raines	Mrs. Chaudhary	Mrs. Chaudhary Resource Support*	Mrs. Inwards

Mrs Cindy Edwards
Mrs Helen Westall
Miss Julie Mann
Mrs Jackie Andrews
Mrs Michelle Bull
Mr Chris Green
Mr Adrian Windisch

School Business Manager
School Secretary
Clerical Assistant
SLT Admin
Parent Support Advisor
Site Controller
Site Controller Assistant

Lunchtime Controllers

Mrs Jackie Botting
Miss Rosy Simpkin

Mrs Debbie West

Mrs Jenny Rowlinson

Mr Darren Rowley

Speech Therapists

Mrs Louise Walker

Miss Amy Henderson

Our School Day

The school day begins at 8.50am for children in Years 1 to 6. We would like all children to have arrived at school by 8.45a.m so that they are ready for when the doors open. Entry into school is via the doors in the respective playground. Unless the children are attending Breakfast club, we ask that no child should be on the premises before 8.35am. If children arrive after 8.50am they need to enter school through the main entrance and sign in the 'Late Book'.

For children in the Foundation Stage;

Nursery/F1 – morning session 8.45am to 11.45am – afternoon session 12.30pm to 3.30pm

Reception/F2 – 8.50am to 3.10pm. The doors open at 8.45am

Absence procedure

Please advise the school on the first day of any absences preferably by message on our ParentMail APP giving name of child, class and reason for absence. Medical appointments can also be notified by text. Alternatively, please notify by telephone on 0118 9265493 notifying of reason for absence. Please try to make any medical appointments after school hours but if this is not possible please let the school know in advance.

Holidays taken during term time are not permitted. Requests for leave of absence must be made on the Leave of Absence request form available from the school office and at least a month's notice given. Please note that leave of absence will only be authorised in exceptional circumstances.

Lunch

Nursery/F1 – 11.45am to 12.30pm (if purchasing lunch club or additional nursery sessions)

Reception/F2 – 11.45am to 12.45pm

KS1 – 12pm to 1.05pm

KS2 – 12.10pm to 1.10pm

Children can bring a packed lunch or purchase a school lunch. Children in Foundation F2 and Years 1 and 2 are entitled to Universal Free School Meals. If you wish your child to go home for lunch then an adult must collect them and we must receive notification first thing in the morning. Lunch orders are taken during registration so please ensure your child knows what they are having. A school lunch must be booked before 9.30am.

A school meal costs **£2.05** and payment for lunches should preferably be made using the school's online payment system. If paying by cash please ensure that the cash is in a named purse or envelope. The named purse or envelope should be handed in to either the teacher or the school office. Payment in advance can be made by cheque for a minimum of 5 lunches and made payable to Caterlink.

The school encourages healthy eating and therefore fizzy drinks, sweets and chocolate bars should not be included in packed lunches please. We are also a NUT FREE school so no nuts to be put in packed lunches.

Home time

Nursery/F1 – finishes at 3.30pm

Reception/F2 – finishes at 3.10pm

KS1 - finishes at 3.10pm

KS2 - finishes at 3.15pm

Children in Foundation Stage – parents collect them from the classroom door.

Children in KS1 wait inside their classroom until an adult collects them at the classroom door.

Children in Year 3 wait inside their classroom until an adult collects them at the classroom door

Children in Years 4 to 6 are brought out by their teacher into the KS2 playground for collection.

Please ensure children know who is collecting them. When children 'miss' the person who is meeting them they should return to their teacher or the school office and seek help. Parents are encouraged to meet their children in the playground. Children up to Year 4 must be collected by an adult or a minimum of a secondary aged child. Children in Year 5 and 6 may return home alone, please inform the class teacher if they will be walking home alone.

Uniform

Our school uniform consists of the following;

Green school jumper or cardigan embroidered with the school logo*

White shirt, polo shirt or blouse

Grey or black trousers, skirt or grey or black pinafore dress (leggings are permitted under skirts/dresses and are not a substitute for trousers; no fashion trousers or jeans, please)

Black shoes (no trainers or heels)

Optional Green and white checked dresses for summer / Black or grey smart shorts for boys for summer

PE kit consists of;

Green Highwood T-shirt *

Plain black shorts

Trainers/Plimsolls

Plain Black/Navy tracksuit for colder weather

Highwood PE Bag *

A book bag for taking things home in*

All items must be named.

* items marked can be purchased from the school office.

No items of jewellery should be worn in school with the exception of small stud earrings and watches. These must be removed for PE.

No make up or nail varnish should be worn in school.

It is recommended that hair should be neat and tidy and worn with no extremes of style or colour and long hair must be tied up.

Hair accessories are to be minimal. i.e. no large hair bows. Any accessories should be in school colours of green, black or white.

Hijabs are to be in school colours of green, black or white

It is recommended that temporary tattoos are removed for school unless associated with a religious celebration.

Other reminders

We also ask that:

No dogs are allowed on the school site

No smoking or vaping is allowed on the school site

No parents are allowed to park or drop off on the school site unless they have a permit to do so

No parking in the main entrance or on the zig zag lines in the entrance

No cycling or use of scooters on the school site

Children should not play on the school playground equipment before or after school.

Mobile phones should not be brought into school by children. If your child must have a mobile phone for their journey to and from school, permission must be sought from the Headteacher by completing a mobile phone request form available from the school office and it must be handed into the office for safe keeping during the school day.

Medication

Only medication which is prescribed by a Doctor can be administered by school staff. If your child has a short term prescription medication please see the school office and complete a form giving your permission for the medication to be given at lunchtime. The medication must be in the **prescribed container** with the child's name and dosage on it. Medication must be handed to the school office, by an adult and not kept by the child.

For long term medication requirements, a permission form and care plan must be in place, please see the school office for further information.