



HIGHGATE
PRIMARY SCHOOL

Parent Handbook

Autumn 2019

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Introduction

Highgate Primary is a happy and successful two-form entry community primary school where there is great enthusiasm for fun and learning from both the pupils and a highly committed and experienced staff team. Adults are referred to by their first name and we have a no-uniform policy.

The Parent Handbook provides an overview of our school's aims, values, procedures and expectations and has been designed to support all parents and children to have the best possible experience of school.

Aims and Values

The schools aims and values were established in 2008 following consultation with all sections of the school community and underpin the way in which the school functions.

Love learning

We want everyone to enjoy learning and to achieve their best.

Inclusive

We want everyone who uses our school to feel involved and included.

Supportive

We want everyone involved with our school to feel supported.

Green

We want our school to look and be a greener place.

Healthy

We want our school to be a healthy place for our minds and our bodies.

School Vision

A second piece of work was conducted in 2015 to capitalise on this school's strengthened identity and purpose, which exemplifies the school's values.

The conclusion to this piece of work is that 'the school now needs to have confidence in itself, needs to blow its own trumpet, and take the message to the world. This is a wonderful school, with an ideal mix of people, full of innovation and creativity, constantly aspiring to improve, and building on each of its achievements.'

At Highgate Primary children succeed because:

- We are ambitious for every child
- We know that consistently great teaching leads to outstanding achievement
- We know that child-centred learning works
- We know that strong pastoral support can make all the difference
- We pay attention to detail in everything we do
- We know that children learn best through positive messages
- We have talented staff who inspire
- We value flexibility, collaboration and effective communication
- We care for our school buildings and grounds.
- We are there for our community from birth to secondary
- We listen to what children say and allow them to dream

'We want to become the best primary school in the world.'

Daily Routines

School Timetable

8.00	Early Birds Breakfast Club opens
8.45	Gates open
8.55	Teaching staff in playground
9.00	Nursery am starts
9.00	Start of school day
9.30 - 9.50	Assembly
10.45 - 11.00	Key Stage 1 Playtime
11.00 - 11.20	Key Stage 2 Playtime
12.00	Nursery am ends
12.00-12.30	Nursery Lunch
12.00 - 1.15	Reception Lunch
12.15 - 1.15	Key Stage 1 Lunch
12.30 - 1.30	Key Stage 2 Lunch
12.30	Nursery pm starts
3.30	School ends
3.30	Night Owls after-school club starts
3.30	Nursery pm ends
3.45	After-school clubs start
4.45	After-school clubs end
6.00	Night Owls after-school club ends

Morning Drop Off

The school gates open at 8.45. Teachers enter the playground at 8.55. This allows time for teachers to liaise with parents who may wish to share important pastoral information. The school bell is rung at 9.00 am when class teachers lead their class in to school through the designated route.

Wet Weather Morning Drop Off

If there is heavy rain, children may go directly to their classrooms on arrival.

Late for Morning Drop Off

If you arrive after 9.00 am, please take your child to the office to explain the reason for any lateness and pick up a 'Late Card'. This is essential so we know your child has arrived safely at school.

Afternoon Pick Up

At the end of the school day, the school gates open to parents at 3.20 for you to pick up your children at 3.30 pm.

Teachers in Year 1 through to Year 6 take their children to their designated area within the school

playground. Responsibility is handed over to the parent or responsible adult once you have been identified and the child has been given permission to leave.

In Nursery and Reception, children assemble on the class carpet area whilst parents or responsible adults assemble at the classroom door. Children are called individually once the adult collecting a child has been identified.

Wet Weather Afternoon Pick Up

In the event of heavy rain, the following arrangements apply:

- Year 1 parents enter the classroom via the entrance to the back of the school.
- Year 2 parents collect from the classroom
- KS2 parents collect from the dining centre

Late for Afternoon Pick Up

If you are running late, please call the School Office so we can inform your child's teacher. Equally, if another adult is collecting your child, please inform the School Office or your Class Teacher.

Children who have not been collected by 3.45 pm are taken to the reception area where they are registered by the member of staff on late room duty. Parents are called and a record of the time they are collected is recorded in the Late Book.

Children not collected by 4.00 pm are admitted to the Night Owls after-school club. Parents are charged for this service in line with the schools Charging Policy.

Children Walking Home Alone

Children in Year 5 and 6 may walk home alone from school, however parental permission is required in writing. Permission forms are available from the school website or the School Office.

Parking

The school is within the Highgate Station CPZ, with residents' parking from 10.00 am to 12.00 noon. Parking spaces are always limited at pick up and drop off, so ideally, please try to use alternative means of transport. Alternatively, park nearby and walk the last few minutes. Please be aware that blocking the road outside the school can be very dangerous and upsets local residence and other parents. A Parking Officer from Haringey is often in attendance to prevent illegal parking or stopping.

Term Dates

The school term dates can be found on the website and are available from the School Office.

Attendance & Absence

Attendance

Regular school attendance is essential to enable children to maximise the educational opportunities available to them and achieve their full potential. The school works with families to identify the reasons for poor attendance and tries to resolve any difficulties. Attendance is a matter for the whole school community.

Punctuality

Please ensure your child is in the school playground ready to line up at 9.00 am when the bell goes, after which teachers will lead the children to the classroom. Children arriving after 9.00 am are recorded as being late, and will need to enter the school via the school office. The office staff have been requested to ask parents to provide a reason for any lateness, which is recorded for monitoring purposes. Children are issued with a late token, which is handed to the class teacher on arrival in the classroom. As lessons start as soon as the class enters the classroom, it is essential for all pupils to be in school on time in order not to miss out on important learning time and avoid unnecessary disruption to the class. Further information is available in the Attendance Policy on the website.

Absence

If your child is late or absent from school, for whatever reason, parents must inform the office of the reason for their lateness or absence by 9.00am. Please call the office and press Option 1 for the absence line. If we do not hear from you by then, you will receive a text message from the office requesting an explanation, so we can ensure your child is safe. Please note this is particularly vital for parents of Year 5 and 6 children who walk to school by themselves, otherwise the office staff have to spend time ensuring the children's safety. If you do not inform the office of the reason within 24 hours of the text, the absence will be marked as unauthorised, until we receive an explanation. With regards to illness, if your child is sick for more than 5 consecutive days, a medical certificate or evidence of a medical appointment may be requested.

Holidays

Parents planning to take children out of school in term time are required to complete an Absence Request Form, which needs to be signed in advance by the Headteacher. This request is at the Headteacher's discretion and will only be granted in genuinely exceptional circumstances. Please note that schools are no longer allowed to authorise requests for holidays within term time.

Consideration will be given to cultural needs and exceptional family circumstances, such as children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the absence needs to be taken during term time.

Health & Safety

Sickness

Children feeling unwell at school are attended to in the medical room by a member of staff. Parents are informed when a child needs to be collected.

The school may only administer medicines prescribed by a doctor. Parents must complete a form if they require medicine to be given. Children with particular medical conditions who require special care must complete a medical plan form obtained from the School Office.

Sickness at Home

If your child has a sick bug, you must keep them at home for at a minimum of 48 hours after they have ceased vomiting. Please do not send your child to school with a temperature.

Accidents

First aid is administered as and when it is required, as well as in the school medical room. All staff can administer the most basic first aid, however for more serious accidents the school has more than four named first aiders whose details are on display in the medical room.

All minor accidents requiring first aid will be recorded in the accident book, which is kept in the Medical Room.

Head Bumps

You will always be notified by phone call or text if your child receives a bump to the head. This is precautionary, just in case of concussion.

Possessions at School

No Uniform

We have a no uniform policy and children are free to wear what they like, as long as it is a sensible choice.

Stationary

All stationary is provided at school, so there is no need to buy anything.

Book Bags

Highgate Primary book bags are available to buy from the School Office at £6 each.

PE Kit

Please make sure your child has a clearly marked PE bag with a tracksuit or shorts and a t-shirt, as well as trainers.

Personal Possessions

Please make sure all your child's clothes are clearly labelled.

Valuables of any kind are not recommended at school. Children in Year 5 and 6 are allowed to bring mobile phones but they must be marked clearly and left in the safe keeping of the School Office during the school day.

Lost property

Lost property can be found in the lost property cupboard by the main entrance to the dining centre. Each half term all the lost property is put out to view on tables in the playground. Any unclaimed items are sent to a worthy charity.

School Meals & Healthy Eating

School Lunches

All meals are prepared daily by our Head Chef and his team. Local, seasonal produce is used where possible and we aim to create a culture where our children and staff enjoy and appreciate tasty, healthy food in a happy environment.

The menu changes with the seasons and is available on the school website or from the School Office.

We are a nut free school but if your child has any allergies, we are happy to accommodate them.

We strongly encourage all children to enjoy the school lunches but if you must send your child with a packed lunch, please ensure it is healthy and nutritious. Please note that fizzy drinks and sweets are not permitted in school.

Children in Reception, Year 1 and Year 2 receive a free school meal from the government (Universal Free School Meals). From Year 3, a school lunch costs £2.60. Payment must be made online and in advance.

Free School Meals

If your child is in Reception to Year 6 and you claim certain benefits, your child may be eligible to a Free School Meal. The benefits of qualifying for a Free School Meal extend beyond lunch to include reduced rates for Night Owls and some school trips. Please note this is completely unrelated to Universal Free School Meals in Reception to Year 2 and your child can be eligible for both. Do speak to the office in confidence for more details.

Snacks

Children in Nursery, Reception and Key Stage 1 receive free fruit at morning play. Children in Key Stage 2 are welcome to bring fruit from home. No other snacks are allowed.

Water Bottles

Children are encouraged to bring a water bottle to school, which can be replenished from the water fountains.

Birthday Celebrations

Birthdays are always exciting and we love to join in the celebration at school. The best way to celebrate your child's birthday at school is to donate a favourite book to your child's class library, signing the inside cover and having it read to the class. Alternatively, you could bring in a homemade cake or some fruit to share. In keeping with our healthy values, please remember that sweets and chocolates of any kind are not allowed. If you would like clarification, please speak to the office.

Payments

Online Payments

Payments for school lunches, Early Birds, Night Owls and school trips must all be made in advance, on line through our website:

<http://www.highgateprimaryschool.co.uk/school-office/online-payments>

Please ask the office for your code for on line payments.

Communication with Parents

We believe positive, friendly, communication with parents is an essential part of a happy school home relationship. The school communicates with parents via:

Parentmail (email)

Parentmail will be used to communicate important information or as a reminder of something communicated earlier. Please do check your emails regularly.

Text

Texts are used for reminders or short notice important information.

Welcome meeting

Year group teams hold a meeting for parents during the first full week of each academic year. This provides an opportunity to meet the team, learn about the year ahead and ask questions.

Day-to-day communication

Staff will be available in the playground, at the start and end of the school day, to share important information with parents. Where necessary, meetings should be arranged at a mutually convenient time.

Half-termly Class Newsletter

All classes send home a class newsletter each half-term providing information on the forthcoming topic, key dates for the term, any changes to routines and, where necessary, reminders with regard to points made in the welcome meeting.

School Newsletter

The Headteacher's newsletter goes out to parents every month.

Website

Please do visit our website regularly. There is a School Google Calendar with key school dates as well as important news and information.

Social Media

The school uses Facebook and Twitter to share good news about our school.

Facebook: @HighgatePrimarySchoolLondon

Twitter: @HighgatePri

We will never use the children's full names. If you do not wish your child to be included in photos/videos on school social media sites, please make that clear when you fill in the Home School Agreement. Please see the Communications Policy on our school website for more details.

Parent Consultation Meetings

Parent consultation meetings are held towards the end of the Autumn and Spring term. Consultations last 10 minutes and provide an opportunity to share important information.

Open Evening

An Open Evening is held at the end of the academic year, which allows parents an informal opportunity to meet next year's teaching teams.

Home/School Partnership

Volunteering at School

We know schools work best when parents are engaged with their child's education. We are fortunate that our parents give invaluable support in a variety of ways to everyday school life. If you would like to volunteer, please speak to your child's teacher or the School Office.

Inspire

Once a year each class has an Inspire Event. Every child from the class brings in an adult who is special to them – this could be a parent, grandparent, uncle, family friend or neighbour. During the morning, the children and adult work together on a task. Inspire mornings are always enjoyable and a wonderful way for children to have dedicated one-to-one time at school with their chosen adult. The adults also find the morning very satisfying and enjoy the experience of learning something new with the children.

Security

Visitors

Regular visitors to school, including classroom volunteers, are issued with a temporary access card from the office.

All other adults visiting school sign in at the office and receive a visitor's pass. If parents have pre-arranged to come to their child's classroom during the school day, or need to come into the building at any time, they are also asked to sign in at the office and collect their visitor's pass.

Trips & Visits

Educational Visits

As part of our commitment to learning outside the classrooms, every class typically has two trips per term. Good use is made of our local environment, our rich city and great local transport. Sometimes trips are made further afield including residential trips in Year 4 and Year 6.

Consent for trips will only be requested from parents if: the trip takes place outside normal school hours, if the trip is far away from school, if the trip is residential, or if the trip involves adventurous physical activity. Even if consent is not required, you will always be informed when your child is going on a trip, unless it is in the immediate vicinity.

If a cost is involved, payment must be made online.

If you would like to volunteer for a school trip, please inform your child's teacher.

Sports Fixtures

Children often take part in sports tournaments at other local schools. Consent will not be requested if the tournament takes part within normal school hours but you will be informed.

Forest School

Children in Reception to Year 2 attend forest school in Highgate Woods once every fortnight, whatever the weather. Children are provided with the appropriate wet weather clothes but wellies may be needed. Volunteers are always welcome.

Extended Services

The school coordinates a full programme of extra curricular provision designed to enrich our children's education.

Early Birds

The school's breakfast club, 'Early Birds', takes place in the Dining Centre each day from 8.00 am. Children engage in games and activities, inside and out, and are provided with breakfast. Sessions must be paid for online and in advance.

Night Owls

The school's after-school club, 'Night Owls', is held in the Family Centre every day from 3.30 pm to 6.00 pm. Children in Reception and Year 1 are collected from their classes each day, whilst older children go directly to the Family Centre. Sessions must be paid for online and in advance.

After-school Clubs

A full and varied programme of extra curricular clubs is offered at lunch times and after school. The Clubs timetable can be found on the website. Clubs are booked by the term and must be paid for online and in advance. After school clubs run from 3.45 to 4.45 pm and you collect your child from the School Reception.

Behaviour

Behaviour Policy

The school's values are built on mutual trust and respect for all. Our Behaviour Policy is designed to support the way in which all members of the school can live and work together. It aims to promote an environment where everyone feels happy, safe and secure.

As a school we recognise that positive reinforcement, encouragement and praise are the most effective means of promoting good behaviour.

Positive reinforcement may take the form of:

- Acknowledgement of good behaviour
- Special mention in school assemblies
- Positive messages sent home
- Individual or class rewards

General Classroom and School Rules

All children are expected to follow the school's Golden Rules, which are:

1. We follow adult instructions the first time
2. We use words and actions that help and don't hurt
3. We respect other people and their property
4. We move safely and sensibly around the school

Teaching and Learning

Curriculum

At Highgate Primary School, we foster a love of learning by delivering an innovative curriculum rich in creativity and academic rigour. From Nursery to Year 6, cross-curricular topics have been created that cover the National Curriculum subjects in a relevant and engaging way. Topics reflect the interest and enjoyment of our children, whilst at the same time providing a high degree of challenge.

Homework

The school promotes a balanced approach to homework and encourages parents to support children through weekly homework and home-learning projects. The expectations for homework increase as children progress through the school.

Homework is usually completed within a child's homework book and, where possible, written feedback is provided.

Homework is typically given on Fridays and must be handed in on Wednesdays.

All children are expected to read at home each day, either with adults or independently, with a weekly record kept in a home/school reading diary.

Shows & Assemblies

Assemblies play an important role in reinforcing the school's ethos. The school holds a daily assembly, each with a different purpose, theme or focus.

The celebration assembly on Thursday provides an opportunity to share children's achievements, both in and outside of school, with a whole school audience. 'Shining Stars' assemblies celebrate children's qualities, behaviour and attitude to learning, whilst 'Wonderful Work' celebrates attainment. Class teachers select one child for each assembly and complete a certificate, which is given out during the assembly. At the end of the year, one child from each class is awarded a 'Citizenship' award, and another receives a 'Progress' award.

Class assemblies are held on a Friday when classes take it in turns to present an assembly to the school and their parents. Each class has two class assemblies each year.

The performing arts are an integral part of our enrichment curriculum. At the end of the Autumn term, Nursery and Reception perform a Nativity Play and Year 1 to 6 put on a musical. At the end of the Summer Term, we enjoy the Year 6 show. Numerous music concerts are performed throughout the year by our choirs, orchestra and musical parents, pupils and staff.

Inclusion

Special Educational Needs

All children at Highgate Primary are entitled to a fully inclusive education. To this end, we ensure that all children with special educational needs are identified at the earliest opportunity and appropriate action is taken to support their learning.

Class teachers work closely with parents and learning support staff and report to the SENCo and Headteacher. They meet with the parents of children with an Educational Health Care Plan (EHC) each term, the final meeting being the annual review, which will include other professionals who have worked with the child as appropriate.

Pastoral Support

All members of staff play a significant role in providing a high level of pastoral support in the school. Pastoral support is coordinated by school's Inclusion Team, which comprises Headteacher, SENCo and Pastoral Support Officer.

The school employs a number of adults who provide specialist interventions including play therapy, trainee and psychotherapy.

Any concerns about the wellbeing of children should be shared with the Pastoral Support Officer, Katy Whitney, and a strategy for school support discussed.

The Den

The Den, which is located opposite the Inclusion Office, provides a safe, friendly and child centred space for children who may be experiencing difficulty in the classroom or playground setting. Access to the Den is enabled through discussion with the Pastoral Support Officer.

Child Protection

The school fully recognises its responsibilities for safeguarding children and has a comprehensive Safeguarding Children Policy. This policy applies to all staff and volunteers working in the school. You can read this on the school website or ask in the School Office.

Pupil Premium Grant

The school is committed to narrowing the gap in the attainment of children from economically disadvantaged backgrounds. The targeted and strategic use of the Pupil Premium Grant (PPG) supports the school to achieve this aim. Pupils are eligible for PPG if they have been in receipt of Free School Meals at any time within the last six years. Please speak to the School Office in confidence if you would like more information.

School Community

Parents School Association (PSA)

The school's PSA plays a significant role in supporting the work of the school. It raises a considerable amount of money that enriches our provision and plays a valuable role in supporting the school community. All parents are members of the PSA which holds meetings every Friday morning in the Family Centre.

The PSA organises a full calendar of events each year, the highlights of which include the Christmas Craft Fair, the One World Evening in the Spring Term and

the Summer Fair in June. Attendance at PSA events is welcomed and strongly encouraged, as these events play an essential role in building the very high degree of community cohesion.

Each class has a PSA representative whose role it is to support communication between the class teacher, parents and PSA.

Family Centre

The Family Centre at Highgate Primary School provides a range of educational, health and social care services for families with young children living in our community. For many it provides the first experience of school and the range of provision is designed to give children the best start to their education.

The school has a partnership with Whittington Health who deliver health services through the centre including health clinics, baby weighing and breast feeding support. The school provides a programme of courses, classes and drop-in playgroups, which are run by members of school staff.

The timetable for the Family Centre can be found at: <http://www.highgateprimaryschool.co.uk/family-centre/timetable>

Our Partner School

Blanche Nevile

Blanche Nevile School for Deaf Children works in partnership with Highgate Primary to provide education for children from a wide range of London boroughs. Each Blanche Nevile class partners with a mainstream class (the Inclusion class), with teachers from both schools working in collaboration to maximise opportunities for children to be taught together. We are very proud of our partnership. Children at Blanche Nevile are taught in spoken English alongside British Sign Language. Highgate Primary children learn BSL and Highgate Primary parents are offered free BSL classes during term time. Please speak to the office for more information.

Leadership Structure

<p>Senior Leadership Team</p> <p>Headteacher William Dean</p> <p>Deputy Headteacher Rebecca Lewis (Inclusion Manager & SENCo)</p> <p>Assistant Headteacher Peter Burge (Mathematics and Assessment)</p> <p>School Business Manager Jaimini Lakhani</p> <p>Phase Leaders EYFS Kate Imeson KSI Peter Burge LKS2 Rebecca Lewis UKS2 Rob Burgess</p> <p>English Subject Leader Rhoda Pennington</p> <p>Science Subject Leader Emma Judge</p>	<p>Other Leadership Posts with TLRs</p> <p>Leader of music and Performing Arts Hilla Moshenson</p> <p>Leader of Coaching and Mentoring Jen Samson</p> <p>ICT Subject Leader Nick Lynch</p> <p>Staff Governors William Dean (Headteacher)</p>	<p>Governing Body</p> <p>Parent Governors Steve Porter (Chair) Louisa Caswell (Vice Chair) Leona Asamoah Yousaf Bhatti Julie Bland</p> <p>Local Authority Governors Liz Morris</p> <p>Co-opted Governors Jacob Baker Claire Meier Liam Frost Laura Eden</p> <p>Staff Governors William Dean David Calvert</p> <p>Associate Members Sam Evans Patricia Prichard Warren Swimer Billie-Jean Daniels</p>
<p>Other Responsibilities</p>		
<p>Art Johanna Chappell</p> <p>Design Technology Lorraine Gooday</p> <p>Educational Visits Mags Kelly</p> <p>Geography Louise Joll</p>	<p>History David Calvert</p> <p>Mandarin Rhoda Pennington</p> <p>Outdoor Education Kate Imeson</p> <p>PSHE & Citizenship Billie-Jean Daniels</p>	<p>RE Kate McAulay Chrissie Warman</p> <p>Reading Enrichment Tom Bhanji</p> <p>Sustainability Louise Joll</p>