

# General Information



# What are the aims of the school?

**School Motto**  
**'Faith in Learning'**

## **School Mission Statement**

*(based on the Ethos statement in the New Instrument of Government for  
Highfield Church of England Primary School)*

"At Highfield Church of England Primary School we celebrate our Christian foundation and aim to build upon it a caring and stimulating environment in which each child can develop and learn."

## **School Aims**

### **In Highfield School we are committed to:**

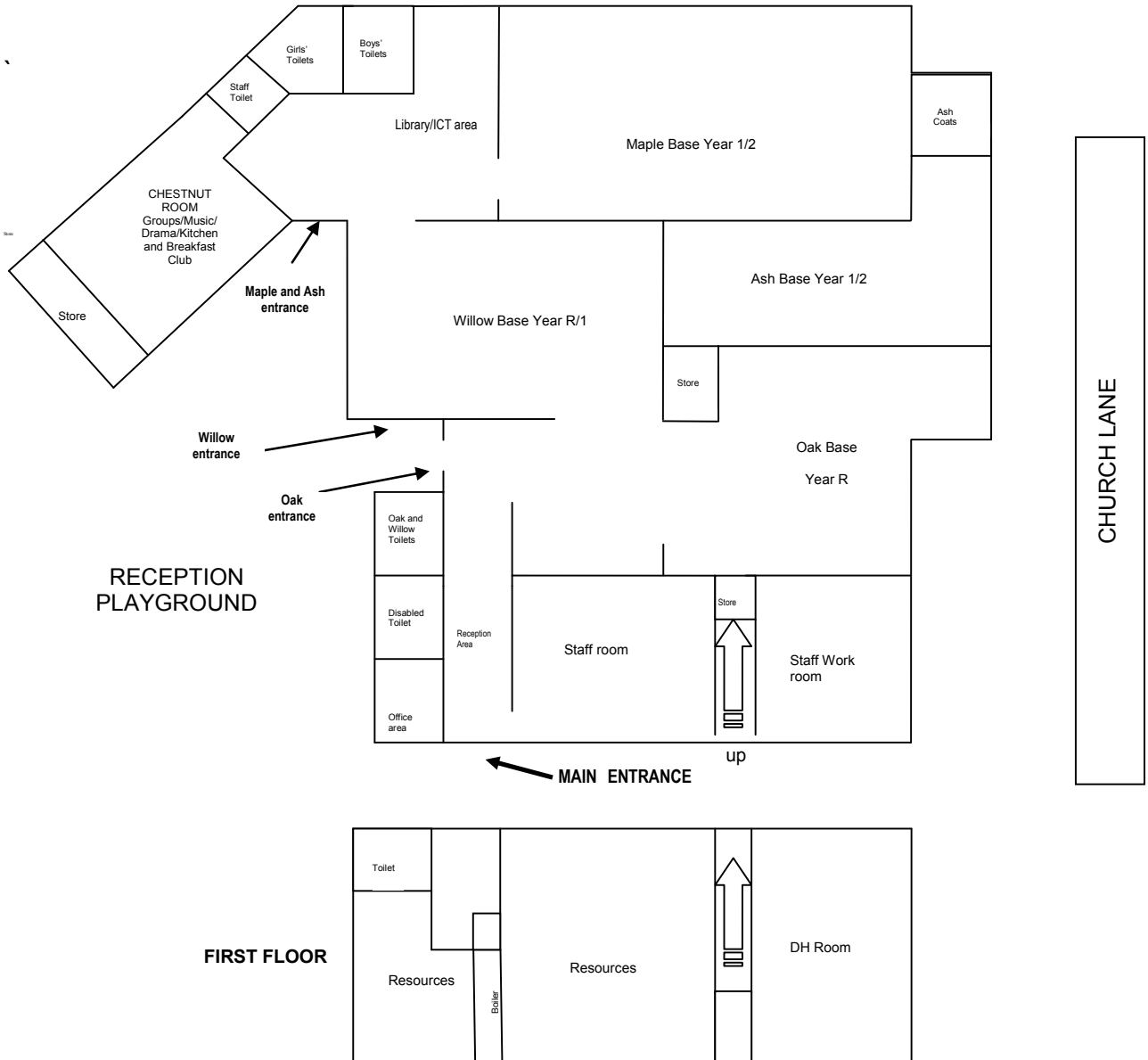
- upholding Christian values and principles in the whole life and work of the school;
- developing a sense of Christian spirituality across the curriculum and through daily acts of worship;
- developing every child's maximum educational, social and spiritual potential;
- providing high quality education matched to individual needs, giving all children full access to the National Curriculum;
- valuing all children and adults, treating everyone with equal consideration and mutual respect;
- promoting good co-operation and communication between children, staff, parents, governors, the church and the community;
- encouraging parents to take an active part in supporting the school;
- sustaining a good and safe working environment for staff and children;
- fairly proportioning and utilising the maximum resources of the school's allocated budget;
- promoting a happy and caring community in which children can explore their own spirituality and world view.

**Where is the school?**



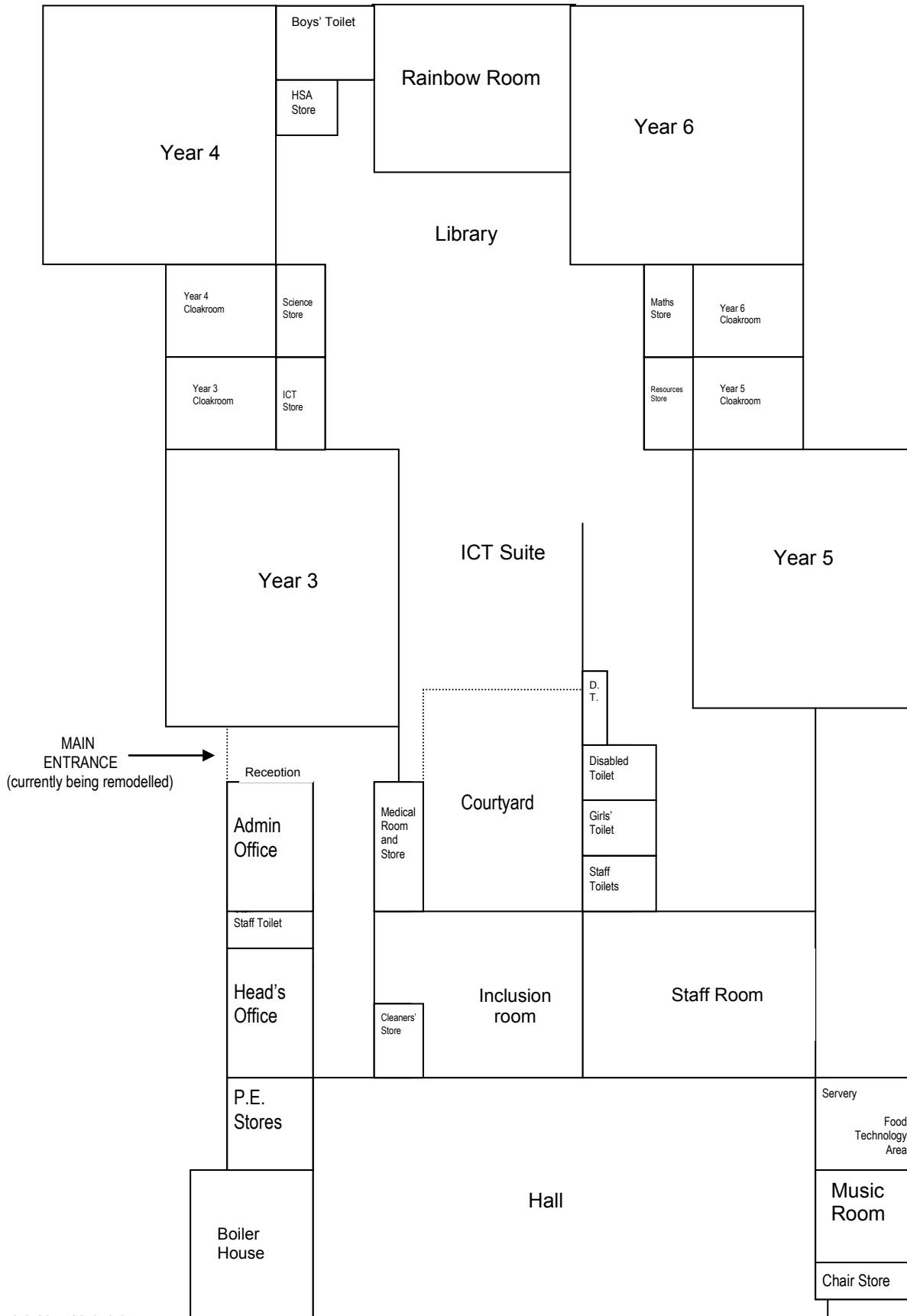
# Plan of the Infant Department

MAIN PLAYGROUND



# Plan of the Junior Department

PLAYGROUND



# The 'Who's Who' guide to Highfield

**Headteacher:** Mr A King BA (Hons) PGCE, NPQH

**Deputy Head:** Mrs L Warren BA (Hons) PGCE,

## **Teaching Staff Infant Department:**

### **(Early Year Foundation Stage and Key Stage 1)**

Miss L Witchard Oak Base Year R

Miss E Hughes Willow Base Year R and Year 1 and Foundation Stage Leader

Miss S Douglas Ash Year 1 and Year 2

Mrs A Zoppellini Maple Year 1 and Year 2 and Infant Department Leader

Mrs Norman and Mrs Bennett on maternity leave 2011/12

## **Teaching Staff Junior Department: (Key Stage 2)**

Mrs E Wood and Mrs M Young Year 3

Mr P Wickens Year 4

Mr M Dodson Year 5 and KS2 Leader

Mr C Iszatt Year 6

Mrs Ford on maternity leave 2011/12

**Other teaching staff:** Mrs N Caveney

## **Teaching staff & classes information**

## **Support Staff**

### **Administrative Officer**

Mrs L Mantle

### **Admin Assistant s**

Mrs E Brew and Mrs R Heine

### **Teaching Assistants**

Mrs S Gill Mrs E Lewis

Mrs Z Downie Mrs S Phipps

Mrs E Fitzpatrick Ms L Roy

Mrs C Guyer Mrs J White

Mrs J James Mrs A Willis

Mrs J Kelly Miss J Melliush

Mr M Aslet Mr A Stimpson

Miss S Brown

### **Midday Senior Supervisory Assistants**

Mrs M Urquhart Infant Department

Mrs G Jenkins Junior Department

### **Site Manager for the school**

Mr R Sneddon

### **Senior Cleaner**

Mrs S Sturdy Infant Department

### **Cleaners**

Mrs B Head Infant Department

Mrs F Gibson Junior Department

Mrs G Jenkins Junior Department

# Outside personnel involved in education at Highfield

## Diocesan Director of Education:

Tony Blackshaw  
Church House, 9 The Close Winchester SO23 9LS 01962 624767

## Southampton City Council, Education Directorate

5<sup>th</sup> Floor, Frobisher House Nelson Gate Commercial Road Southampton SO15 1BZ

**Executive Director of Children's Services and Learning:** Clive Webster

Head of Education Quality Services 8083 3072  
Educational Psychologist: 8083 3186  
Education Welfare Officer: 8083 3279  
School Nurse: 8090 0223

**Beat Police Officer:** Contact via School or Portswood Police Station

**Highfield After School Club:** Playcare Leader 07811254542

**Highfield Breakfast Club:** Richard Rumbelow 07740334268

## Southampton Pupil Support Services:

Children's information service Tel: 0800 169 8833 Email: [cis@southampton.gov.uk](mailto:cis@southampton.gov.uk)

or visit the website at <http://www.youngsouthampton.org/>

Home Language Support Service 023 80674827

The school Child Protection Officers are Mr A King and Mrs M Smith.

## Who are the Governors?

### Governors:-

Mrs Leslie Fuller Chair  
Mrs Jackie James Clerk & Correspondent to the Governing Body.

Both the Chair and the Clerk can be reached via the school. A full list of the current governors can be found in Section I



# Does the school have a newsletter ?

The head teacher produces a regular Update Newsletter with information about school related activities and relevant dates.

Copies of all Newsletters can be found on the school's website.



# Does the school have photographs

The School Photographer comes into school in the autumn term and takes photographs of every child in the school. This is organised by the school in lesson time.

If you have more than one child in the school, the photographer will take a group photo or even a family photo which can include children not at Highfield. This takes place in the Church Centre, adjacent to the Infant Department, at 8.45am, and you will be responsible for taking your child to this and to their classroom afterwards.

Class groups and occasionally whole school photographs are taken in the summer term.

There is never any obligation for the parents to purchase these photos.

On occasions we also have newspaper photographers coming to take pictures for articles about our school. We need to have your permission to use these photographs so please ensure that you have signed the parental consent form (Section A: Taking, displaying and publishing images of pupils (films, photographs and videos) on school premises or on school activities)



Spring Term 7

### In Class

#### Willow

Willow had a pirate day. Miss Hughes said it was 'oo arr' (which means very good!) The children went on a treasure hunt, used pirate telescopes and practiced their map skills.

#### Maple

The class have been writing explanation texts about the life cycle of a frog. They have been writing about the events of Easter week.

#### Ash

In addition to writing explanation texts about the life cycle of a frog and the events of Easter week the class have been improving their ability to tell the time.

#### Oak

The class (according to Mrs Beeby in her final comment about learning) are 'amazing at writing numbers'. Well done Oak. Their gardens are gradually transforming in to Easter gardens. Their observational drawing of the chicks are lovely.

#### Year 4

The class have been orienteering around the grounds. They all found their way back!

#### Year 3

They held their music concert this week. Well done to all the great musicians. Afterwards the final groups returned to their embalming skills. Its been a very active topic

#### Year 6

The class had a great afternoon comparing bread. (and that's part of the curriculum!) They have practiced a set of SATs papers in order to prepare for next term.

#### Year 5

They have been inventing their own games in PE and coaching each other. I was impressed with their concentration when I watched this week. (they didn't notice I was there!)

#### Notices

The first day back is 20th April.

Plants. If you have any plants to spare as you garden this Easter please could you spare some for the Juniors.

# Update

April 2009

Across the Juniors it has been egg week. Its amazing what nests on the field. Are they dragon eggs or a mysterious bird?



### Congratulations

Miss Wallace has been successful in her application to become Assistant head at a school in Hampshire. This is fantastic news for her and we all wish her success in September when she takes up her new post. Miss Wallace has been with the school for 7 years and in the Junior department for the past two. She has been wonderful to work with and made a great contribution. While it is sad to know that she is leaving all of us feel some pride in her success and in the opportunities she has had to develop the skills to be a great Assistant Head.

### Joining the school.

Joining us in September will be Miss Fosbrook and Mr Dodson. Both are experienced teachers from schools in Hampshire with skills in maths, ICT and teaching foreign language. They were interviewed last week by the School Council (as well as Mrs Smith, Mrs Cox and myself) and they came across brilliantly. I am looking forward to working with them in September and on the planning days before then.

Mrs Young will be joining us in Oak next term. She has lots of good ideas already thought through.

### H.S.A

30th April. £3 a ticket. DISCO (infant and Juniors.) Friday 8th May 8pm to 10.30 Quiz night. (including H.S.A AGM)

Telephone and fax 023 8055793

e-mail: [info@highfield.southampton.sch.uk](mailto:info@highfield.southampton.sch.uk)

[www.highfield.southampton.sch.uk](http://www.highfield.southampton.sch.uk)



# How are the classes organised?

The education system at Highfield is divided into three main parts, Early Years Foundation Stage, Key Stage 1 and Key Stage 2 (Primary Education).

This breaks down as follows:

- Early Years Foundation Stage: children start in the year that they are 5 years old (Sept 1<sup>st</sup> to Aug 31<sup>st</sup> incl). This is called Year R
- Key Stage 1: 5 to 7 years old (Year 1 and 2)
- Key Stage 2: 7 to 11 years old (Year 3, 4, 5 and 6)

At Highfield the children move through the school as follows:

Our admission number is 45

- **Year R Oak Base:** Year R (the youngest 28 children)
- **Year R/1 Willow Base:** Year R children and Year 1 children (usually the youngest group of children from Oak)
- **Year 1/2 Ash Base:** Year 2 children and Year 1 children
- **Year 1/2 Maple Base:** Year 2 children and Year 1 children

The breakdown of children from each year group or feeder base may fluctuate slightly from year to year.

No base exceeds 30 children.

In Year 3 all the Year 2 children come together as a class and they move through the department together each year.

## What about secondary school?



When children are in Year 6 parents must decide early in the Autumn Term which secondary school they would like to apply to for their child. Children at the secondary school are from 11 to 16 years old.







Highfield School is a feeder school of Cantell secondary school, and we have close links with it. During the Autumn term of Year 6, Cantell staff visit the school to introduce themselves to the children.

However there are several schools to choose between and most hold open evenings during the Summer or Autumn term to which all parents are invited. You will need to refer to the admission criteria of individual schools and fill in an application form during the Autumn term setting out your order of school preference. The secondary schools usually let students know whether they have a place before Christmas.

In the Summer Term of Year 6 children spend a whole day in the secondary school in which they have a place.

# What aspects form the main part of the current development plan ?

Governor Group:	Staff Link	Aspect: Current year 2010 to 2011	Aut 2010	Spr 2011	Sum 2011
<b>SLT Priorities from SEF</b>	SLT	Synthesise the emphasis on Building Learning Power. [2.3, 2.10]			
	SLT	Pupils to be involved in innovative curriculum design. [2.8]			
	SLT	Ensure the quality of all teaching is at least good. [3.1]			
	SLT	Continue to develop the school's approach to community cohesion . [4.8]			
<b>Faith in Learning (Teaching and Learning)</b>	EF/EH/MD/AZ/CI	Core Subjects: English, Maths and Science (Sc1)	IM	IM	ER
	NC	Geography (Focus) ECM 1	IM	IM	ER
	EF	History (Focus) ECM 1	IM	IM	ER
	KH	DT (Focus) ECM 3	IM	IM	ER
	EH	PE Artsmark Award (Warm up) ECM 1 & 3			
	EW	Music Artsmark Award (Warm up) ECM 3			
	KH	Art - Artsmark Award (Warm up) ECM 1			
	AZ	RE (Maintenance) ECM 3			
	EW	PSCHE (Maintenance) ECM 1			
	MD/KM	Modern Languages (Maintenance) ECM 3 & 4			
		<b>Inclusion:</b>			
	LW	NACE Award (Able Child link) ECM 3			
	LW	Inclusion: Able/Talented children ECM 3			
	LW	Inclusion: SEN ECM 3			
	LW	Inclusion: EMA ECM 3			
		<b>Priority Areas Accessibility:</b>			
<b>Finance and Infrastructure</b>	AK/MS	Plan for the increase in PAN to 45			
		<b>Other:</b>			
<b>School Community</b>	AK/MS	Education for Sustainable Development ECM 4 & 5			
	AK/MS	Safeguarding			
<b>Foundation</b>		<b>Priority Areas:</b>			
	SLT	Review Church SEF			
		Develop community cohesion			
		Worship			

	Work underway		Review		<b>Every child matters (ECM)</b>
	Projects agreed	E	Evaluate		1. Be healthy
	Ongoing	M	Monitor		2. Be safe and well cared for
	Cycle	I	Implement		3. Enjoy and achieve
	Awards				4. Achieve economic well being
	Gov/LA initiatives				5. Make a positive contribution to their community

## How do I know what policies the school has?

The Governors oversee the policies for the school on a wide variety of subjects. All of these policies are available for parents to read—simply ask in the school office.

Accessibility (awaiting completion)	Fund Raising
Admissions	Governors allowances
Aims/Ethos/Motto	Home-School and Homework
Anti-bullying	<b>Inclusion:</b>
Assessment for Learning	<i>Able Child</i>
Attendance	<i>EAL</i>
Behaviour and Discipline	<i>SEN</i>
Charging for Activities	Induction and Continuing Professional Development
Community Cohesion	Intercultural
Confidentiality	Offsite Activities and Specialist Visitors (awaiting completion)
<b>Curriculum:</b>	Pandemic Flu
<i>Maths, Science, English (core subjects)</i>	Pay
<i>Art</i>	Performance Management
<i>DT</i>	Racial Equality
<i>Geog</i>	Raising the attainment and progress of pupils who have made insufficient progress (Stalled)
<i>History</i>	<b>Safeguarding:</b>
<i>ICT and e-policy</i>	Child Protection/Safeguarding
MFL	Health and Safety and Emergency Procedures (2 policies)
<i>Music</i>	Medication of Pupils
<i>PE</i>	Security
<i>PSCHE and Drug Education</i>	School Council (link PSCHE)
<i>RE</i>	Sex and Relationship Education
Duty to Act (SCC) – ( <u>Whistleblowing</u> )	Teaching and Learning
Early Years Foundation Stage	Values
Education for Sustainable Development	Well-being
Equal Opportunities	Worship
<b>HR Policies:</b> Staff disciplinary; Capability procedures for support staff; Professional support for teaching staff; Dignity at work and harassment; Grievance procedure; Dismissal and appeals procedure; Dealing with allegations; Professional support for Head teachers procedures; Special leave of absence; Sickness reporting, leave and pay and Model procedures for managing short term and long term absence; Special Leave of absence; Recruitment.	

# What do I do if I have compliments, concerns or complaints to make to the school?

Communication between home, school and the community in all its forms should be valued as an important aspect of developing and securing partnerships on all sides. We encourage parents to talk to the school; to tell the school about aspects that have gone well, to acknowledge the hard work and efforts of their child's teachers and also to talk to the school when they have concerns. If parents have complaints, which are best described as 'a serious dissatisfaction,' then the school needs to hear these as well. There are procedures for all of these so that everyone has the same expectations of a situation.

Nature of communication	To whom it should be addressed in the first instance
A compliment	Class teacher
Lack of progress of own child	Class teacher
Behaviour of own child	Class teacher
Competence of class teacher	Head teacher or Deputy
Behaviour of other children	Head teacher or Deputy
Dissatisfaction with the way the Head teacher or Deputy has handled a complaint	Chair of Governors
Complaint about the Head teacher	Chair of Governors
Complaint about the curriculum	Chair of Governors, who may send it on to the Local Authority or diocese depending upon the nature of the complaint

# What is the concerns or complaints procedure?

In accordance with our School Mission Statement and aims, at Highfield CE of E School we are committed to valuing each person and recognising that all are made in God's image. Therefore, we will be concerned about any problems and differences that occur within our school community. We will seek to promote good co-operation and communication between children, staff, parents, Governors, the Church and the community.

Concerns about individual children and classroom matters should be discussed with the child's class teacher. Governors or other staff to whom the complaint may be addressed should refer the complainant to the appropriate teacher. If the member of staff feels threatened or vulnerable they must involve a senior member of staff in the interview.

If discussion of the problem with the class teacher proves impossible or unsatisfactory then the matter should be discussed with the child's Key Stage Co-ordinator who may be able to refer the issue to an appropriate/another member of the Senior Leadership Team.

If this is not possible or the situation remains unresolved then complaints can be made to the Head teacher.

If the case refers to the Head teacher, the matter should be raised with the Chair of Governors. This is the only situation where the Chair of Governors is the first person to be approached.

If discussions between the Head teacher and the complainant prove fruitless, the complainant will be told of his or her right to make a formal written complaint to the Governing Body.

All written complaints will be acknowledged in writing by the Head teacher or the Chair of Governors accordingly and the complainant will be informed of the relevant outcomes by the same person.

Formal complaints to the Governing Body should be made to the Chair of Governors, who will take care that no Governor can be accused of prejudice by ensuring that:

- An individual Governor does not deal with the complaint.
- The complaint is quickly referred to the Head teacher, if the complaint procedures at that level have not been exhausted.
- The complaint is not reported to the Governing Body until it is resolved, and then not in detail.
- All parties to the complaint are given a fair hearing.
- The complainant is told of any right of appeal if the decision is given against him or her, i.e. to the First Committee.

Individual complaints will not be reported or raised at the Full Governing Body.

Governors taking up a complaint on behalf of an individual or a group or with any substantial prior knowledge of the issue will not take part in any formal hearing or appeal.