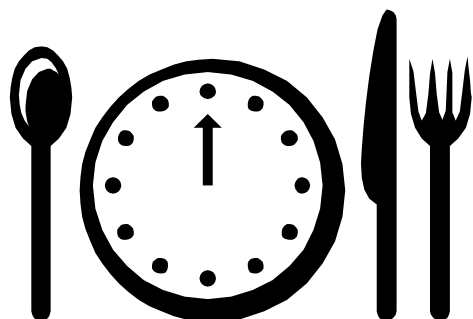


School Day-to-Day Information



Is there an official school 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.

John Lewis are the agents selling items of our school uniform ***with the school logo***. This is purchased online via their website. This can be accessed from personal computer systems or through the West Quay store. Items without the logo may be purchased elsewhere.

Girls' uniform

Recommended:

Jade sweatshirt or cardigan (***with logo***)
White or jade t-shirt/polo shirt (***logo optional***) or white blouse
Jade-checked dress
Grey/black skirt, pinafore dress, culottes, knee length (non-sports) shorts or trousers
Cap/hat for the summer (***logo optional***)
Flat heeled shoes or practical flat open toed sandals with ankle and foot straps (no trainers)

Optional:

Grey outdoor fleece (***with logo***)

Boys' uniform

Recommended:

Jade sweatshirt (***with logo***)
White or jade t-shirt/polo shirt (***logo optional***) or white shirt
Grey/black trousers knee length or (non-sports) shorts
Cap/hat for the summer (***logo optional***)
Flat heeled shoes or practical flat open toed sandals with ankle and foot straps (no trainers)

Optional:

Grey outdoor fleece (***with logo***)

Sports kit for girls and boys

(No football or other logos)

- Dark shorts
- White or jade t-shirt/polo shirt as a change from uniform top (***logo optional***)
- Jade or dark coloured tracksuit clothing for outdoor winter activities
- Suitable change of footwear, plimsolls or trainers (for outdoor wear)
- Socks
- Named PE bag
- **LONG HAIR MUST BE TIED BACK WITH A BAND**

What happens when my child starts school?



The Inclusion Manager will organise a date and time to meet with new parents and their child prior to starting school.

New pupils have a tour of the site and meet members of staff. 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. A classroom buddy will ensure that new pupils settle quickly into school.



How do the children transfer between classes?

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 for the afternoon to meet their new teacher and complete their 'This is me' book while working in their new classroom environment. New Year R pupils are invited into school with their parents on this day.

In addition to organising children's transfer between Infants and Juniors we also arrange a parents' meeting so that the different routines of the Junior Department can be explained.

Information about pupil attainment and achievement is passed on to the next class teacher.. Where transition is across key stage visits and meetings held between pupils, staff and parents where appropriate. Transfer day in the summer term is a date set by the Local Authority when pupils across the city meet their new teachers in the secondary school.

Tell me about playtime?



The children have up to three outdoor playtimes during the day and in cold/damp weather we ask younger children to wear a coat. 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. School councillors or other children are available as playtime buddies to support children who feeling sad.

Can my child bring a playtime snack?



Children are allowed to eat a healthy snack of dried or fresh fruit or vegetables at playtime. Free fruit and vegetables are provided to all children in the Infant Department while this may be ordered and paid for in the Junior Department.

Any snack s/he brings to school must not be shared with other children. Snacks are kept separately from packed lunches so they should be put in a named container or bag if possible.

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 children in the Infant Department and Year 3 children; it is free for the under 5s. There is a form for completion in Section A.

What happens at lunchtime?



Children can go home for lunch, bring a packed lunch or stay to school dinners. We need to have a clear idea at the beginning of a school week what your child will be doing for the whole week. All children are encouraged to go to the toilet and/or wash their hands before going into the hall.

Home dinners

If your child is going home for lunch, s/he will leave school at 12.00. All Infant children must be collected from the school. Children should be back in time to start the afternoon session at 1.00 pm.

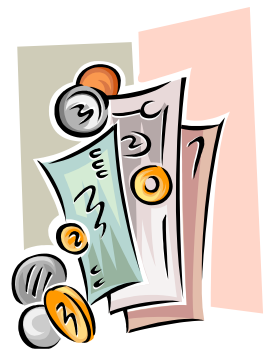


Packed lunch

If your child is having a packed lunch, s/he should bring their lunch and non-fizzy drink in a named, secure, plastic container. We suggest the lunch should include a range of foods including starchy foods, protein foods, fresh or dried fruit, vegetables and/or salad, milk, cheese or eggs. **Do not send in food with nuts or kiwi fruit.**

School dinners

These should be ordered and paid for at the beginning of the week. All cash and cheques (made payable to Southampton City Council) must be sealed in an envelope with the child's name, class, and the amount enclosed. If your child goes home sick between 10.00am and 12.00noon a credit cannot be given for a school dinner which has been ordered. The catering service provides a weekly menu of the choices available in advance and this is displayed in both departments. Children who are vegetarian are offered a vegetarian choice at the beginning of the serving. The school keeps a list of these children from the form parents have completed. Grace 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.



What happens when children go on a school visit?



Visits will be planned and undertaken if the activity enhances or contributes to the child's education. We aim to plan for one offsite activity each term. 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 sent to school in a sealed named envelope. For most offsite activities voluntary contributions are required to cover the cost of the activity.

What if my child bring valuables into school—who is responsible?

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. Children are not allowed to bring electrical items, personal stereos or mobile phones into school. Battery operated, hand-held games, which the children play at playtime, may be brought in to school but they are the sole responsibility of the child. Although staff encourage children to treat things with respect, items are sent in at the owner's risk. All musical instruments should be brought to school on the day they are needed. They should be stored in the Junior Department music studio, collected for the lesson and taken home at the end of the day.

Labels & Lost Property

All items of clothing should be clearly labelled so lost items can be returned quickly to their owner. Items of lost property are collected in both departments. We dispose of all uncollected items at the end of each term.

What about jewellery?



We strongly discourage all jewellery for health & safety reasons. Religious or medical exceptions to this should be put in writing to the class teacher. Children with pierced ears must only wear stud earrings at school. During PE lessons no earrings should be worn.

Are there rules around school?

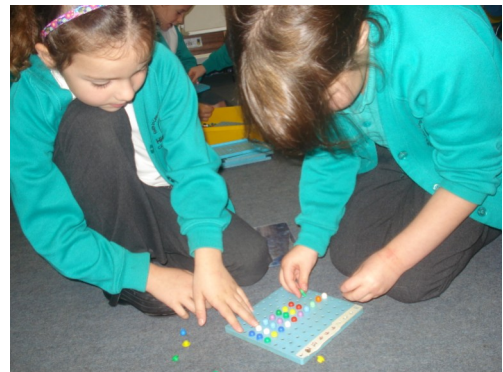
We follow these Golden Goals

Do your best in everything

- Be a super learner
- Tell the truth
- Care for people and their feelings
- Be polite to everyone
- Respect other peoples' property
- Listen carefully and wait for you turn

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 by asking the Administrative Officer.



Building Learning Power (BLP)

We want our learners to have competence, confidence and self-esteem so that they can become better learners and better young adults both within the school and when they leave.

What is Building Learning Power and how does it work?

BLP is based on the work of Professor Guy Claxton. Teachers implement an approach to get more motivated learners who are able to concentrate more, think harder and find learning more enjoyable. They do better in exams and are more satisfying to teach.

The 4Rs:

- * **Resilience**, knowing how to stick at it;
- * **Resourcefulness**, the ability to learn in different ways;
- * **Reflectiveness**, the ability to take stock of your learning, and;
- * **Reciprocity**, or being able to learn on your own or with others.

What rewards and sanctions are there?

Rewards

We endeavour to recognise good behaviour and achievement all the time through constructive and positive feedback including reward assemblies. Infant Department sticker cards and Junior Department celebration assemblies are linked to the Golden Goals but individual classes also have other reward systems pertinent to the children's ages. Children are familiar with these systems and details are available in the classrooms. In the Infant Department each class has a rainbow, sun and clouds as a visual behaviour chart.

Year 6

Special cups are awarded for outstanding achievements.

The children keep these cups for one year.

Sanctions

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. Regular meetings can be arranged between staff and parents to monitor behaviour if appropriate.



Do the children have a say in the running of the school?

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 one boy and one girl. 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. Outcomes from the meeting are shared with the children and the Senior Leadership Team for consideration and discussion about issues raised.

Can I help in school?

- We encourage parental involvement within the school day (see section A).
- 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 CRB checks for all adults that come into school. Details about how to do this are available from the school office.**

