

Highgate Community Primary

'Living, Learning, Laughing Together.'



Highgate
Community Primary School

Prospectus 2020—2021



Highgate Primary School

**Heathcote Drive
Sileby
Loughborough
Leicestershire LE12 7ND**

Tel: 01509 813968

Headteacher: Mr T. Jenkinson

**The information contained in this prospectus was
correct at the time of publication in
September 2020.**

**It should not be assumed that there will be no
subsequent changes affecting the information
during the academic year 2020/21**

**School website:
highgate.leics.sch.uk
Twitter:
[@HighgateSileby](https://twitter.com/HighgateSileby)**

In September 2019, OFSTED said...

“Pupils enjoy coming to school, pupils are well behaved and bullying is rare. Relationships between staff and pupils are warm and supportive and they know the importance of treating everyone equally.”



“I would like to thank all the teachers for the amazing job they have done during this difficult time, the children have enjoyed being able to come to school which has helped them to have some normality. I feel the children have been well supported and so have I as a parent.” (Parent Questionnaire, 2020)

“We have found our teacher to be an absolute asset to my child’s learning. She has really helped him to progress throughout the year. He is thriving with her and her teaching. Couldn’t ask for a better teacher.” (Parent Questionnaire, 2019)

“I think school is doing a great job. If there is ever an issue it is quickly resolved and I know I can talk to any teacher, well done.” (Parent Questionnaire, 2019)

“Highgate takes a holistic approach in developing pupils. There is a good balance between academic achievement and nurturing wellbeing. I like the ‘No Outsiders’ philosophy and am happy my child is being encouraged to uphold values that are important to our family.” (Parent Questionnaire, 2019)

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Welcome

The headteacher, governors, staff and children of Highgate County Primary School, would like to welcome you to our school.

In this brochure we will try to tell you something about our school and hope that you find it interesting and helpful. At Highgate we believe the school is very much a part of the community and we cannot exist without your encouragement and support.

We are a No Outsiders School and we aim to provide the most caring and stimulating learning environment possible and we try to ensure that all our children have the opportunity to achieve the highest standards of which they are capable. This means that everyone - governors, staff, parents and children need to work together and be mutually supportive.

The school needs the support of parents just as parents need the support of the school. The children need the support of us both as we wish our children to enjoy their time at Highgate. We strive to create a warm and friendly atmosphere where everyone feels appreciated and secure.

The staff look forward to working with you.



Mr Tray Jenkinson

List of Governors

Mr Gavin Brown	Local Authority Governor Chair of Governors
Mr Jonathan Dickens	Parent Governor Vice-Chair of Governors
Mr Troy Jenkinson	Headteacher Governor
Mrs Carole O’Leary	Staff Governor
Dr Jason Fitchett	Co-opted Governor Resp. for Safeguarding & SEND
Mrs Denise Taylor	Co-opted Governor Deputy Governor for Safeguarding
Mrs Caroline Richardson	Parent Governor Resp. for Pupil Premium
Mr Mick Wilkinson	Parent Governor
Mr Ben Mastericks	Parent Governor
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor
Mrs Sue Beasley	Clerk to the Governors



The School

Highgate School was opened in 1978 to serve a growing community. To better serve continued growth, 2017 saw the building of a new teaching block with four additional classrooms and two withdrawal rooms. 2018 saw the creation of an outdoor adventure area (chosen by School Council) and new Forest School Woodland Area. 2019 saw the refurbishment of the main school building and an extension to the outdoor play area for our youngest children. Exciting changes for 2020/21 include the reconfiguration and refurbishment of the Early Years building and additional grounds to include an all weather running track and additional large-scale climbing equipment. Highgate is a non-denominational Community School but retains good community links with St. Mary's Church in the village.

The school has already seen some improvements in recent years and now comprises:

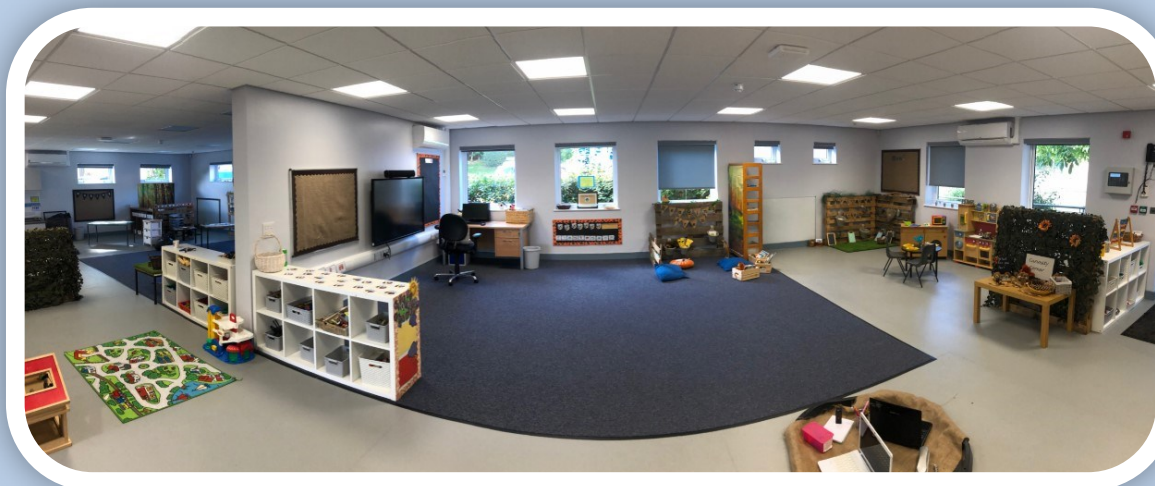
- Four classrooms and a library in the main building and four additional classrooms
- Purpose built Foundation Stage Unit
- Fully equipped catering kitchen providing excellent school dinners
- A multi-use hall and music studio
- A mobile classroom unit that houses our before/after school clubs and Nurture Room
- Office spaces for the head and office team, medical room and staff room
- Outdoor classroom

The school site also includes two tarmacadam playgrounds, a separate outdoor area for Early Years and dedicated sports field.

The School has a supportive parent teacher association; Friends In Support of Highgate (FISH). FISH have provided our outside classroom area in the main building's quadrangle, made an attractive outdoor space near the main entrance and furnished our library with more books.

In December 2019, the school was described by the external Local Authority Financial Audit Team as being an exemplary school. In September 2019, Ofsted said pupils enjoy coming to school, pupils are well behaved and bullying is rare. Relationships between staff and pupils are warm and supportive and they know the importance of treating everyone equally. Pupils care about their work and the planned curriculum is ambitious.

Over recent years, we have gained awards for Healthy Schools, Beyond Bullying (twice), Food for Life and No Outsiders recognising the hard work of the team in providing the very best for your children.



The Staff

Headteacher/

Designated Safeguarding Lead (DSL)

School Business Manager

Deputy Headteacher

Assistant Headteacher / DSL

SEND Leader

Mr Troy Jenkinson

Ms Julie Dealey

Mrs Hannah Sale

Mr Jim Hodder

Mrs Sarah Nash

Class Teachers

Mrs Catherine Cook

Mrs Selina Saunders

Mrs Sasha Allen

Mrs Allison Booth

Miss Maisie Mallon

Mrs Laura Terry

Mrs Jodie Gamble

Mrs Jade Copson

Miss Sianna Stodd

Nursery Nurse

Mrs Louise Ward

Teaching Assistants

Miss Claire Lamley

Miss Gemma Orton

Mrs Lisa Turner

Mrs Janet Palmer

Mrs Eve Webb

Miss Leah Pavey

Mrs Louise Pearson

Miss Emma White

Mrs Denise Taylor

Mrs Kate Hills

Sports Coach/Teaching Assistant

Miss Danielle Hocking

Nurture Practitioner

Mrs Emma Jarram

Clerical Assistant / Bursar/DSL

Mrs Carole O'Leary

Premises Officer

Mr Andrew Lees

Cook

Mrs Elaine Robson

Cleaner/Cook

Mrs Kim Halford

Cleaner

Mrs Lyn Garlick

Lunchtime Supervisors

Mrs Sally Leverton-Voce

Mrs Claire Yates

Ms Sarah Snow

Mrs Marta Pacholec

Mrs Sobina Amin

Miss Karen Archer

Ms Adelle Brodie

Mrs Jemma Crowson

Breakfast Club Staff

Miss Claire Lamley

Miss Gemma Orton

Mrs Denise Taylor

Vision Statement

‘Living, Learning, Laughing Together’

Vision

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

- **Living**—We are unique, important, valued and have a voice.
- **Learning**—We provide a variety of experiences which stimulate curiosity and motivate learning. Through this breadth of opportunities, we enable everyone to discover their true potential.
- **Laughing**—Exploring experiences with fun and laughter.
- **Together**—Working together to promote and encourage confidence and resilience in a challenging world. We care for each other and are kind.



Admissions

Parents wishing to send their children to Highgate School should call in or ring to make an appointment to see the Headteacher, who will be happy to show you around the school and provide information about our philosophy, organisation and day-to-day routines.

It is essential for all parents, even those living in Sileby, to request a place through the County Council if they wish their child to attend. You can apply online at www.leics.gov.uk/admissions.

Highgate School allows children who wish to have full time admission to come for visits once they have had their fourth birthday. These visits include a half day during the summer term to give the children a flavour of school life before they start in the following September. We will also endeavour to work with your child's pre-school to arrange to meet them in their pre-school setting.

From the September after their fourth birthday children are eligible to come full time, should their parents so wish, but working with you we offer a short transition phase to build up to full time. All arrangements are made between parents and staff in the child's best interests.



Induction

We aim to make the transition from home life to school a natural and enjoyable process for both children and parents.

Our induction programme includes:

- Pre-school visits for children and parents.
- Visits to the pre-school to see the child in their current setting.
- Home visits where necessary/requested.
- Meetings with parents to explain our procedures.
- Information booklets for parents.



Organisation

There are currently 224 pupils on roll. The children are divided into seven year groups although some years have teachers that team-teach to allow for growing numbers on roll. The majority currently move on to Humphrey Perkins School in Barrow upon Soar or Rawlins Academy in Loughborough, in the September following their 11th birthday.

SCHOOL HOURS

- School commences at 8.45 a.m.
- Lunch is 12.00 to 1.10 p.m.
11.45 to 1.00p.m (Pupils in Foundation)
- School finishes at 3.20p.m. (KS2), 3.15p.m. (KS1) and 3.10 p.m. (Foundation)

Please note that the school day starts at 8.45 a.m. Please ensure that all children are in school by this time.

Children usually remain in the playground until school begins (unless they are part of the before school club). External school doors are locked once the children are inside. Please report to the office if you arrive after 8.45 a.m.

BREAKFAST CLUB/AFTER SCHOOL CLUB

Breakfast Club is available for a small charge from 7.45a.m. every morning and an After School Club is available until 6p.m. every evening. Please visit our website for more details. www.highgate.leics.sch.uk/topic/parents

We cannot accept responsibility for children who arrive at school before 8.30 a.m. unless they are signed into the daily Breakfast Club (which commences at 7.45a.m.).

Teaching time per average week is:

Key Stage 1 children
(5 - 7 year olds) - 22 hours

Key Stage 2 children
(7 - 10 year olds) - 23.5 hours

(This does not include registration, assemblies, breaks and lunchtime).

Attendance

We expect all pupils to attend regularly and punctually. The school is required by law to record lateness and authorised absence separately from unauthorised absence. Repeated lateness can amount to a failure to attend school regularly.

Should your child be absent from school through illness please telephone by 8.45 a.m. and let us know. If they require time off for other reasons please let us know by letter.

We are now unable to authorise family holidays. Any requests for absence should be put in writing to the headteacher. The School and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non-attendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances. If your child has unauthorised leave of absence you may be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days) or your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution.

Children will not be allowed to leave the school during school hours unless they are collected by a known adult who informs a member of staff.

Attendance	2018/2019	95.8%
Unauthorised Absences	2018/2019	1.4%
Authorised Absences	2018/2019	2.79%

**please note attendance figures are not available for 2019/2020 due to the Covid-19 closures.*



The Curriculum

The word “curriculum” is widely used when talking about schools, and it may be useful to explain what the word actually means to us. We regard the curriculum as all the knowledge, skills, values and attitudes that the school communicates to its pupils both within the classroom and through school life generally. Certainly the curriculum includes all that we teach in lessons, but it goes much wider than that.



We aim to provide a broad and balanced curriculum which allows the acquisition of knowledge and skills and the development of attitudes. The children are encouraged to develop an enquiring mind, confidence and a sense of responsibility for their own learning. To this end the curriculum is essentially practical.

Over the last few years we have seen many changes in education and the National Curriculum to which we have all been working has undergone several changes. We have programmes of study which all the children of statutory school age follow. These cover the areas of English, mathematics, science, technology, computing, geography, history, physical education, music and art in primary schools. In addition we also teach religious education, personal social and health education and French as our Modern Foreign Language. Children in Years 1 and 2 are said to be at Key Stage 1 and those in Years 3, 4, 5 and 6 at Key Stage 2.

We teach daily English and mathematics lessons, and computing is taught as a discrete subject and is also used to enhance other curriculum areas.

Where appropriate, core and foundation subjects are taught through a topic approach. Topics have a scientific, historical or geographical emphasis with links to other subject areas. A variety of teaching styles and classroom organisation is used as we believe in the benefits of different approaches to achieve effective learning.

Key learning points, facts and vocabulary are shared with children and parents using Knowledge Organisers. These are given out at the beginning of topics and referred to throughout the series of lessons.



The Computing Curriculum

This area of work is primarily about the children developing their skills with computers and other electronic equipment, including programming. The school is well resourced with computers and each class has access to laptops and/or desktop PCs and appropriate software. Each classroom has an interactive whiteboard and projector. We also have a bank of iPads for the children to use across the curriculum.

Through supervised access to the Internet, children are able to research information from museums, libraries and suitable web sites as part of their programme of learning as well as communicate this (including with other schools).

Children will use computers as a part of their work from reception right through to the end of Year 6. Word processing, simulation packages, data handling, graphics and command control programmes are all used. While computing skills are explicitly taught, the use of Information and Communication Technology is integrated into all curriculum areas so that it becomes a tool of the whole of the curriculum rather than a separate entity.

Safeguarding and Computing:

We ensure we regularly talk to children about keeping themselves safe while being online. We use a variety of materials issued by CEOP (Child Exploitation and Online Protection) National Crime Agency and work together with parents and other agencies where necessary. We participate in Internet Safety Week annually however we pride ourselves in promoting staying safe online throughout the year at regular intervals.

We supplement our face to face learning with some online tools including Purple Mash and Times-Tables Rock-Stars. Children have their own log in details to access these platforms at home.



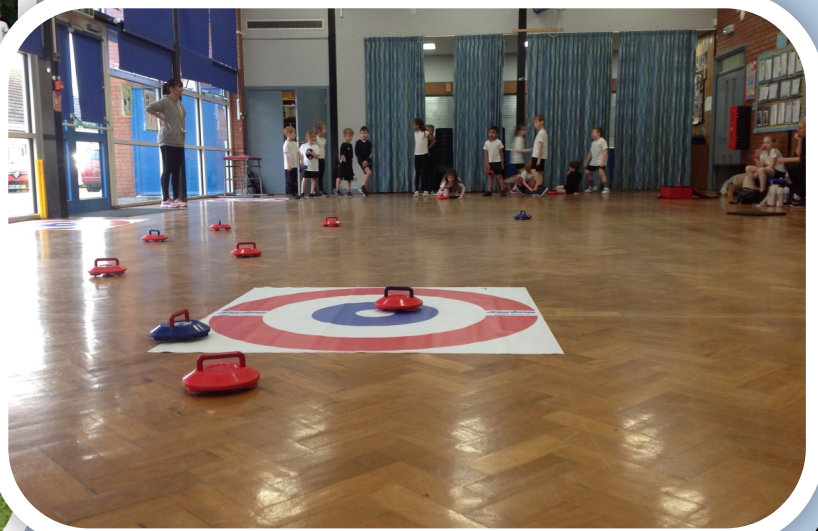
Physical Education and Sports Provision

We offer a full and varied curriculum which aims to develop confidence and skills across a range of physical activities.

We offer the main areas of activity required by the National Curriculum, these being gymnastics and dance, games, swimming and outdoor activities. We use our school hall for our gymnastics and dance lessons and Queniborough Pool for swimming. We also have a large sports field for games and outdoor activities. This year we are also installing an all weather running track and second large scale climbing frame to enhance physical activity at playtimes as well as during lessons.

To support our curricular P.E. we also have a variety of extracurricular clubs which may cover such activities as skipping, basketball and football, dance, yoga and badminton.

We are fortunate to employ sports coaches as well as specialists who supplement our P.E. provision. We use part of our Sports Grant to pay for professional coaches to work alongside regular teaching staff to deliver high quality sports tuition.



Music

We aim to give children experience not only of performing but also of writing music. All children take part in school productions, concerts and seasonal activities such as Harvest Festivals and carol concerts, as well as community events. Musical appreciation forms part of our regular school assemblies and children also learn various hymns and songs as part of these occasions. As part of our music provision we deliver whole class recorder tuition to pupils in Year 3.

To enhance the children's experience in Music, Leicestershire Schools Music Service and other visitors are invited into school to work with the children. Please ask in the office for further details.



Religious Education

Highgate is not a church school and R.E. is non-denominational, being taught in accordance with the county's agreed syllabus. There is a daily act of worship which, in accordance with the 1988 Education Act is broadly Christian and may take place as a whole school, key stage or class assembly. Parents have the right to withdraw their children from R.E. and/or the daily act of worship.

Religious education is taught in each class and is approached in a variety of ways. Children hear both religious stories and moral tales. They are taught about people who have become famous through their works for mankind. Children are also encouraged to consider issues of daily life such as kindness and consideration for others.

The school has close links with St. Mary's church in Sileby, and representatives from different denominations are regularly involved in school assemblies.



Disabilities & Special Educational Needs

Every effort is made to identify children with Disabilities and Special Educational Needs early. As we encourage communication between parents and teachers, this is usually part of an on-going dialogue. The school's DSEN Co-ordinator (Mrs Sarah Nash), monitors progress and may be involved in more detailed assessments and in helping to devise individual programmes. Where the child's needs cannot be met in this way all available external agencies are used. Partnership with parents is viewed as crucial in such circumstances so children can be supported consistently, effectively and sympathetically. The school's Special Needs Policy reflects the requirements of the 2020 Code of Practice and details of the local offer can be found through a link on our website.

www.highgate.leics.sch.uk/sen-and-more-able-pupils/

Relationships and Sex Education (RSE)

The Department for Education consultation concluded in a report in February 2019 that state schools should "help foster respect for others and difference." We comply with the guidance that states the content of any RSE Curriculum "must be taught sensitively and inclusively, with respect for the backgrounds and beliefs of pupils and parents, while always with the aim of providing pupils with the knowledge they need to prepare them to play a full part in society as responsible citizens." A distinction is made between the teaching of relationships and the teaching of sex education. From entry, all children are taught about valuing and respecting different relationships.

The teaching of sex education is one of those areas where the home and school each have a part to play. We have successfully implemented the Cambridge PSHE scheme and pupils when asked said they were pleased they had taken part in the programme. The series sensitively introduces reproduction, changes in the body and what makes us special, through carefully structured videos and activities.

Parents are consulted, have the opportunity to watch parts of the series to help support their child's learning and currently have the right to remove their child from the sex education aspects of RSE should they wish.

Record Keeping and Assessment

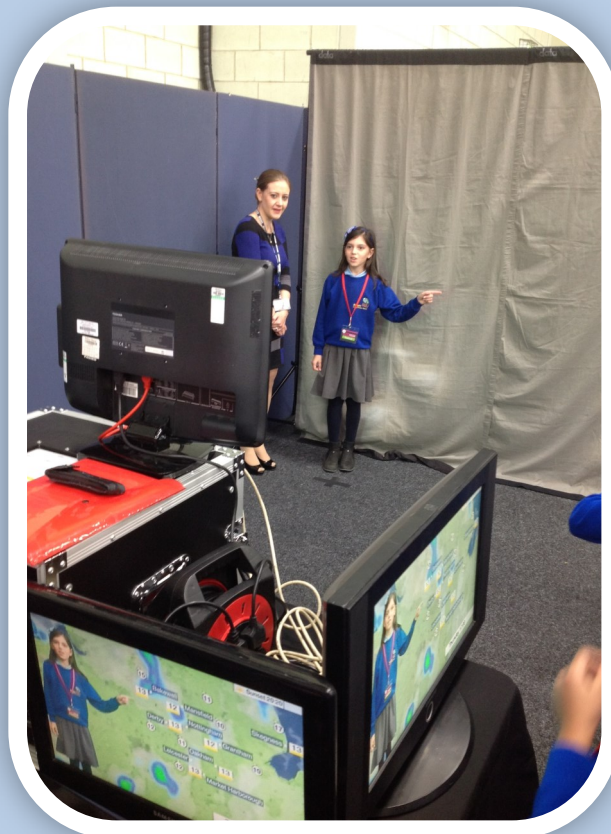
At Highgate we recognise the importance of careful assessment and recording of children's achievements. We regularly review our practices in the light of national and local initiatives. National Curriculum records are maintained, as required by law, but in addition teachers keep day-to-day records of children's attainment.

Reception pupils are assessed throughout the year following a Baseline Assessment on entry to Highgate Primary.

The children are assessed using external national assessments at the end of Year 2, when they are seven years old and again at the end of Year 6 when they are eleven years old. See end of prospectus for the most recent results.

To monitor the effectiveness and success of our curriculum work, the teachers regularly assess the children in a variety of ways, ensuring consistency across the school.

As a school we respect that the teacher's professional judgement is probably the most significant factor in determining what has actually been achieved. We also value and welcome the views of parents regarding their children. We feel by working together we can provide the best opportunities for each child. We also encourage children to express their own feelings about their progress, and to make judgements about how they are working.



Homework

The school regards the primary purpose of homework to engage enthusiasm for learning and consulted with parents in 2019 about how we organise this. We see it as being to develop, consolidate and reinforce skills and understanding, particularly in English and mathematics, and to exploit resources for learning of all kinds at home. In addition, homework extends school learning, through additional reading and encourages pupils as they get older to develop the confidence and self discipline needed to study on their own, and to prepare them for the requirements of secondary school.

The Time To Be Spent On Homework

The amount of time and the focus of the homework set by the school will reflect the broad guidance issued by the government:

YEAR GROUP	AMOUNT	ACTIVITIES
Years 1 & 2	1 hour per wk	Reading, spelling, a chosen activity from the homework grid or other English or number work
Years 3 & 4	1.5 hours per wk	English and mathematics as for Years 1 & 2 with a chosen activity from the homework grid
Year 5 & 6	30 mins a day	A regular weekly schedule with continued emphasis on English and maths but also ranging widely over the curriculum through the use of the homework grid.

The precise amount of time spent on homework is much less important than the quality of tasks set.

Homework Grids

The children will be given a grid of different homework activities at the beginning of the term that they can select from. Over the term, they can bring these pieces into school to share. These activities will have a broad range of subject foci and may include art and design as well as English and Maths tasks.

Homework will not, in general, be used to finish off work started in class. The school believes a regular pattern is important. It will endeavour to establish a familiar routine, particularly for older children.

Extracurricular Activities

We have recently overhauled our Extra-Curricular offer to try to broaden the range of clubs and activities on offer. At various times of the year a range of after school activities take place. These are organised by staff and specialist providers (sometimes incurring a small charge). Extra curricular clubs have included Art & Craft Club, Skipping, Basketball, Football, Dance, Choir and Reading.



Educational Visits and Visitors

The school believes the pupils gain an incredible amount from first-hand experience. Pupils have had opportunities to visit Beaumanor Hall (linked with the WW2), The Green Place, Warning Zone (to explore personal safety including online), The Curve Theatre, Cadbury's World in Birmingham, the Space Centre and various sporting fixtures.



Established residential visits are offered to pupils in Year 4 and Year 6. Year 4 visit Hunstanton, staying at the YHA, conducting beach activities, visiting Snettisham Deer Park, the Sealife Centre, and Castle Rising. Year 6 undertake a range of outdoor pursuits at St. Michael's Environmental Centre in Hathersage, Derbyshire at the beginning of the academic year (to develop team building skills and work towards the John Muir Award for environmental studies).



We welcome many visitors into school who have developed strengths in sports coaching (skipping, basketball, football and dance). We have also welcomed a range of visitors into school including Team GB Ice-skater, Joseph Buckland, Leicester Riders basketball player, Harrison Gamble and Olympic Swimmer, Joe Roebuck. Other visitors have included The Rainforest Man, authors; Gemma Denham and Rachel Graves, Tarmac (to deliver a safety on the road workshop), Leics. and Rutland Fire and Rescue Service, an Anglo-Saxon Warrior, St John's Ambulance to deliver first aid qualifications, a visitor from The Houses of Parliament and various theatre productions.

We have also asked parents with expertise such as veterinary science, farming, banking or nursing to come into school to talk about their skills and jobs. The list is by no means exhaustive and we continually ask for suggestions for others to come in to support our work.



Standards and Progress—Key Stage 2

Due to School Closures during the Covid-19 Crisis, national Key Stage 2 data was not collected for 2020.

Percentage meeting expectations in 2019:
The number of eligible children was 28 (1 child is 3.6%)

	Below 100	Almost 98+	Expected 100+	Exceeding 110+	Dis-applied	Absent	Average Scale Score
Spelling, punctuation and grammar	33%	70.3%	67%	17.9%	10.8%	0	103
Reading	43%	64.2%	57%	21.4%	10.8%	0	104
Writing	??%		-??%	??%		0	-
Maths	33%	74.2%	67%	7.2%	7.2%	0	103

Percentage meeting expectations in 2018:
The number of eligible children was 30 (1 child is 3.3%)

	Below 100	Almost 98+	Expected 100+	Exceeding 110+	Dis-applied	Absent	Average Scale Score
Spelling, punctuation and grammar	27%	87%	73%	10%	0	0	104
Reading	30%	80%	70%	23%	0	0	104
Writing	17%		83%	17%	0	0	-
Maths	23%	83%	77%	7%	0	0	102

Percentage at each level in 2017:
The number of eligible children was 30 (1 child is 3.3%)

	Below 100	Almost 98+	Expected 100+	Exceeding 110+	Dis-applied	Absent
Spelling, punctuation and grammar	10%	93%	90%	23%	0	0
Reading	20%	90%	80%	23%	0	0
Writing	20%		80%		0	0
Maths	17%	93%	83%	7%	0	0

Standards and Progress- Key Stage 1

Due to School Closures during the Covid-19 Crisis, national Key Stage 1 data was not collected for 2020.

Percentage at each level in 2019:
The number of eligible children was 36 (1 child is 2.8%)

	Working below the expected level	Working towards the expected level	Working at Expected level	Good Level of Development	Absent
Reading	15%	17%	72%	28%	2.8%
Writing	12%	26%	66%	19%	2.8%
Maths	9%	19%	72%	36%	2.8%

Percentage at each level in 2018:
The number of eligible children was 34 (1 child is 2.9%)

	Working towards the expected level	Working at Expected level	Good Level of Development	Dis-applied	Absent
Reading	29%	71%	24%	0	0
Writing	26%	74%	21%	0	0
Maths	26%	74%	24%	0	0

Percentage at each level in 2017:
The number of eligible children was 28 (1 child is 3.5%)

	Working towards the expected level	Working at Expected level	Good Level of Development	Dis-applied	Absent
Reading	36%	64%	21%	0	0
Writing	40%	60%	14%	0	0
Maths	32%	68%	18%	0	0

School Uniform

It is the consensus of opinion amongst parents and the wish of the governors that children wear a school uniform.

Our school uniform is...

Blue or white polo shirt with black or grey trousers or skirt with a Royal Blue sweatshirt or cardigan. In the summer girls wear summer dresses, skirts or pinafores, and the boys can wear shorts. Full details can be obtained from the school office. Items can now be bought online.

<https://myclothing.com/highgate-community-primary-school/19057.school>

For P.E. the children are expected to change into a plain white T-shirt, blue or black shorts or joggers and trainers or plimsolls.

Jewellery

Children are not encouraged to wear jewellery to school or to bring other valuables. Jewellery can be dangerous when worn during P.E. and at break times. Earrings can be dangerous if they catch on clothing whilst the children are at play and we would prefer it if children did not wear them for school; if your child has pierced ears, studs may be worn if absolutely necessary, but earrings must be removed for P.E. lessons by the children themselves as staff are not permitted to remove earrings. All pupils must also remove earrings for swimming. This is pool policy and is fully supported by the school. School will not be held responsible for lost items.

Behaviour, Discipline & Anti-Bully-bullying

We believe the standard of behaviour and discipline at this school is very good. The children are expected to display high standards of personal discipline and show care, respect and tolerance in their behaviour. Should a child's behaviour become a cause for concern we would quickly inform parents and discuss the problem. The children know each step of the behaviour sanctions and they are aware of both their rights and responsibilities.

In July 2020, we were re-accredited with the Beyond Bullying Award and Healthy Schools Status for Emotional Health and Well-being. As part of this, we reviewed our Anti-Bullying procedures, creating a child-friendly policy and bringing it in line with our behaviour policy.

In September 2018 we were invited to become part of a pilot to introduce the No Outsiders way of teaching our children about respect for all of the protected characteristics of the Equality Act 2010. School Council members helped to weave this into our behaviour policy and reward system. In May and September 2019, we gained national recognition on the BBC for our work.

We take a strong stance against bullying. If you have any difficulties regarding bullying, your first step is to speak with your child's class teacher. Further information can be found in the Anti-Bullying Policy on our website. Our named Anti-Bullying governor is Councillor Paling.

Our school rules are:

- Care for everyone and everything.
- Follow instructions with thought and care.
- Show good manners at all times.

Meet our T.E.A.M. These characters underpin our reward system. We give out points on Dojo so you can download the app and see when your child is rewarded for their hard work.



Pastoral Care

The general welfare of the children at Highgate School is a shared responsibility between all the staff working here. If there is any relevant information which may have some bearing on the child's well-being at school would you please inform us? Such information would, of course, be treated in the strictest confidence.

Contact and Communication

In cases of emergency it is important that we are able to reach parents quickly. For this reason would you please make sure school has a contact telephone number where you can be reached during school hours.

A text messaging service is now well established and allows us to keep you up to date with information that we need to get out quickly. If you change contact numbers, please inform the school office so we can update our records.

Safeguarding

Over the last few years there has been much greater public awareness of the dangers to children if they aren't protected properly – every day there are examples of children being hurt, neglected or mistreated. The staff at Highgate School have an overriding responsibility to protect the children at our school and work in partnership with other agencies like the Health Authority, Social Services and the Police.

Because our first concern must be the well-being of your child, there may be occasions when we have to consult other agencies before we contact you. The procedures we have to follow have been laid down in accordance with the Local Authority Child Protection Procedures.

Our named Designated Safeguarding Leader is Mr Jenkinson, with Mrs O'Leary and Mr Hodder acting as Deputy Safeguarding Leaders. Dr Fitchett is our named member of the governor team responsible for overseeing the implementation of our Safeguarding and Health and Safety procedures.

We are part of **Operation Encompass** which means that if there is a police call out to a domestic violence incident where children are known to be in the house, we should be informed of this. We will do our utmost to support children in these difficult circumstances.



Medicines

As a general rule, medicines should not be sent to school. The school follows the guidance given by the Local Authority in consultation with the Health Authority, concerning medicines in school. It should be understood that staff members volunteer to supervise the giving of medicine and it is not a requirement of the law for them to do so.

Short Term Medication

Ideally we request that any medication to be given to a pupil should be given where possible outside of school hours. Where this is not possible, forms (available from the office) should be completed for any medication prescribed by a doctor to allow pupils to receive medication at school.

Long Term Medication

(Asthma, epilepsy, diabetes etc). This will be dealt with sympathetically on an individual basis. Please come into school and discuss the situation if your child falls into this category.

School Meals

Our school caterers are Leicestershire Traded Services. They provide a delicious menu for the children to choose from. Vegetarian alternatives are available.

All pupils in Reception, Year 1 and 2 are encouraged to take advantage of their free school meal entitlement.

Booking and payment for meals is completed online via Parent Pay for a minimum of a 5 meals in advance. Full details of costs are available from the office.

Children who prefer to bring a packed lunch may do so. Packed lunches should be brought in suitable named containers which are to be placed in the cloakrooms. Glass bottles, tin cans and breakable thermos flasks are not allowed for safety reasons.

In consultation with parents we produced guidance for what we consider to be a healthy lunchbox in the Spring of 2018. We encourage children to eat healthy packed lunches and snacks and to avoid lots of sugary/fatty treats. Pupils are encouraged to bring in water bottles so they can drink plenty of water throughout the day.

Children are supervised whilst eating their lunches by Midday supervisors. We expect them to sit and eat properly, display good manners and show respect for others.

Children go outside to play at lunchtime, weather permitting. If the weather is unsuitable then we have a selection of indoor activities.

Milk is free for under 5s and all other pupils who are in receipt of Pupil Premium funding. Full details can be obtained from the school office.

All children are provided with a piece of fruit on a daily basis. Sweets and chocolate bars are not allowed.



Parents and Community

The staff and governors regard education as a shared experience where parents, teachers, pupils and the local community all have a part to play.

Highgate School has an 'open door' policy which acknowledges the importance of good communications between home and school. Staff members are generally available to speak to at the beginning and end of the school day however anything that may take more than a few minutes to discuss may require an appointment to be made with the member of staff.

Parent's Evenings are held regularly giving staff and parents the opportunity to discuss individual pupil's progress. Every effort is made to find a convenient time and place for private consultations.

A written school report is issued for each pupil annually.

The school aims to be friendly and accessible to parents and it is hoped that parents will feel able to speak with staff informally should the need arise. The Headteacher is able to meet with parents, and encourages them to contact him if they have any concerns. An appointment is not always necessary but it is helpful.

We are often seen at the heart of community events such as the Sileby Gala, Library or Bowling Green Open Days and the Christmas Lights Switch on, or helping to support local charities such as The Green Place.



School Governors

The governors meet regularly but their work, despite its importance, is largely unseen by parents.

The role of the governing body has changed significantly in recent years as it has taken more and more responsibility for the physical and financial running of the school, the appointment of staff and the curriculum.

Minutes of all governors meetings are kept in school and are available to parents should they so request.

Governors communicate and feed back to parents in a variety of ways including a offering updates in the school newsletter.

We have four parent governors who are elected by parents and who serve on the governing body for a 4 year period.



Documents Available

The following information is available for parents to see in school:

1. Local Authority's Curriculum Policy Statement.
2. Local Authority's Syllabus for R.E.
3. School Policy documentation.
4. Any statutory documents sent to schools by the DfE and relating to parents.
5. Timetables and syllabuses currently used in school.
6. Children's National Curriculum Records.
7. Any published Inspection Reports which refer expressly to the school.
8. Arrangements made by the Local Authority for the consideration of complaints about the school curriculum.
9. Minutes of Governing Body meetings.
10. Standard Assessment Tests (S.A.T.s) results.
11. Attendance figures.

Local Authority Policies

1. Discipline in School -

At its meeting held on 28th July 1982, Leicestershire County Council resolved that corporal punishment be passed out of use in all the Authority's schools by 1st January 1983 in the case of Primary and Special Schools and by April 1983 in the case of Secondary School.

2. School Uniform -

At its meeting on 28th July 1981, Leicestershire County Council resolved that the wearing of school uniform shall no longer be compulsory in County Schools. No pupil will be refused admission to a County School merely because he or she is not wearing a school uniform and that action be taken forthwith to draw this directive to the attention of parents as well as school Heads and Governors.

3. Multi-Cultural Education and Equal Opportunities.

The Authority opposes sexist, racist or homophobic behaviour among staff or pupils. Where necessary, procedures and sanctions will be used in accordance with Leicestershire County Council Guidelines, dealing with breaches of County policies concerning these matters. The school complies with the Equality Act (2010) and actively promotes this with the children.

4. Child Protection: Safeguarding children – Information for Parents.

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy: parents may request a copy of this and it is also available on our school website.

Local Authority Policies

It is important for parents to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer children to children's social care staff, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to children's social care if it is thought that this might put the child at risk.
- Children's social care tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you should contact the children's social care office. If you think the abuse may have happened in school, contact the **Designated Safeguarding Leader Mr Troy Jenkinson, or the Deputy Designated Safeguarding Leaders, Mrs Carole O'Leary or Mr Jim Hodder**. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to children's social care, it is understood that this can cause distress or anger for the child's parents.

For parent's enquiries please contact: Mr Troy Jenkinson (Designated Safeguarding Leader for Child Protection), Mrs Carole O'Leary or Mr Jim Hodder (Deputy Designated Safeguarding Leaders for Child Protection).

5. Prevent Duty.

Our school has a duty to build the resilience of our young people, promoting the fundamental British Values at the heart of preventing radicalisation. We do this by providing a safe space for children to discuss issues and aim to give them the knowledge and confidence to challenge extremist beliefs and ideologies. Further information about this can be found on the safeguarding page of our website.

"The school has worked so hard to put children first and understood that it was not only children but parents who were unsure (in this unprecedented time). The school has reacted and worked admirably" (Parent, Parent Questionnaire, 2020)

"I am really proud of my achievements and the things I have made, especially in Forest School" (Year 4 Pupil, Pupil Interview, 2019)

"I initially came to Highgate as a trainee teacher and instantly felt apart of the team. I have great admiration for the school, staff and children. There is a strong sense of community here and we endeavour to provide a safe, nurturing and fun environment. Our approach to learning is centred around the children's well-being and we are passionate about encouraging every child to achieve academic excellence!"
(Class Teacher, 2020)



