

P R O S P E C T U S 2 0 0 9 - 2 0 1 0

HIGHFIELD

Primary School • Chorley





**Giving our pupils . . .
"A Taste for Adventure"**





Highfield

Primary School • Chorley

Dear Parent/Guardian,

Thank you for considering Highfield for your child. We are proud of our school. This Prospectus outlines some of the key aspects of life at Highfield.

We provide a safe, secure and healthy environment where each of our children has the opportunity to reach their full potential. Our expectations are high. The partnership between school and home is essential - you will always find our staff willing to assist and listen. If you have any queries or concerns, please do not hesitate to contact me or any member of staff.

We aim to ensure that your child's time at Highfield is a happy, safe and enjoyable time.

Sue Cornall

Headteacher



"Spiritual, moral, social and cultural development is good."

Ofsted December 2005

The main entrance is situated on Brown Street. Visitors always receive a warm welcome from our friendly office staff.

If you are considering sending your child to Highfield Primary please contact us by:-

T (01257) 262783

E head@highfield-pri.lancs.sch.uk
or

bursar@highfield-pri.lancs.sch.uk

We also have a website:

W www.highfieldprimaryschool.org.uk

We operate a secure open door policy. If you are considering a place for your child at Highfield please make an appointment to visit our school.



Our School

Highfield is our school.

It is a community school and was opened in 1928 and has always been one of the largest schools in Chorley. It is a well maintained building looked after by the site supervisor.

Our Mission Statement

Highfield is a happy, safe and healthy school where we ALWAYS

- ▲ Enjoy learning together
- ▲ Respect and care for one another
- ▲ Make the right choice
- ▲ Take time to listen

We are proud to be at the heart of the community where everyone matters.





Children come first at Highfield

We want:

- ▲ to provide a friendly, interesting yet calm place for the children to learn
- ▲ all the children to feel happy and secure in school
- ▲ all the children to do their best in everything they attempt, always striving for quality
- ▲ the children to have as many opportunities to succeed as possible
- ▲ the children to behave in a considerate, thoughtful way towards others and property
- ▲ every child in school to feel special, cared for and important.

"The headteacher gives good leadership and is a driving force for improvement. Governance is good, and governors know the school well."

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Governors

Ms G McGuigan	<i>Chairperson</i>
Mr M Hay	<i>Vice Chair</i>
Ms G McGuigan	<i>Community</i>
Mr M R Hay	<i>LEA</i>
Mrs A Hindle	<i>Community</i>
Mr M Harrod	<i>Community</i>
Mrs S Harrod	<i>Staff Governor</i>
Miss E Cooper	<i>Teacher Governor</i>
Mrs N Townson	<i>Teacher Governor</i>
Mr O Aslam	<i>Parent Governor</i>
Mrs K Waddington	<i>Parent Governor</i>
Mr P Atherfold	<i>Parent Governor</i>
Mrs S E Cornall	<i>Headteacher</i>

The Chair of Governors can be contacted through the school office.



Members of Staff

<i>Headteacher</i>	Mrs S E Cornall
<i>Deputy Headteacher</i>	Mrs S Evans <i>(currently on secondment)</i>
<i>Acting Deputy Headteacher:</i>	Mrs J Nuttall





Welfare Staff

<i>Supervisor</i>	Mrs S Harrod
Mrs V Brown	Mrs S Coupe
Mrs S Davies	Mrs I Duckworth
Mrs S Dyson	Mrs N Taylor
Mrs P Taylor	Mrs S Thompson

"Personal development and the way the school cares for pupils is good."

Ofsted December 2005



Non-teaching Staff

<i>Bursar</i>	Mrs A Cook
<i>Admin Asst</i>	Mrs J Greenwood

<i>Higher Level Teaching Assistant</i>	Mrs H Turner
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Support Staff

Mrs J Abram	Miss C Bainbridge
Mrs S Coupe	Mrs L Fairhurst
Mrs M Giles	Miss T Greenhalgh
Mrs S Harrod	Mrs J Heaton
Mrs N Khansaheb	Mrs L Purcell
Mrs D Smith	Mrs S Thompson



Teaching Staff - KS1

Foundation

Miss Sweeney / Mrs L Sumner

Year 1 Miss N Townson

Year 2 Mrs Nuttall

Teaching Staff - KS2

Year 3 Mr S Carver

Year 4 Mr O Lamb

Year 5 Miss J Cook

Year 6 Miss E Cooper

Mrs Welsby currently on maternity leave - will be returning in January 2009





The School Day

Registration:	8.55 am
Morning break:	10.35 - 10.50 am
Lunch time:	12.00 - 1.15 pm <i>Key Stage One</i>
	12.00 - 1.00 pm <i>Key Stage Two</i>
Afternoon break	2.15 - 2.25pm
Home time	3.30 pm

Kitchen Staff

<i>Unit Manager</i>	Mrs J Gaskell
Mrs Aspinall	Mrs Bennett
<i>Site Supervisor</i>	Mr G Harrod
<i>Cleaners</i>	Mrs G Knowles Mrs J Pendlebury



Please pick up your children promptly, as children often become distressed if their parents do not arrive on time. If inadvertently delayed, please contact us and your child will be looked after.





Help your Child

- ▲ By getting him/her to school on time.
- ▲ Children who are always late find it harder to settle into school. Those children who do best at school attend regularly and punctually.
- ▲ By providing the correct equipment for PE - pumps, shorts and a T-shirt are essential kit for PE lessons together with a named sports bag. Jewellery (including ear studs) cannot be worn in P.E. for safety reasons and the school would prefer it if children did not wear earrings as nasty accidents can happen.

"The curriculum is satisfactory and pupils say they enjoy all the activities the school provides. Partnerships with outside agencies and the local children's centre are used well."

Ofsted December 2005



- ▲ Please put your child's name on all their belongings as it is much easier to return items to the rightful owner if they have been mislaid.
- ▲ By not letting your child bring toys, jewellery or expensive watches to school as they may get lost or broken and we cannot be held responsible.



Please help us *Here are ways to help us:*

School uniform: please support our school uniform policy. Our school colours are royal blue and grey. Uniform is supplied at a local shop "Bang Bang" and can be purchased at any time. We also ask that your child wears black shoes and not trainers.

Let us know:

- ▲ If your child is ill or has a medical/dental appointment and will not be in at 8.55am, as we operate first response. Please contact the school office, as early as possible.



Parents are very happy with the school's good induction procedures, which include home visits. Children settle quickly in school because they receive a caring and friendly welcome.

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- ▲ You will be late collecting your child. We will keep them safe until you arrive.
- ▲ If your child is unhappy or distressed for some reason. We will try to help.

Parents, Teachers and Friends Association

We have a very active PTFA group who raise those all important extra funds for the school by organising various events throughout the calendar year. We are always on the 'lookout' for new members



and if you would like to join and can help us in any way, please ask in school.

Induction Programme

Starting school is a very special time for your child. Our induction programme begins with a 'New Parents' meeting early in the

Summer term. The children are then invited to attend pre-school sessions during the Summer term to enable them to get to know our school. We phase the children's September start over 2 days. We also offer a home visit at the end of the Summer term. All our staff aim to make all the children's start at Highfield a very happy time.



The Curriculum

We are a SEAL school. We look carefully at the Social and Emotional Aspects of Learning. We have a different theme each term, eg - It's good to be me!, New beginnings, Getting on and falling out!

We work very hard at Highfield to make our playtimes and lunchtimes a positive experience.

We teach the National Curriculum which is made up of ten subjects and Religious Education. English, Mathematics, Science and ICT are deemed to be the core curriculum



areas and are therefore allocated more time. The Renewed Literacy and Numeracy Frameworks are used to deliver the English and Mathematics curriculum and we place great emphasis upon Science.



Good subject knowledge, planning and lively teaching enabled pupils to make good progress in one literacy lesson.

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Religious Education

We teach R.E. in our topics and the content is in line with Lancashire's Agreed Syllabus. We are a community school and have no denominational bias.

Assemblies

We have whole school assemblies most days and occasional assemblies are held in class.

Collective Worship topics are of a broadly Christian character in that they reflect the traditions of Christian values without being distinctive of any Christian denomination. Above all they are intended to be stimulating and thought provoking. We believe our collective acts of worship





(assemblies) are appropriate for all children irrespective of belief.

Parents who wish their child to be excluded from assemblies or religious education should make a written request to the Headteacher.

Behaviour, in classrooms and around the school, is nearly always good. Bullying is not tolerated and staff quickly and consistently deal with any small incidents. Pupils mix well, help each other and have trusting relationships with all the adults in the school.

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Sex Education

The Governors of the school have an agreed statement on this subject. The children receive sex education as it is a legal requirement within the science curriculum and is a part of an overall health education policy. It

covers moral, emotional and biological aspects and is delivered with sensitivity using "the family" as a framework and starts the preparation for adult life. It is an ongoing process. In Year 6 we work on Sex Education with our school nurse.

Sport

We are involved in all manner of competitive and non-competitive sports at Highfield School.





Discipline

We operate a positive Discipline Policy. A copy of which is available upon request.

Very occasionally children may be at risk of harming themselves or others around them. If this situation arises we will move other children away from the situation. If we feel the child is at risk of harming themselves staff will take steps to intervene. We will always have the child's best interests at heart.

We do not tolerate bullying at Highfield. If you feel your child is a victim of bullying please contact the school immediately.



Parents' Evenings

Autumn Term:

We have our first parents' evening - 'Meet the Teacher' in October for

"Children make a good start in the Foundation Stage and progress well."

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both KS1 & KS2. This is a chance for you to find out how your child has settled into his/her new class, and also an opportunity for you to get to know your child's teacher. Any information you have about your child's learning abilities or your comments on your child's work would be most helpful at this point. This first meeting is a sharing information session and allows you to find out about what will be taught during the year and what standards we generally expect children to achieve. If you wish to help your child at home then this is a very important meeting and most parents do attend.



Pupils with learning difficulties make satisfactory progress through carefully planned learning activities and well informed support from the teaching assistants. Pupils who speak English as an additional language also make satisfactory progress, and the school provides bi-lingual assistance when needed.

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reading well, but they still need to be heard read regularly. Please help us and them and give 15 minutes regularly to your child plus lots of encouragement. Do not get anxious if your child stumbles on some words but please speak to your child's class teacher if there appear to be a lot of words that your child is unsure of. Please remember to sign the Reading Record Book and comment whenever necessary.

It is quite common for children to regularly read books of similar difficulty to consolidate their reading at a level before they move on to a harder book. Occasionally children will read a comparatively easy book because they are interested in it - after all reading is supposed to be pleasurable!

Spring Term

Our second parents' meeting (usually in February) is an opportunity for you to appreciate your child's progress during the year and raise any concerns you have for the future. This still leaves time in the school year to tackle those concerns.

Reading Session is to encourage and extend independent reading skills and to continually assess the ability and needs of each child. Groups of children work together on the same text. It remains as ever, very important for you continue to help your child read at home. They may seem to be

Summer Term

All children receive a written report in July covering all the National Curriculum subjects. This report is the result of much hard work from the children and teachers. The report will include the results of National Curriculum assessments if your child is at the end of Year Two or Year Six.



Reading

In both KS1 And KS2 your child will be taught to read in structured and regular reading sessions within the Literacy hour. These are led by the teacher and called 'Guided Reading Sessions'. The aim of every Guided



Topic Work

Often children will be asked to do some research work at home to support a topic they are doing in school. Please be patient with them and assist them if you can. This type of homework will become more frequent as children get older.

Please ask questions about the text, *"What will happen next?"* *"Why did the character do that?"* Such questions help to ensure your child gains understanding from the text.

Spellings/ Tables

These are ideal for homework and will be sent home for your child to learn on a regular basis. Please help us by insisting that the work is completed. Your child's teacher will tell you when to expect these tasks to arrive home.



Spiritual, moral, social and cultural development is good. Teachers help pupils to consider different opinions and religions and make sensible decisions.

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not been informed of this, as school starts. Can you please therefore let the office know, as soon as is possible, even if your child is absent due to a medical appointment. Your assistance in this matter is appreciated.

More Homework

More homework is available on request. However, children have worked hard all day in school and deserve time to enjoy themselves, doing what children do with their family and friends.

Sometimes things go wrong

Accidents and Illnesses:

If your child is ill, call or visit the doctor. Please contact school if



he/she will be away from school and please do not send the child back to school until fully recovered. As we operate 'first response' every morning, we would contact you if your child is absent and we have

The Foundation Stage is led and managed well, so children make good progress in the safe, friendly environment.

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Simple first aid is administered in school. We have several staff who have a basic first aid qualification. If an accident needs hospital attention we will try to contact you first. Therefore, we need an up to date address and telephone number where we can contact you. A second emergency number is also necessary (e.g. grandparent) in the event of us not being able to contact you in the first place. An emergency contact form will be given to all parents to complete after your child has started school and updated each September.



Medicines

It should never be necessary to send medicines to school. If medicine must be administered during the day parents must consult with the Headteacher and make arrangements for a responsible adult to come into school to administer it. We have special arrangements for those children who suffer from chronic illnesses.

For concerns about illnesses you may consult our School Nursing Team at the Chorley Health Centre on 01772 644700.

School Attendance

School starts at 8.55am and if your child arrives late they often feel uncomfortable. Please ensure that your child arrives on time.



Lateness - pupils who miss registration will be marked as late. If a child arrives late they will need to report to the office. Attention will be paid to patterns of late arrival.

Holidays During Term-time

We discourage holidays in term time. However, the Headteacher can authorise two weeks leave. A

formal request needs to be made in writing and an official Holiday Request Form completed, which can be obtained from the office.

Pupils are cared for, guided and supported well. Staff know their pupils well, ensure they are all fully included in all activities and are very committed to their welfare.

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Incubation and exclusion periods for common communicable diseases

Disease	Incubation	Minimum Period of Exclusion
Chicken-pox	11 - 21 days	6 days from onset of rash
Rubella/German Measles	14 - 21 days	4 days from onset of rash
Infectious Jaundice	15 - 50 days (commonly 18)	7 days from onset of rash
Measles	10 - 15 days	7 days from onset of rash
Mumps	12 - 26 days	Until swelling has subsided
Whooping cough	7 - 10 days	21 days from onset Paroxysmal cough
Impetigo		Until lesions are crusted or healed

School Meals

We have a school kitchen and the meals are very good. We offer a nutritious menu and use 80% fresh produce. Dinner money is payable every Monday morning before the dinners are taken. Please send the money into school in a named envelope. Your child can bring a packed lunch, if you prefer, but please send only plastic drink bottles/containers into school. Toast can be bought from the kitchen every morning at break time.

School milk is provided for Key Stage One children for a nominal payment at the start of each term and a daily portion of fruit is offered, free of charge.

“Good management appointments, strong input from the governing body and improvements to the building have equipped the school with a good basis for further improvements”

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Special Educational Needs

At Highfield Special Educational Needs (SEN) is a priority and we work hard to ensure that all children are making progress according to their own abilities. We have various schemes in place that run throughout school to ensure children are being targeted appropriately, including intervention strategies, precision teaching, small group work with support staff and clear target



setting on Individual Education Plans IEP's). We work closely with parents and children regarding their individual needs.

Staff:

Regular In-Service Training for teachers, support staff and the SENCO (Special Needs Co-ordinator) takes place regarding SEN and other related issues

The new SENCO at Highfield is Miss Cooper



"Parents are happy with the school and pupils say lessons are fun. Pupils say bullying is not tolerated and are confident that any problems are resolved very quickly."

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Access:

We have an accessibility plan to make sure school provides physical, social and curriculum access to all pupils with disabilities in response to the Disability Planning Duties 2002.



Allocation of Resources:

There are currently 35 pupils on the SEN Register at Highfield. This is reviewed termly according to our SEN Policy. The majority of the SEN Budget is spent on employing Teaching Assistants throughout the year groups, with an additional amount allocated to purchasing resource materials.



Outside Agencies:

School accesses outside agency support from the LEIS (Lancashire Education Inclusion Service) CAMHS, the Educational Psychologist, Family Support Services, Highfield Childrens' Centre, the School Nurse and local Lancashire Constabulary.

Success of the Policy:

As a result of last year's targets, all children on the SEN Register have been assessed using PIVOTS. These will be updated termly and will continue to be introduced to children who are identified as having special educational needs.



"Teaching and learning in the Foundation Stage are good, and well focussed adult interventions ensure that children enjoy their learning and make good progress."

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Teacher's plans and children's work is audited annually to ensure that the needs of all children including those with special educational needs are met.

Future development:

We are updating our IEP format to make it more 'child friendly' and easier for everyone involved to work with, both inside school and at home. The new format will be introduced in October 2008.

We will carry out an audit of SEN resources.

We will ensure that all teachers are fully able to meet the requirements of children with a disability and to ensure that they are accessing the curriculum.

A copy of the SEN Policy is available in school.



Child Protection

We follow Local Authority guidelines in all child protection matters. A copy of the guidelines is available from the school office. Mrs Sue Cornall is the designated child protection person.

Admissions Policy

The school can only admit 45 pupils in the Foundation Stage, each year. If we are over-subscribed by the above number



"The 2005 targets in all subjects were exceeded. Pupils performed particularly well in English and results were well above average at the higher level."

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then the local Education Authority will decide to whom the places will be allocated. Statemented children will receive first priority, siblings of pupils who already attend the school and then children for whom the authority accept that there are exceptional reasons for admission. Further places are allocated according to the geographical location and the proximity of the home address to the school. Full details are available in the booklet 'Primary School Admission' available from the Pupils Access Team, East Cliff in Preston.

Charging for activities

No charges will be made for any activity which takes place within lesson time which arises as a



requirement of the National Curriculum. However, it may be necessary for parents to offer a voluntary contribution towards some or all of the cost of additional activities which are designed to enhance the curriculum.

Extra Curricular activities

We offer a wide range of after school clubs. Further details are available from the school office.

Holiday List Autum Term 2009

School opens on:
Wednesday 3rd September 2009

School closes for half-term on:
Friday 23rd October 2009

School re-opens on:
Monday 2nd November 2009

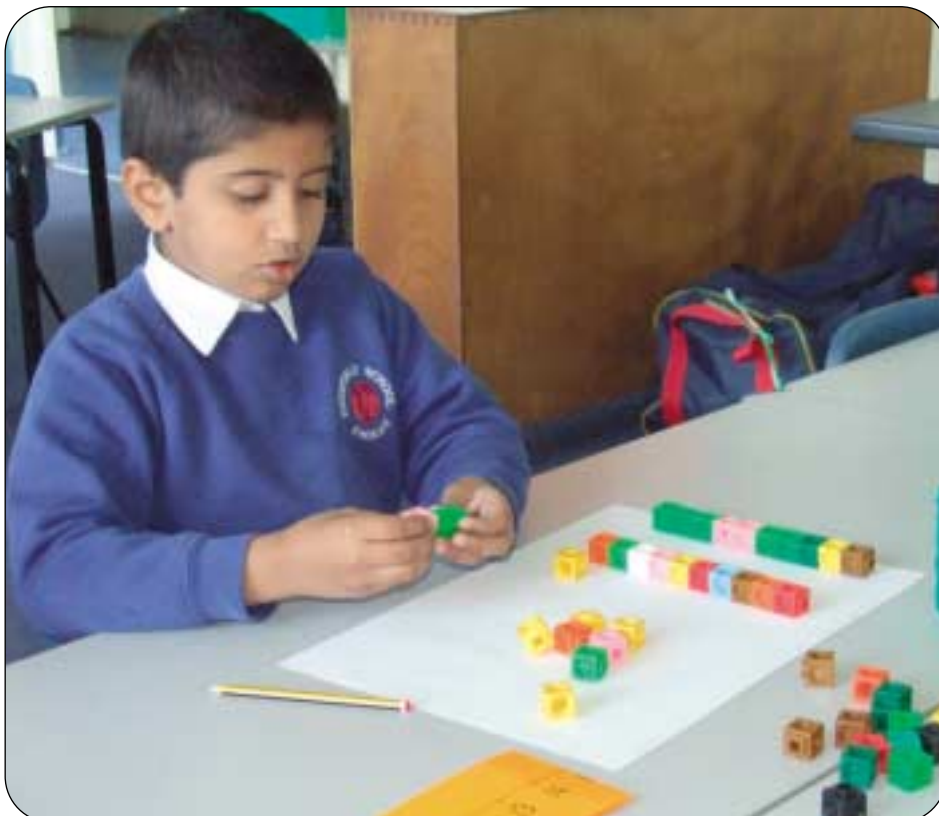
School closes for Christmas:
Friday 18th December 2009

**SCHOOL OPEN TO PUPILS FOR
71 DAYS**

Spring Term 2010

School re-opens on:
Tuesday 5th January 2010

School closes for half-term:
Friday 12th February 2010



School re-opens on:
Monday 22nd February 2010

School closes for Easter:
Thursday 1st April 2010

**SCHOOL OPEN TO PUPILS FOR
68 DAYS**

Summer Term 2010

School re-opens on:
Monday 19th April 2010

May Day holiday
Monday 3rd May 2010

Local Election Day (school closed)
Thursday 6th May 2010



School closes for half term on:
Friday 28th May 2010

School re-opens on:
Monday 7th June 2010

School closes for Summer on:
Wednesday 21st July 2010

**SCHOOL OPEN TO PUPILS FOR 51
DAYS**

**TOTAL OPENINGS TO PUPILS - 190
DAYS**



Teacher Training (Inset) Days

(school closed for children)

Wednesday 2nd September 2009

Monday 4th January 2010

Thursday 6th May 2010
(Local Elections Day)

Thursday 22nd July 2010

Friday 23rd July 2010

Attendance

Authorised absence	6.8%
Unauthorised absence	0.6%

SAT's Results & Performance Targets

Key Stage 1 National Curriculum Test Results 2008

	Level 2+	Level 3
Reading	72%	26%
Writing	67%	11%
Mathematics	81%	26%

Key Stage 2 National Curriculum Test Results 2008

	Level 4+	Level 5
English	84%	28%
Mathematics	80%	20%
Science	88%	44%



Key Stage 2 Statutory Performance Targets 2009

The percentage of pupils expected to attain level 4 or above in English in the end of KS2 Tests 82%

The percentage of pupils expected to attain level 4 or above in Mathematics in the end of KS2 Tests 88%

The percentage of pupils to progress by 2 or more levels between Key Stage 1 and 2 in English 97%

The percentage of pupils to progress by 2 or more levels between Key Stage 1 and 2 in Mathematics 84%

And finally...

We hope that you have found this booklet useful and that it gives you a "flavour" of the school. There is no substitute, however, to a visit to see us during working hours. If you are considering Highfield Primary School for your child, I would encourage you to make a visit.

Once you have seen the school working, witnessed the children and how they respond to each other and the adults, I am sure you will be in a better position to make up your mind about whether Highfield is the right school for your child.

I am confident you will like what you see and I look forward to meeting you in the future.

Mrs SE Cornall

Headteacher





Out of the Classroom



Headteacher: Mrs Sue Cornall



Highfield Primary School • Chorley

Wright Street • Chorley • Lancashire • PR6 0SP

☎ 01257 262783 ☎ 01257 231819

🌐 highfieldprimaryschool.org.uk

