

### Educational Visits

At different times throughout the year classes go out of school for local visits. A short visits consent form is required for us to take your child on a trip. This form will be issued in the Year 4 parents' application pack- this covers trips within the local Prudhoe area for their entire time at Highfield. We offer a variety of trips throughout the year, as well as a residential visit to Dearne Valley for Year 5 - separate forms will be issued for this.

### Swimming Tuition

Each Year 5 class receives nine weeks of swimming tuition across the year. This is on a carousel for each form class. Swimming tuition is paid for by school. Pupils meet Miss Lomax, PE Teacher, at Prudhoe Waterworld on Friday mornings and return to school in time for lesson two. A separate letter will be issued to explain this process.

### Homework Policy

Your child will bring home a book to read, weekly spellings, 2 pieces of English and 2 pieces of Maths homework per week. Other subjects in school will set homework periodically. We ask for your support in helping your child at home with their tasks.

### Contacting the Teacher

If you would like to see your child's form teacher, subject teachers or Head of Year, please write a note in your child's reading diary or contact the school office. Our office manager will be happy to make an appointment for you either before or after school. If you have an urgent query, please do not approach the teacher before or after school until he/she has made sure all children are safely collected. This ensures the

safety of all of our children. We hold two parent's evenings and we send home an interim report and full report throughout the year.

### Returning correspondence to school

Each classroom has a collection box for children to put their letters and money in that they bring from home. Every morning this box is taken to the school office for staff to sort out and process. Correspondence can also be returned electronically using the ParentMail app. This can be downloaded from your app store on Apple and Android devices. Correspondence can also be handed directly to Mrs Jewitt in the main office. Any correspondence and/or money should be given to your child in a sealed envelope addressed accordingly or paid online via the ParentMail app. Our preference is that payments are made online where possible. Please trust your child to hand things in and refrain from bringing them into the school yourself wherever possible.

### Updating your contact details

It is very important for us to be able to contact you, either in an emergency or for other reasons. Please ensure that we hold up to date information for your child. Please contact the main office to update any contact details.

### Contact us:

Telephone:  
01661 833922

Email: [admin@highfield.northumberland.sch.uk](mailto:admin@highfield.northumberland.sch.uk)

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

Facebook: [Highfield-Middle-School](https://www.facebook.com/Highfield-Middle-School)

# Starting our School



## A Handy Guide for Year 5 Parents

## The School Day

8.55am	School Begins
8.55-9.05	Morning Registration
9.05-10.00	Lesson 1
10.00-10.20	Morning Break
10.20-11.15	Lesson 2
11.15-12.10	Lesson 3
12.10-1.15	Lunchtime
1.15-1.45	Pastoral/Assembly Time
1.45-2.40	Lesson 4
2.40-3.35	Lesson 5
3.35pm	Home time

## The Year 5 Staff Team

Head of Year 5 –	Mr S Rutherford-Orrrock
5RM (Allen)	Mr R Mills
5SM (Kielder)	Mrs S Moore
5GP (Rede)	Mrs L Gibson
	Mrs A Platt
5CB (Derwent)	Mrs C Bell

## Punctuality and Morning Arrangements

In the mornings, Year 5 meet on the Year 5 yard outside of The Annexe. Please make sure your child gets to school on time. Punctuality is important as arriving late disrupts your child's education. Support staff are available from 8.40am in case of accident in the school playground but there is no direct supervision in the playground before 8.40am. You are responsible for your child's well-being before the bell rings at 8.55am.

## Attendance and Absence

Attendance levels are high at HMS. We closely monitor attendance in collaboration with our Educational Welfare Officer and if your child's attendance falls below the Government recommendation of 92% further action may be taken by the EWO, Please make sure that you inform the school office as soon as possible, and before 10am, if your child will not be in school.

## What if you are going to be late?

Please call the school office as soon as possible if your child is late into school. This really helps with registration and dinner administration. When your child arrives in school, they must come to the main office to be signed in.

## What if my child is ill?

Please contact the school office as soon as possible to let us know why your child is absent. If your child experiences vomiting and diarrhoea, they must not return to school for 48 hours after the last occurrence of illness. Children who return to school before the 48 hour period has passed will be sent home.

## Holidays

The school year includes 13 weeks when children are on holiday. Under Government guidelines, Head Teachers are no longer permitted to authorise absence for holidays during term time unless there are exceptional circumstances. Therefore if you wish to take your child out of school, a formal request must be made to the Head Teacher before the holidays are booked. You will receive a written response from the Head Teacher.

## Car Park

There is very limited parking near the school. The safety of our children is our priority so therefore the use of the school car park for drop-off and pick-up is strictly prohibited. We recommend parking at Highfield Park or Fair View. We encourage our pupils to walk, scoot or cycle to school. Any pupils who choose to scoot or cycle MUST sign a permission letter and MUST wear a helmet.

## Security

We have a safe and secure building. During the day, pupils move around the school grounds behind closed fences and gates. All visitors must enter school via the main entrance and sign in

at the school office. Visitors will not be permitted direct access to The Annexe (Year 5 Building) without having signed in first.

## Administering Medicine in School

We must have written permission to administer prescribed medicine. Please complete a medication record sheet and hand in to the main office. All medicines will be locked away but inhalers can be stored in the First Aid Room OR carried by the pupils. Medicine does not need to be prescribed by a doctor, and we ask that it is in its original box and labelled for the pupil and a medication form needs to be completed.

## Water Bottles

We feel that access to water is essential to the welfare of our children. Pupils may carry a water bottle around school. They also have access to water fountains throughout the building. Juice and cordial is not permitted in water bottles.

## School Lunches and Breakfast Bar

Our on-site kitchen provides fresh, healthy cooked meals every day. Breakfast Bar provides snacks at morning break. Alternatively children may bring a packed lunch in a labelled lunch box. We ask that packed lunches are healthy and do not contain chocolate, sweets or fizzy drinks.

Lunch payments can be made via ParentPay, using the in-school thumb scanning machine or via the post boxes in year group corridor areas. A school meal costs £2.30.

## School Uniform and Lost Property

Uniform is available to order at Salto UK. <https://www.saltouk.com/index.php?route=product/category&path=163>. It is essential that ALL of your child's uniform is labelled clearly, including PE kits and shoes. Any named lost property will be returned to your child. Any

unnamed lost property will be put in the PE changing room lost property or year group lost property bins.

Jewellery is not permitted in school at all, including earrings.

## Lockers

Your child will be provided with a locker in which to store their personal belongings and equipment. The lockers include a numbered password for security. Lockers are a successful way of ensuring that belongings are securely stored so that property does not go missing.

## Homework Diaries

Your child will be provided with a Homework Diary. The pupils use this to organise their homework and lesson notes. Teachers will record notes in diaries relating to behaviour and general queries. Please use this as a means of communication between home and school. Parents MUST sign diaries on the current week's page in time for diary signing during pastoral time every Friday.

## Pencil Cases

Pupils are required to supply a pencil case with the basic minimum of a pencil, a blue or black pen, a ruler, a rubber and a pencil sharpener. Extra equipment such as colouring pencils and pens, a compass, a protractor and a calculator would be useful. Pupils are required to arrive at lessons with equipment- a pencil case, a reading book and a jotter (supplied by school). Failure to do so will result in sanction.

## On the First Day...

On their first day at Highfield, pupils should arrive at school with:

- Stocked pencil case.
- PE Kit including trainers.
- Dinner money.
- Water bottle.