



PARENT HANDBOOK

2022-23



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WELCOME TO HIGHFIELD PREP

This booklet aims to ensure a smooth transition from home to school by providing information about the day to day routines that are important for the efficient running of the school. We hope that by answering some of the questions that arise your child will feel comfortable and at ease from the first day and that you can feel confident you have done everything possible to give your child the best start to school life.

Highfield is a lively school, sustaining values which encourage children to develop a love of learning and to discover their own strengths. We foster a caring atmosphere where every person is valued. Highfield aims to develop skills for life: self-confidence, independence, respect for others and the environment, creativity and imagination, and a desire to live life to the full.

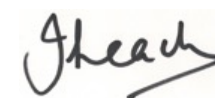
Our curriculum is designed to promote optimal learning, personal growth and development. It includes not only the formal requirements of the National Curriculum, but also the various extra-curricular activities that the school organises in order to enrich the children's experience. It includes, too, the so-called 'hidden curriculum' – what the children learn from the way they are treated and expected to behave. We want them

all to grow into positive, responsible adults, who can work and cooperate with others. At the same time, we help them to develop their knowledge and skills, in order to achieve their true potential in later life. We aim to foster creativity in our children, and to help them become independent learners. Above all we believe in making learning fun.

Your child is about to embark, or continue, on one of the most important journeys of their life. Our aim is to make this a stimulating, exciting and enjoyable experience which will not only establish the skills necessary for successful learning, but will also inspire the joy of discovery and the desire to know more. We seek to encourage all children to aim high and to always do their best. It is through individual attention and support that we aim to help our children achieve their potential.

I look forward to working in partnership with you over the coming years.

Kind regards,



Headteacher

ABOUT HIGHFIELD PREP

Highfield School was founded in 1918 by Miss Evelyn Hadfield and made into an Educational Charity in 1966 by Miss Tovey. Highfield School is a member of the Independent Association of Preparatory Schools (IAPS) and the school is regularly inspected by the Independent Schools Inspectorate (ISI). We became part of the Chatsworth School group in 2019. Judged 'Excellent' in all areas by ISI (2022).

OUR ETHOS

Highfield is a lively school, sustaining values which encourage children to develop a love of learning and to discover their own strengths. We foster a caring atmosphere where every person is valued. Highfield aims to develop skills for life: self-confidence, independence, respect for others and the environment, creativity and imagination, and a desire to live life to the full.

OUR AIMS

- To develop a love of learning by providing an exciting and stimulating education, encouraging all pupils to maximise their potential.
- To provide a firm foundation for the future by preparing all pupils socially, emotionally and physically for the next stage in education.
- To develop lively and enquiring minds.
- To develop spiritual richness and respect for faith, self-confidence and independence.

- To create opportunities for independent thinking, self-expression and creativity.
- To respect self, others and the environment.
- To value honesty, fairness, compassion and empathy.
- To celebrate achievement.

OUR GOLDEN RULES

- **We are gentle;**
we do not hurt anybody
- **We are kind and helpful;**
we do not hurt the feelings of others
- **We work hard;**
we do not waste our own or others' time



GENERAL INFORMATION

STAFF

Mrs Joanna Leach

Headteacher and Designated Safeguarding Lead (DSL)

Ms Sarah Wallace

Deputy Head, Year 5 Teacher, English Lead, Deputy Designated Safeguarding Lead (DSL)

Mrs Clair Marsh

Head of Pre-Prep, Year 2 Teacher, G&T Lead, Deputy Designated Safeguarding Lead (DSL)

Ms Malkit Tatlah

Bursar

Mrs Clare Barbour

Year 6 Teacher, Maths and Science Lead

Mrs Briony Jones

Nursery Lead

Mrs Sarah Bolton

Year 1 Teacher

Mrs Kirsty Wheatley

Year 3 Teacher and PSHE Lead

Mr Jonathan Bastable

Year 4 Teacher and Computer Lead

Mrs Sally Gould

Year 1 Teacher

Mrs Bethanie Arnold

Reception Teacher and EYFS Lead

SPECIALIST TEACHERS

Mrs Catherine Young

French Lead

Mrs Alice Denton-Rice

PE Lead

Mrs Jane Day

Music Lead

Mr Jonathan Bastable

Computing Lead

Mrs Sara Beazley

Art and DT Lead

CLASSROOM ASSISTANTS

Mrs Mandy Gibbon

Miss Joanne Bastable

Mrs Rachel Jewitt

Mrs Sheena Rixon

EARLY BIRD AND THE DEN STAFF

& LUNCHTIME SUPERVISORS

Mrs Catherine Young

Mrs Sayeeda Akhtar

Mrs Tracy Tatham

Mrs Shahida Khan

Mrs Kiran Baga

VISITING TEACHERS

Mrs Julia Bentley-Dawkes

Flute

Mrs Jackie Ratcliff

Cello

Mr Fernando de Nijs

Violin

Mrs Francesca Pow

Spanish

Miss Lorna Rennie

Oboe

ADMINISTRATIVE STAFF

Ms Laura Chell

Head's PA & Registrar, First Aid

Mrs Natasha Boreham

Marketing Manager

BROOKWOOD KITCHEN

Ms Maria Damian

Chef & Kitchen Manager

Mrs Bridgette Clarke

Cook

Ms Philippa Graham

Kitchen Assistant

SITE CONTROLLERS

Mr Neil Soden

SESSION TIMES

THE SCHOOL DAY

0830

School starts for Nursery – Year 6

1200

Nursery a.m. finish

1530

Nursery, Reception,
Year 1 and Year 2 finish

1545

Years 3 - 6 finish



START OF THE DAY

We operate a 'kiss and drop' zone from 0820, where parents are able to drop their child outside school. There will be two members of staff on duty to welcome your child and escort them into school.

EARLY BIRDS

Available from 0745 with breakfast.

Early Birds takes place in the Dining Room and is supervised by two members of staff. Children arriving in school before 0820 will be charged as Early Birds. From 0825 a member of staff is on duty in the top playground.

We ask that parents leave the school grounds as soon as children have been delivered to school so that the premises can be secured. If it is necessary to park on the road we ask that neighbours' access and parking spaces are not obstructed and that parents drive considerately round the residential area.

END OF DAY

For safeguarding reasons, if someone else, other than the child's immediate family who are known to us, has to collect them at the end of the day please phone or email Laura Chell in the office. We will not allow a child to be collected by anyone unknown to us. Children will often make unofficial arrangements with a friend but we must be given parental confirmation of a change of plan.

THE DEN - EXTENDED DAY CARE

This is offered to all children from 1530 – 1800. Tea and activities are provided and charged for. Please book in advance via Clarion Call. Cancellations must be made by 12 noon to avoid being charged.

AFTER SCHOOL CLUBS

Children from Pre-Prep upwards may attend clubs which are offered free of charge. These clubs are run by members of staff and children should be collected promptly at the end of the activity unless they are going on to the Den. Most clubs end at 1630. We also offer a range of clubs run by external providers which do incur a cost each session. A full list of clubs is sent out in advance at the start of each term.

LUNCHTIMES

All our food is cooked on site by our team of chefs. We offer a delicious varied and balanced three week rotating menu which changes termly. We offer two vegetarian choices daily alongside our main meal, a salad bar, and dessert, coupled with yoghurt and fresh and dried fruit. Special dietary requirements are available on request. Please discuss with our registrar or your child's class teacher.

SNACKS

Healthy snacks are provided at mid-morning break for all children. Nursery and children in the Pre-Prep are also given bread and butter or a biscuit for their afternoon snack. Children in the Prep school are also able to bring in their own snack. We suggest that these snacks do not contain chocolate; instead a sandwich, fruit, raw vegetables and savouries are recommended.

We have a strict no nut policy.

UNIFORM

Uniform is compulsory, no substitutes are acceptable. Every child is an ambassador for the school; we have tried to keep the uniform simple and attractive and ask for your complete co-operation. A full uniform list can be found in this handbook. **All clothes must be clearly named including socks, shoes and underwear.**

ILLNESS AND MEDICINES

There are qualified *First Aid at Work* staff and qualified Paediatric first aiders.

There will be occasions when your child is not well enough to attend school. If your child has an infection or has a slight temperature, please keep them at home and telephone the school to let us know that they will be absent. **It is essential that any child who has had a period of vomiting or had diarrhoea does not return to school until 48 hours have elapsed since the last incident.** The child may seem bright and well but may still be able to infect other children and staff. Please do not overlook the periods of absence, even if it is inconvenient; children will be sent home if we know that the required time has not passed.

We do not hold any medicines in school, such as Calpol. If your child needs Calpol or other medicine during the day please hand it in to the office and complete a Medication Consent Form.

EMERGENCY CONTACT

If your child becomes ill at school or has an accident you may have to be contacted quickly. Please make sure we know the address and telephone number of your home or workplace. In case of an accident needing hospital treatment we will always do our best to contact you before taking the child to hospital. If we cannot, a senior member of staff will accompany the child at all times and act in 'Loco Parentis'.

PARENTS AND TEACHERS

ASSOCIATION (PTA)

There is a friendly and supportive Parents and Teachers Association at Highfield. Their aim is to organise and support the social events that regularly take place. They also raise money to provide for extra resources and a number of child and family centred activities. Every class has a PTA representative who is happy to be contacted on matters concerning events. They also provide a support system for new parents. Every family pays an annual subscription to the PTA, unless they opt out of the charge that is added to the September invoice.



GENERAL INFORMATION

FOR ALL PUPILS

ATTENDANCE AND PUNCTUALITY

At Highfield, we want all children to aim for the best possible levels of attendance at school to enable each and every child to achieve their full potential.

There is a strong link between good school attendance and achieving good results for children. Children who frequently miss school may fall behind in their work which may affect their future prospects. Parental support is critical in ensuring that children achieve in education, and support and guidance is always available from our school. We want all parents to help their children by making sure they attend school every day and arrive on time. Doing this will ensure that your child feels confident, up to date with learning, and up to date with their circle of friends.

Arriving on time is very important as many organisational matters are undertaken at the start of the day. Apart from the legal requirement to take a register and mark absent and late pupils, teaching staff collect homework and organise pupils for a prompt start to lessons. Children can become quite anxious if they are late, especially if they are 'performing' in assembly or have to enter their classroom when everyone has already started work.

We feel very strongly that children should be organised and know that it is important to arrive on time and with the correct equipment for the day (e.g. sports kit, swimming kit, project materials etc.). Parents can give their children a great deal of support in this and help them to develop good practice that will serve them well in later life.

THE CLIMBING FRAME

AND TYRE PARK

The climbing frame and tyre park are for children to use under supervision at playtime. The school cannot be held responsible for any accidents that occur out of school hours. **Please do not allow children on the climbing frame or tyre park out of school hours.**

JEWELLERY AND WATCHES

Children whose ears are pierced may wear studs only, and must be able to cover their earrings with tape or remove and replace their earrings in order to take part in P.E. lessons. For Health and Safety reasons, staff are not permitted to do it for them.

Watches and FitBits (or equivalent) are allowed to be worn, however the school cannot be held responsible for any loss or damage.





HEADLICE AND HAIRSTYLES

Long hair (shoulder length and below) must be tied back. This is for safety reasons as well as health reasons. Hair should be tied back with navy or pale blue hair bands.

SWIMMING

Swimming lessons take place at the Braywick Leisure Centre on Thursday mornings. Details about days and transport to the Braywick Leisure Centre will be sent out to parents and you may be required to drop your child at the Braywick Leisure Centre.

Swimming lessons are part of the statutory curriculum and if children are well enough to come to school they are usually well enough to swim. If there is a genuine reason for not swimming the child should be taken to the Leisure Centre with a written explanation. They will be supervised while the lesson is taking place.

Pre-Prep have swimming lessons every term. Prep school children swim every fortnight during the Autumn and Spring Terms and take part in athletics in the Summer Term.

VISITS AND VISITORS

Educational visits take place throughout the school year. Parents will always be informed of major visits which require additional supervision or transportation. Parents are asked to complete a

permission slip on entry to Highfield which allows us to take the children out to places of interest as part of the curriculum. Visitors are invited into school to talk to the children about specific topics. Visiting theatre groups, artists and authors regularly come into school. Trip costs are invoiced at the end of term.

ASSEMBLIES

Achievers' Assemblies are held when children's successes, both inside and outside school, are celebrated and applauded. Children are awarded certificates for a wide variety of achievements throughout the school.

Special celebration assemblies are held throughout the year and parents are warmly invited to attend.

HOUSES

All pupils and staff are divided into three Houses: Mason, Tovey and Hadfield. These three groups take part in a variety of activities which are competitive. Pupils are allocated a house in Pre-Prep (or when they first join the school).

SCHOOL AND ECO COUNCILS

The School Council meets regularly to discuss a broad range of issues and ways of improving our school further. The School Council and the Eco Council are made up of a teacher lead and 1 or 2 girls elected from each year group from Years 1 to 6 to represent the views of their classes.

NEWSLETTER

There is a regular Highfield Newsletter which gives details of all the activities taking place in school. There are contributions from staff, pupils and the Parents' and Teachers Association (PTA).

This Newsletter is distributed by e-mail on Friday afternoons. It is important to read the Newsletter for dates and times and collective information.

MS TEAMS

All pupils have a Microsoft Teams account linked to Highfield. So that your child can access this from home, the Teams app will need to be downloaded to a home device (desktop or laptop) available at: microsoft.com/en-gb/microsoft-teams/download-app. Please encourage your child to check their Teams account on a daily basis as homework is set on Teams and communications from Form Tutors and teachers are shared on Teams. Please note that for Safeguarding purposes, Teams accounts are monitored and must not be used to provide, exchange or upload sensitive personal data.

INDIVIDUAL MUSIC LESSONS

Individual music lessons are available during and after school. We offer piano, guitar, flute, clarinet, violin, viola, cello, oboe, saxophone and brass lessons.

HOLIDAY CARE - WISE OWLS

Wise Owls operate a holiday club which is based at Highfield School. They operate during half-term and also all the main school holidays. Please contact them direct on 08445 611606 or visit: wiseowlsclub.co.uk.



POLICIES

The following policies and handbooks are available on the school website, [highfieldprep.org](https://www.highfieldprep.org):

- Accessibility Policy and Action Plan
- Admissions
- Anti-Bullying
- Complaints
- COVID-19 School Closure Safeguarding Arrangements
- Curriculum
- E-Safety
- EAL
- Educational Visits
- Equal Opportunities
- EYFS
- Fire Safety
- First Aid and Medical Welfare
- Health and Safety
- Missing Child and Failure to Collect
- Parent Handbook 2022-23
- Positive Behaviour and Exclusions
- PSHE
- Record of Formal Complaints 2022-23
- Relationships and Sex Education
- Safeguarding Child Protection
- Safer Recruitment
- SEND and Inclusion
- Whistleblowing

PRE-PREP INFORMATION

RECEPTION

The children in Reception are full-time and stay for lunch.

They may be left on the top playground from 0825 with their friends and the teacher on duty. The class teacher will collect them from the playground at 0830.

Children will need a book bag, kit bag with their P.E. clothes, back pack (for swimming) and Wellington boots. Please do not send your child with an alternative bag or back pack because there is not enough room on the pegs.

Details of uniform requirements are on the uniform list. It is always useful to have a pair of spare underwear in a plastic bag!

At 1530 Reception children will line up at the wooden pedestrian gate and will be handed over to the adult collecting them.

Please do not park on chevrons or double yellow lines as the road outside the school must be kept clear for emergency vehicles to access the school.





PREP SCHOOL INFORMATION

YEARS 3-6

The last four years at Highfield see the introduction of specialist teaching in Maths, English, Science, Art and Computing. The girls become confident with a variety of teaching styles and learn how to organise their work into subjects; it is essential preparation for secondary school.

All girls will have regular homework responsibilities, the amount and time required to complete it gradually increases with age. It is important for you to let us know if your child is finding it difficult to complete the homework for any reason at all.



SCHOOL UNIFORM LIST: GIRLS - NURSERY & RECEPTION

AUTUMN/WINTER

- Highfield tunic dress
- Plain white polo shirt
- Capstan blue sweater with logo
- Navy socks or tights
- Shoes – Clarks or similar, plain black with fastenings
- Book bag
- Water bottle

RECEPTION ONLY:

- Navy waterproof jacket with printed logo
- *Plain navy fleece scarf, navy fleece hat and navy gloves (optional)*

SUMMER

- Summer dress
- Capstan blue sweater with logo
- White ankle or knee length socks
- Shoes – Clarks or similar, plain black with fastenings
- Sun hat

SPORTSWEAR

- White polo shirt with logo
- Navy, elasticated waist, games shorts
- White ankle socks
- Trainers (predominantly white) with laces or Velcro fastenings
- *Tracksuit bottoms/Navy hooded top (optional)*

RECEPTION ONLY:

- Swimming hat
(house colour red, green or yellow)
- Royal blue swimsuit with logo
- Black velour leotard with long sleeves
- Black velour gym shorts
- Swimming goggles

Children should use navy or pale blue accessories if they need to tie their hair back. Please ensure all possessions are clearly marked with your child's name.

All uniform is available to purchase from:

Goyals of Maidenhead, 28 Bridge Street,
Maidenhead, SL6 8BJ.

01628 639725 | goyalsmaidenhead.co.uk



SCHOOL UNIFORM LIST: BOYS - NURSERY & RECEPTION

AUTUMN/WINTER

- Navy blue trousers or shorts
- Plain white polo shirt
- Capstan blue sweater with logo
- Navy socks
- Shoes - Clarks or similar, plain black or navy blue with fastenings
- Wellington boots
- Book bag
- Water bottle

SUMMER

- Navy shorts
- Plain white polo shirt
- Capstan blue sweater with logo
- Navy socks
- Shoes - Clarks or similar, plain black or navy blue with fastenings
- Sun hat
- Wellington boots

SPORTSWEAR

- White polo shirt with logo
- Navy, elasticated waist, games shorts
- White ankle socks
- Trainers (predominantly white) with laces or Velcro fastenings
- *Tracksuit bottoms/Navy hooded top (optional)*

RECEPTION ONLY:

- Swimming hat (house colour red, green or yellow)
- Royal blue swimming trunks
- Black shorts
- Black t-shirt
- Swimming goggles

All uniform is available to purchase from:

Goyals of Maidenhead, 28 Bridge Street,
Maidenhead, SL6 8BJ.

01628 639725 | goyalsmaidenhead.co.uk

Please ensure all possessions are clearly marked with your child's name.



SCHOOL UNIFORM LIST: GIRLS - YEARS 1-6

AUTUMN/WINTER

- Highfield kilt
- Long sleeve blue blouse reverse collar
- Capstan blue sweater with logo
- Navy socks or tights
- Navy waterproof jacket with printed logo
- Blazer with logo
- Shoes – Clarks or similar, plain black with fastenings or laces
- Backpack
- Book bag (Year 1 & 2)
- Water bottle
- *Plain navy fleece scarf, navy fleece, hat and navy gloves (optional)*

Children should use navy or pale blue accessories if they need to tie their hair back. Please ensure all possessions are clearly marked with your child's name.

SUMMER

- Summer dress
- Capstan blue sweater with logo
- White ankle or knee length socks
- Shoes – Clarks or similar, plain black with fastenings or laces
- Sun hat (Year 1-2) / Baseball cap (Year 3-6)

SPORTSWEAR

- White polo shirt with logo
- Navy, elasticated waist, games shorts or athletics shorts (Year 1 - 2)
- Navy athletics shorts (Years 3 - 6)
- Navy skort (Years 3 - 6)
- Swimming hat (house colour red, green or yellow)
- Swimming goggles
- Royal blue swimsuit with logo
- Black velour leotard with long sleeves

- Black velour gym shorts
- Athletics vest (Years 3–6)
- Navy tracksuit bottoms with logo
- Tracksuit top or navy hooded top (both required for Years 3 - 6)
Please do not have the tracksuit or hooded top printed with your child's name on the back for safeguarding reasons.
- Kit bag
- Swimming bag
- Trainers (predominantly white) with laces or Velcro fastenings
- White ankle socks
- Long navy and white hockey socks (Years 3 - 6)
- Shin pads (Years 3 - 6)
- Gum shield (Years 3 - 6)
- *Black footless tights (Years 3 - 6) (optional)*

All uniform is available to purchase from:

Goyals of Maidenhead, 28 Bridge Street, Maidenhead, SL6 8BJ.

01628 639725 | goyalsmaidenhead.co.uk



SCHOOL UNIFORM LIST: BOYS - YEARS 1-2

AUTUMN/WINTER

- Grey trousers or bermuda shorts
- Long sleeve blue shirt
- School tie
- Capstan blue sweater with logo
- Grey socks (knee length ribbed socks with shorts or grey ankle socks with trousers)
- Navy waterproof jacket with printed logo
- Blazer with logo
- Shoes – Clarks or similar, plain black with fastenings or laces
- Water bottle
- Backpack
- *Plain navy fleece scarf, navy fleece, hat and navy gloves (optional)*

SUMMER

- Grey trousers or bermuda shorts
- Short sleeve blue shirt
- School tie
- Capstan blue sweater with logo
- Grey socks (knee length ribbed socks with shorts or grey ankle socks with trousers)
- Shoes – Clarks or similar, plain black with fastenings or laces
- Sun hat

SPORTSWEAR

- White polo shirt with logo
- Navy, elasticated waist shorts
- Swimming hat (house colour red, green or yellow)
- Swimming goggles
- Royal blue swimming trunks
- Black t-shirt
- Black shorts
- Navy tracksuit bottoms with logo
- Tracksuit top or navy hooded top
- Swimming bag
- Trainers (predominantly white) with laces or Velcro fastenings
- White ankle socks

Please ensure all possessions are clearly marked with your child's name. Please do not have the tracksuit or hooded top printed with your child's name on the back for safeguarding reasons.

All uniform is available to purchase from:

Goyals of Maidenhead, 28 Bridge Street,
Maidenhead, SL6 8BJ.

01628 639725 | goyalsmaidenhead.co.uk

CONTACTING THE SCHOOL

GENERAL ENQUIRIES

The normal opening times of the school office are 8.00 a.m. to 5.00 p.m. term time, with an answer phone in use when no one is available.

Main Telephone Number

01628 624918

ADMINISTRATIVE ENQUIRIES

For all administrative enquiries and when unsure who to contact:

School Office (01628 624918)

Laura Chell (Head's PA and Registrar)

lchell@highfieldprep.org

As the first port of call for any queries and/or concerns about your child, please contact your child's class teacher through the office, Teams or in person.

For serious concerns and/or where appropriate:

Headteacher, Joanna Leach:

jleach@highfieldprep.org





highfieldprep.org   

HIGHFIELD PREPARATORY SCHOOL • 2 WEST ROAD • MAIDENHEAD • SL6 1PD

Telephone: [01628 624 918](tel:01628624918) | Email: office@highfieldprep.org

Any parent or member of staff may contact a governor directly. The proprietor of Highfield Preparatory School is Chatsworth Schools Limited.
Chief Executive Officer: Anita Gleave. Registered Office: Great Tew Estate, Chipping Norton, Oxfordshire, OX7 4AH. Telephone number: +44 (0)1608 525 030.
Highfield Preparatory School is registered with the Department for Education as an authorised independent school. Registration number: 868/6009.