



Highfields Academy

Together we inspire, always aiming higher

Prospectus

WELCOME

Dear Parents and Carers,

Welcome to Highfields Academy. I hope you will find the information in this prospectus interesting, informative and reflective of our school philosophy and approach. As a school, my colleagues and I aim to provide quality learning experiences which recognise the importance of the core subjects whilst also offering a wide range of opportunities for creativity, learning and fun across all areas of the curriculum.

This prospectus provides information about our school, its aims, curriculum and activities. It is not meant to take the place of personal contact between home and school, but I hope it answers some of your questions.

If you are not already a parent of the school, please do not hesitate to contact us. We would be delighted to show you around.

Simon Dyson,
Principal





Create an environment where all children feel safe, valued, positive and happy.

Recognise individual's talents and to strive to help everyone achieve (including academic, personal, artistic, sport).

Our core aims are to:

Provide a rich curriculum, together with a wide range of extra-curricular activities.

Promote healthy life choices and good citizenship*



Respectful

Motivated

Responsible

We endeavour to help everyone to be:

Well-rounded

Independent

Open-minded

Compassionate

*based on the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs, cultures and lifestyles.



I like learning things with my friends.

THE SCHOOL

Highfields Academy is an average sized primary school on the outskirts of Nantwich town. It was opened in 1974. We currently have 210 pupils on roll. We have one class in each year group and classes are usually of 30.

We are proud of our excellent facilities and accommodation. In addition to 7 spacious classrooms we have several learning support areas, a music room, a well-equipped practical area, and a well-stocked library. We have excellent ICT facilities, including a computer suite, a class set of iPads, and interactive whiteboards throughout the school. We are fortunate to have extensive grounds which include a pond, a large field, a woodland area, two playgrounds, and two outdoor learning areas.

Our main aim at Highfields is to maintain and improve our high academic attainment, whilst ensuring that our pupils enjoy their learning. We feel that Highfields Academy is a very happy place to be and our latest parent survey (April 2015) confirms this view:

- 97% say that their child is happy at school
82% strongly agree
- 98% say that their teaching is good
75% strongly agree
- 99% say that their child is making good progress
67% strongly agree
- 97% would recommend us to a friend
- 98% of parents feel their child is safe and well supported at school
79% strongly agree



Visits to the school and contact information

During October and November we have several 'open days'. Details of these are on our school website. These are mainly aimed at those parents who are selecting a school for the following September. School tours are normally in small groups. However, I am very happy to show parents around at any time. Please contact the school office to make an appointment.

Office opening hours:

Monday to Friday: 8.30am - 4.00pm

Telephone Number: 01270 371196

Email: admin@highfieldsnantwich.cheshire.sch.uk

Website: www.highfieldsnantwich.cheshire.sch.uk

STAFF

"The school's work to keep pupils safe and secure is outstanding"

(OFSTED 2015)

Our Staff

Mr Dyson Principal

Senior Leadership Team

Mr Strefford Vice Principal, Year 6 teacher
Mrs Newport Special Educational Needs Leader
Mrs Pembroke Business Manager

Teaching Staff

Miss Evans Foundation Stage
Miss Aston Year 1
Mrs Bradley/ Year 2
Mrs Hughes
Mr Fowler Year 3
Miss Addis Year 4
Mrs Richards Year 5
Mrs Cooke
Mrs Hayes
Mrs Cawley
Mr Gibbons PE Specialist

Support Teaching Staff

Mrs Fyffe
Mrs Gardner
Mrs Walker
Mrs Hancock
Mrs Davies
Mrs Kirby
Miss Hughes
Miss Jackson

Administration and Clerical Staff

Mrs Pembroke
Mrs Middleton-Bosson

Site Maintenance Staff

Mr McKenna
Mrs Cornes

Kitchen Staff

Mrs Newton
Mrs Beecroft
Mrs Challinor
Mrs Shirley

Mid-day Supervision Staff

Mrs Wilkinson
Mrs Griffiths
Mrs Parker
Mrs Curzon
Mrs O'Hara
Mrs Heron
Mrs Chadwick
Mrs Challinor
Mrs Barlow

Key Areas of Responsibility

Safeguarding Children: Mr Dyson and Mr Strefford
Health and Safety: Mr Dyson
Pupils in care: Mrs Newport
Special Educational Needs: Mrs Newport
Pupil Premium: Mr Strefford

Local Governing Board

Mr Rob Lightfoot	Chair of Governors
Mr Peter Kent	Vice Chair, Pupil Premium
Mrs Susan Knight	
Mr Simon Dyson	Principal
Mr Craig Hartley	Health and Safety
Mr John Mann	Literacy
Mr Graham Fenton	Mathematics and Training
Mrs Jackie Holland	Early Years and RE
Mr Iain McGregor	PE
Mrs Sherryn Middleton Bosson	
Mrs Kate Richards	
Miss Jennifer Aspinall	Safeguarding

Star Academy Trust

Members and Directors	
Susan Knight	Director of HR, Chair of Trust, Member
John Mann	Director of Finance, Member
Craig Hartley	Director of Operations, Member
Simon Dyson	Director of School Improvement
Iain McGregor	Member



The teacher makes all the lessons fun.



We enjoy working together

THE SCHOOL DAY

The School Day

8.50am	Classroom doors are opened
8.55am	Registration
10.00am	Assembly (9:00am on Fridays)
10.20am	Morning break (15 mins)
12.00 - 1.05pm	Infants lunch
12.15 - 1.10pm	Juniors lunch
2.15pm	Afternoon break (Juniors: 10 minutes, Infants: 15 minutes)
3.25pm	End of school: Infants
3.30pm	End of school: Juniors

We insist that pupils up to and including Year 4 are brought to school and collected by an adult. You are expected to wait with your child until the teacher opens the door. After school we will not let these children leave the building if no-one is there to collect them.

If your child is to be collected from school by someone who is not known to us please call the school office to let us know.

Once your child is in Year 5 or 6 children are permitted to and from school unaccompanied, with parental consent.

Please note that before 8.50am and after 3.30pm pupils are the responsibility of parents and carers. This particularly applies to pupils who use our outdoor adventure equipment before and after school.



Security and Safety

We are committed to ensuring that the school environment remains as safe as is feasibly possible. All doors are fitted with security locks. Full inspections of electrical equipment, school kitchen, toilet areas and fire hydrants are carried out during the year along with regular inspections by our Site Maintenance Officer and Governors . We ask all parents to consider the health and safety of children, adults and residents by:

- Not entering the school grounds with vehicles when delivering/collecting children
- Not parking on or directly opposite to the pedestrian exit on Whitehouse Lane. This is clearly marked with zig-zag no parking lines
- Not parking in front of the Cumberland Avenue entrance
- Not parking in front of residents' gateways, preventing access/egress. This leads to strains in relationships between the school and the local community

Safety of our pupils is a top priority. At 9.00am all external doors are locked and the only way of entering the school will be through the main entrance. The gate on Whitehouse lane will be locked between 9.20am and 3.15pm. Visitors and parents are asked to use the main school entrance on Cumberland Avenue during these times.

School Dinners

We encourage all pupils to have a school dinner. However, this is the choice of parents. Pupils are able to bring in a packed lunch if this is the preferred option. Pupils in Reception and KS1 are entitled to a free school meal.

School Meals

A variety of healthy meals, including vegetarian options are available every day. All our meals meet the strict nutritional criteria. If your child has specific dietary requirements we are happy to discuss that with you. Parents are asked to order and pay for meals for that week on Monday mornings. Meals are currently £2.30 per day.

Packed Lunches

We do not have strict guidelines that parents must follow regarding packed lunches. We feel that parents should have the right to decide what their child eats. We do however ask parents to support us in delivering the message about healthy eating and take this into account when preparing their child's lunchbox. Advice on healthy lunchboxes is available on the school website. We do not allow fizzy drinks and nuts and products that contain nuts are barred due to nut allergies of some pupils.

“The leadership provided by staff with responsibility for special educational needs is excellent”

(OFSTED 2015)

Homework

We ask parents to support us in ensuring that homework tasks are completed and handed in on time. The level of support that parents should give depends on the age of the child and the nature of the task. Particularly with pupils who are still on our reading scheme we ask parents to try and listen to their child read as often as possible and fill in the home /school reading log. We run a homework club on Monday evenings for pupils who find it more convenient to complete homework at school. However, we do expect all parents to support pupil’s development of reading by sharing a book with their child daily and completing the home/school reading diary. The amount of homework that your child can expect is detailed below:

Foundation Stage	Building up to 1 hour per week	Reading, key words and a short literacy or numeracy activity
Years 1 and 2	1 hour per week	Reading, spelling, other literacy work and number work
Years 3 and 4	1.5 hours per week	Literacy and numeracy as for years 1 and 2, with occasional assignments in other subjects
Years 5 and 6	30 minutes daily	Regular weekly schedule with continued emphasis on literacy and numeracy, but also ranging widely over the curriculum

Homework tasks are normally set on a Friday and handed in the following Wednesday. We run a homework club on Monday Evenings, where staff are available to support your child in completing homework.

Behaviour

We have high expectations of behaviour. Our school rules are very simple and apply to all pupils, regardless of age. Our Golden rules are:

- **We are gentle.** We don’t hurt others
- **We are kind and helpful.** We don’t hurt anybody’s feelings
- **We listen.** We don’t interrupt
- **We are honest.** We don’t cover up the truth
- **We work hard.** We don’t waste our time or other’s time
- **We look after property.** We don’t waste or damage things

We like to reward positive behaviour and efforts. This is done in several ways, such as certificates, stickers, postcards to parents, and house points.

“Arrangements for supporting pupils with special educational needs and pupils who need extra help to learn key skills are well organised and effective”
(OFSTED 2015)

Attendance

Good attendance and punctuality are essential for each child’s development. If your child is absent due to illness please ring the school office as early as possible to notify us. If your child will be absent for a medical / dental appointment please try to inform the school in advance. We will not authorise leave for holidays unless there are exceptional reasons. Further information is included in our attendance policy which is available on the school website.

Medicines in school

Our policy on medication is very clear. We are happy to administer medicine to any pupils providing that:

- The medicine has been prescribed by a doctor
- The child’s name and dosage are clearly shown on the container
- Parents / Carers have completed our medication form (available in the school office)

Under no circumstance will any un-prescribed medication be administered.

Funzone: Before and after school club

Funzone provides a before and after school club at Highfields. The club is open from 7.30am - 9.00am and 3.15pm - 6.00pm. Holiday club provision is available between 7.30am and 6.00pm at one of the Funzone Sites (here or Leighton Academy, Crewe).

Throughout their time at the club the children will be offered art and craft activities, indoor and outdoor physical activities, music workshops, dance, role-play, and creative and imaginative play. Your child will also have the opportunity to take part in activities of their choice. Refreshments and light snacks are offered throughout all sessions, although a packed lunch is required for the holiday club.

Further information and prices can be obtained by emailing fun-zone@tiscali.co.uk or by logging on to the school website.



School uniform

Pupils of Highfields Academy are expected to adhere to the following guidelines regarding school uniform:

- Tops:** White Cotton Shirts (short or long sleeved)
Red V Neck Jumper or Cardigan with school logo
- Tie:** School Tie
- Trousers:** Grey Trousers
Grey Skirt
- Socks:** Grey or Black Socks
Grey or Black Tights or Socks with Skirts
- Footwear:** Black shoes with a flat heel
No open toed footwear

PE kit (indoor)

- Tops:** Red tee-shirt (plain or logo)
- Shorts:** Black shorts
- Footwear:** Black pumps or bare feet - all dance and gymnastic activities
Trainers - all other indoor PE activities

PE kit (outdoor)

- Tops:** Red tee-shirt
School fleece or hooded top with logo optional
Sweatshirt, tracksuit top (weather depending)
- Shorts:** Black shorts. Jogging trousers / tracksuit bottoms may be worn in cold weather
- Footwear:** Trainers

Jewellery

The school does not allow children to wear jewellery to school (with the exception of ear-rings). Children who wear ear-rings must be able to take them out before taking part in a PE session. If this is not possible, the children will be expected to cover up the ear-rings with a plaster (plasters must be provided by parents). Ear-rings must be in the style of a stud.

The full school uniform policy is available on the school website.



“The curriculum is highly effective and responds to pupil's interests.”

(OFSTED 2015)

Pupil and Parent Councils

We value the views and opinions of all our pupils and parents and understand that you all have an important role to play in the development of our school. We have a pupil council that is made up of two pupils from each class. They meet once every half term to discuss issues such as curriculum development, fund-raising opportunities and general school improvement.

We also have a parent council who meet once every term. Their role is also to support school improvement by making suggestions about school policies and sharing ideas and opinions about the school through a parent's eyes. Further information about the Parent Council is available from the Principal.

The Friends of Highfields

Formerly known as the Parents Association, the Friends of Highfields are responsible for organizing many fundraising activities and events throughout the year, such as our Christmas, Easter and Summer Fayres. The money that they have raised has been invaluable in improving our school. Their efforts have enabled us to develop our ICT suite, build an adventure playground for both Key Stages and build outdoor classrooms. They also help to subsidise school trips. If you would like to join this group please ask for further information from the school office.

School trips and our charging policy

We arrange trips for every year group to support the delivery of our curriculum. Our Y4 and Y6 pupils have the opportunity to take part in residential visits to Cumbria and London respectively. For every trip we ask parents and carers to make a donation towards the cost. Although donations are voluntary we are reliant on these and if a large number of parents don't support this then future trips are at risk.





Reading buddies support our younger pupils



We like to be adventurous

"There is no doubt that pupils' very good behaviour is strength of the school."

(OFSTED 2015)

Communication with parents

We have two formal parent's evenings and one informal parents evening each year. Parents are invited into school to look at their child's work and discuss progress with the teachers. A written school report is provided to parents at the end of the Autumn term and at the end of the Summer term.

However, you must not feel that these are the only times when you are welcome into school to discuss any concerns or issues. Teachers are happy to discuss concerns or issues at any time (after school is better than before school). The Principal is also available.

When your child enters the school you will be asked to sign a Home / School agreement. The purpose of this is to support our partnership and to clarify what we expect from you as parents and what you can expect from the school in return. This is based on things like behaviour, homework and school uniform.

Parents are invited into school many times during the school year, for example: assemblies, sports days, performances or parents lunches.

Use of images of children

We regularly take photographs and video footage of various activities in school and from time to time we may wish to use these for publicity purposes. In order to use images of children on our website, in our prospectus or in the local media we need to



ask parents for consent. When your child enters the school you will be asked to complete a form to give your consent and this form will stay on your child's file throughout their time at Highfields. If, for some reason, your views on this issue change you can alter your form at any time.

Parents and relatives of pupils should note that any photographs or video film they take at school events are likely to contain images of other children who will not have given permission to be filmed or photographed. Such images should not be circulated more widely than the family; i.e. for the family use only.

No images taken at any school event can be uploaded on any social media site such as Facebook.

“Pupils of all ages display positive attitudes to school.”

(OFSTED 2015)

Equality Act

We are compliant with the latest legislation regarding discrimination. We have access to the building for disabled pupils along with appropriate toilets. A significant feature of our school is the care and attention devoted to all children, particularly those with special needs. Our aim is to pursue all forms of inclusion with a vigorous and positive attitude. The school has an accessibility plan and this is available for the public in the school office. We seek views of people who may have a disability and value their input in how we can make our school accommodation even more suitable for disabled people. If you, or anyone that you know, would like to assist us in this we would love to hear from you.

Special Educational Needs and Gifted/Talented

A key principle which underpins the ethos of the school is that all children are valued and are entitled to equality of educational opportunity. This means that all children's needs are regarded as special and that the needs of children with learning difficulties will be addressed within the context of the school's learning policy.

- Procedures for assessing individual learning needs are documented in the school's Special Needs Policy which is available on request.
- Teachers and the Special Educational Needs and Disabilities Coordinator (SENDCO) draw up Individual Educational Programmes for pupils who have special needs which they will discuss with parents and children. Learning targets are written in a language which the child can understand.
- External support agencies and services may be called upon to assist with particular learning needs.

- Children are given the opportunity to work in small groups with a Teaching Assistant to achieve their targets.
- The use of ICT is encouraged where this helps to further learning and stimulate interest.

Any referrals to the Special Educational Needs and Disabilities Coordinator (SENDCO) are usually made by the class teachers. We are equally happy for parents to report any worries or concerns to Mr Dyson, Principal, who supports the role of SENDCO.

We deliver many intervention programmes in order to help pupils who may require a little extra support in certain subjects. We consider the development of reading skills as critical in every child's development. We are proud to be an ECAR (Every Child a Reader) school and have a teacher who is trained in delivering this programme. Teaching staff and support staff are trained in delivering many other interventions.



Religious Education and Collective Worship

Parents have the right to withdraw their children from R.E. lessons. Any parent who wishes to withdraw their child from R.E lessons must put their wishes in writing, addressed to the Principal. Lessons in Religious Education are of an objective nature and there is no attempt to indoctrinate our pupils. Teachers plan their R.E. lessons to meet the needs of the Cheshire syllabus.

Again, parents do have the right to withdraw their children from Collective Worship which takes place daily at Highfields. The majority of these sessions are based on Christian beliefs and morals but the beliefs and morals of all religions will be covered during the year.

Every Friday we have our Celebration Assembly. Each week we choose a small number of children to celebrate for a particular reason. When your child is being celebrated you will receive an invitation a week before. We would love to see you attend and join in our celebrations.



“Across the school, all have equal opportunity to take part and to achieve. No one is made to feel left out or treated unkindly or unfairly.”

(OFSTED 2015)

Sex and Relationships Education

At Highfields we deliver Sex and Relationships education through:

- Topics and themes
- Planned aspects of the Science curriculum
- Personal, Health, Social Education and Citizenship (PHSE and C)
- Social and Emotional Aspects of Learning (SEAL)
- Assemblies
- The Christopher Winter Project

We aim to develop a gradual understanding of self growth and relationships with others. Parents do have the right to withdraw their children from these sessions (unless they are part of the statutory National Curriculum).

Our Curriculum

Our curriculum is divided into 3 Key Stages:

Foundation Stage: the first year in school.

Key Stage One: Year 1 and Year 2

Key Stage Two: Years 3, 4, 5 and 6.

The curriculum in the Foundation Stage is based on the Statutory Framework for Early Years. This curriculum covers 7 areas of learning:

- Communication and Language
- Personal, Social and Emotional Learning
- Physical development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Children in Key Stage One and Two will follow programmes of study based on the statutory National Curriculum. We deliver programmes of study in a thematic way, linking learning objectives from all subjects around a common theme. Themes are planned meticulously to ensure that the core learning of all subject areas are covered in full. French is delivered in all year groups.

We aim to provide a rich, broad and balanced curriculum that motivates all pupils and enables them to achieve in all areas.

Music

In addition to the core entitlement of the National Curriculum, we offer several opportunities for pupils to develop their skills and a passion for music. Our Year 5 pupils take part in our 'Wider Opportunities' programme. They receive free tuition for a whole year in either Trumpet, Trombone or Clarinet. Year 6 pupils also take part in 'Wider Opportunities' and receive tuition in Percussion. At the end of the year the pupils take part in a large performance with some other schools. This varies from year to year but recently we have played at the Bridgewater Hall in Manchester with the Halle Orchestra.

Pupils also have the opportunity to learn an instrument through individual and small group tuition. We currently offer lessons in guitar, drums, piano, keyboard, violin, cello, clarinet, saxophone and flute. If your child would like to learn a different instrument we would make every effort to arrange this.

“Safeguarding procedures comply with current requirements and staff and pupils are suitably informed about the routines that help to keep everyone safe. This aspect of the school’s work is highly effective.”

(OFSTED 2015)

Extra curricular activities

We strive to give pupils the opportunities to develop their skills and interests outside of lesson time. During the year we run many after school activities, eg: dance, art, music, ICT, competitive sport). All members of our staff run at least one club for 6 weeks each year. All clubs organised by our own staff are free of charge. In addition, we use external coaches to provide a wider range of activities. There is usually a charge for these clubs. Further information is available on our website or from the school office.

Ofsted Inspection

The school’s most recent full OFSTED inspection took place in April 2015. The main judgements were:

- Overall Effectiveness: Good
- Leadership and Management: Good
- Quality of Teaching: Good
- Achievement of Pupils: Good
- Behaviour of Pupils: Good
- Behaviour of Pupils: Good
- Safety: Outstanding

The full OFSTED report is available on the school website and is also published on the OFSTED website. Parents are reminded that they are welcome to share their views about the school with OFSTED at any time via the Parent View website <http://parentview.ofsted.gov.uk>

Complaints

Any complaints or concerns about staff should be dealt with through the Principal of the school. Specific complaints about the Principal should be directed towards the Chair of Governors or Vice Chair who will guide you through the procedure. We try to resolve any problems amicably but we also want to assure you that your democratic rights are protected, particularly when we are dealing with something as precious and important as children. Any correspondence marked CONFIDENTIAL TO THE CHAIR will not be opened by any employee of the school under any circumstance. This provides all parents with a direct channel to the governing body. For more detailed information please read the Complaints Policy on the school website.

Chair of Governors

Mr Robbie Lightfoot
c/o Highfields Academy
Cumberland Avenue
Nantwich
Cheshire
CW5 6HA

Principal

Mr Simon Dyson
01270 371196

Our Academic Performance

Early Years Foundation Stage

Year	Percentage of pupils achieving a good level of development (GLD)	
	School	National
2014	61	61
2015	79	66
2016	73	69

Year 1 Phonics Screening Check

Year	Percentage of pupils achieving the expected standard	
	School	National
2014	86	74
2015	77	77
2016	83	81

Year 2 - National figures in brackets

Reading

Year	Percentage of pupils achieving level 2B or higher	Percentage of pupils achieving level 3 or higher
2014	83 (81)	40 (31)
2015	97 (82)	40 (32)

Writing

Year	Percentage of pupils achieving level 2B or higher	Percentage of pupils achieving level 3 or higher
2014	70 (67)	16 (16)
2015	77 (72)	10 (18)

Mathematics

Year	Percentage of pupils achieving level 2B or higher	Percentage of pupils achieving level 3 or higher
2014	93 (80)	33 (24)
2015	97 (82)	33 (26)

Key Stage 2

The percentage of pupils achieving the expected level (Level 4) compared to national.

Year	Reading		Writing		Mathematics		Grammar, Punctuation and Spelling	
	School	National	School	National	School	National	School	National
2014	81	89	73	85	85	86	73	76
2015	89	89	94	87	90	87	74	80

The percentage of pupils achieving high than the expected level (Level 5) compared to national.

Year	Reading		Writing		Mathematics		Grammar, Punctuation and Spelling	
	School	National	School	National	School	National	School	National
2014	50	49	46	33	38	42	50	52
2015	45	48	55	36	39	41	45	55

In 2016 a new assessment system was introduced by the DfE. These assessments are based on a new curriculum and are not comparable to results from previous years.

Year 2:

	Percentage of pupils achieving the expected standard	
	School	National
Reading	87	74
Writing	81	66
Mathematics	81	73
Grammar, Punctuation and Spelling	77	N/A

Year 6:

	Percentage of pupils achieving the expected standard	
	School	National
Reading	77	66
Writing	87	74
Mathematics	68	70
Grammar, Punctuation and Spelling	71	72



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