



# **HIGHFIELD SCHOOL**

## **Parents Handbook 2016/2017**

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Dear Parents/Carers

We are happy to take this opportunity to welcome your child to Highfield School.

This booklet is produced to give you the necessary information, which should be useful to you and your child during his/her attendance at the school.

Co-operation between parents and school is most important for each student's well-being and reliance is placed upon this co-operation in both academic and behavioural matters.

Parents and Carers are always welcome at school, whether at private interview or at any of the school's functions. However, there may be times when nobody is readily available and an appointment may be offered instead.

We can assure you that your child will be happy at Highfield, will benefit enormously from the wide range of activities and experiences on offer, and will make excellent progress in their learning.

Yours faithfully

Joanne Kiernan  
Headteacher

William Taylor  
Chair of Governors

## **The School**

The school was redesigned and refurbished when opened in 1999. It caters exclusively for secondary age students. The building is designed on two floors and is constructed in modern materials. It is well-sited at the edge of the village of Gawthorpe overlooking open countryside.

There are eighteen classrooms, each with networked computer facilities and all rooms are well equipped for a variety of teaching purposes. The school is built around two paved courtyards. In addition to the general classrooms there are specialist rooms for Art/Design, Music, Science, Life Skills and Information & Communication Technology. Other facilities include a Learning Support Base, a Library/ Resource Area, a Hall (used for assemblies and Dining) a Sports Hall, a Health Suite, a Medical Room, a Multi-sensory room and Drama Studio. The school is fully accessible for students with physical difficulties and has a lift to the 1<sup>st</sup> Floor. The school benefits from very extensive, secure school grounds with high quality all weather areas, playing fields and purpose-built inclusive playgrounds, as well as outdoor learning environments.



## **Strengths and Areas of Expertise**

We have a large staff group, both teaching and non teaching, at Highfield who are dedicated to the school, highly committed to the students and who fulfil their duties in a highly professional manner.

The quality of our premises and accommodation is excellent. The range and extent of our resources and equipment is second to none.

We place a very high emphasis on the Care, Support and Welfare of our students in its widest sense. Students achieve very good progress in all of the curriculum areas we offer.

Particular areas of expertise in the school are PE and Sport, ICT, Science, Art and Music. Our students' achievements and performance in these areas are acknowledged within the Local Authority and beyond.

## Location

Highfield School is situated in the village of Gawthorpe, on the north side of Ossett. The map shows its precise location and we provide these further directions for those travelling by car from Wakefield or the M1 motorway.

From Wakefield – Take the A638 out of the City as far as Junction 40 of the M1 then follow the directions below.



From the Motorway – Leave the M1 at Junction 40 and take the A638, direction Dewsbury. Continue along the dual carriageway for approximately 3km to the roundabout then take the B6128, Owl Lane. After approx. 200m turn right into Leeds Road. Follow this road as it becomes High Street and passes by the Junior School and soon after the Maypole. Highfield School will be seen some 300m further along, on the left, with parking provision in front of the school.

### Public Transport – Route 116, 117 and 118

Public transport from Wakefield stops in the centre of Gawthorpe Village. Highfield School is a short walk away.

Our school gates are always closed during the day to ensure that the site is totally secure.

## **Specialist Status**

In 2007 Highfield was designated as a Specialist Status Special School. Our Specialism is in Cognition and Learning. This designation recognises the quality of our work with students with complex SEN. We have continued to develop our skills to ensure that all our students benefit from the expertise of the staff team.

## **Admissions**

All students admitted to the school must have a current Education, Health and Care Plan or Statement of Special Educational Needs detailing exactly the nature of their special educational needs. Highfield is designated to meet the needs of students with Severe Learning Difficulties and Autistic Spectrum Conditions.

All admissions to the school are co-ordinated by the SENART Group based at Wakefield Local Authority Family Services Department at Normanton.

Telephone: 01924 302465.

## **Status**

Highfield is a foundation co-educational day Special School for students with a wide range of special educational needs associated with Severe Learning Difficulties and Autistic Spectrum Disorders.

Highfield is a member of the Education Ossett Community Trust group of schools, which includes Ossett Academy and Sixth Form College and seven of the Ossett Primary Schools.

## **Age Range**

The age range of students is from 11 to 19 years. The Post 16 provision was introduced in 2015 and we now have a developmental, vocational and life skills programme for students in the 16-19 year age group.

## **Disclaimer**

The information contained in this brochure is correct at the time of writing and may be subject to amendment at any time during the year.

## **Healthy Schools Initiative**

Highfield School has worked with partners and colleagues within the LA to achieve the Healthy Schools Standard.

# School Holidays 2016/2017

Dates below are closure dates

<b>Autumn Term</b>	School Starts Tuesday 6 <sup>th</sup> September 2016
<b>October Half Term</b>	Monday 24 <sup>th</sup> October to Friday 28 <sup>th</sup> October 2016
<b>Christmas Holiday</b>	Monday 19 <sup>th</sup> December to Monday 2nd January 2017
<b>February Half Term</b>	Monday 13 <sup>th</sup> February to Friday 17 <sup>th</sup> February 2017
<b>Easter Holiday</b>	Monday 10 <sup>th</sup> April to Friday 21 <sup>st</sup> April 2017
<b>May Day</b>	Monday 1 <sup>st</sup> May 2017
<b>Spring Bank Holiday</b>	Monday 29 <sup>th</sup> May 2017 to Friday 2 <sup>nd</sup> June 2017
<b>Summer Holiday</b>	School closes at 2:45pm on Friday 21 <sup>st</sup> July 2017
<b>INSET Days</b>	Monday 5 <sup>th</sup> September 2016, Friday 14 <sup>th</sup> October 2016, Friday 24 <sup>th</sup> March 2017, Monday 24 <sup>th</sup> July 2017 and Tuesday 25 <sup>th</sup> July 2017

## The Aims of the School

Highfield is a school for students with special educational needs. There are many kinds of special schools, each offering a different service according to the needs of the students. This school can offer small classes and an individual teaching approach delivered by a highly qualified and experienced staff to those students who would otherwise experience difficulties with their learning in the mainstream setting.

We aim to foster independence and self-confidence whilst offering a general education based on the National Curriculum, which may be modified according to the needs of each child in line with the Wakefield Local Authority's Curriculum Policy. In addition, much emphasis is placed on personal and social development and the skills needed by each child to become functionally independent and successful young adults.

Our aim is to deliver the best possible education to every student - tailored to meet their individual needs, whilst providing students with learning and life skills required for independent or supported adulthood, and to create real opportunities for meaningful employment where skills and unique personal qualities can be valued, rewarded and celebrated.

## **SEN Policy Statement**

All students at Highfield School are taught according to the targets identified in their EHCP or Statement of Special Educational Needs. Individual Learning Plans are written and these relate both to their Statement and to the Annual targets. Assessment of levels of achievement and ability is checked when a student is admitted to school and then monitored as part of an ongoing process. All students have an entitlement to the National Curriculum. All students are offered a wide range of accredited programmes of study in Key Stages 4 and 5 which lead to examination successes, and include opportunities to study vocational courses including Horticulture, Hospitality , ICT, Sport, Construction, Motor Vehicle Maintenance and Hair and Beauty, the latter three with offsite providers with whom we have a well established link.

## **Pastoral Care**

As the pupil proceeds through the school his/her pastoral care will be the responsibility of the class teacher. Class teachers are encouraged to develop strong working relationships with all parents/carers.

## **Organisation of the School**

In Key Stage 3, students in Years 7, 8, and 9 may be mixed according to needs, which could be social, academic or behavioural. Most students will be with others who are within 12 months of their birth date, but there will be exceptions when students are grouped together to maximise their learning opportunities.

In Key Stage 4 & 5 students may be within their own year groups as tutor/class groupings but may also be with other groupings for some practical subjects, e.g. PE, Art and Design, Drama, Music and ICT. Students can also be placed in different groups to follow Examination Courses.

In all Key Stages, there are identified groups of students with very specific Complex Needs who are taught according to their highly individual requirements.

The timetable is arranged to give a good balance of academic and practical subjects based on recommendations for time/subject distribution identified in the National Curriculum. In certain activities there may be opportunities for most students to be in even smaller groups than the class groupings shown, allowing the various specialist teachers to give more time and help to each child.

In 2016/2017 we will continue working to further develop a model of individual student pathways, which is designed to maximise students' learning potential in all ways.



## **Organisation of the Day**

08.45	-	09.15	Morning Registration/Lesson 1
09.15	-	10.15	Lesson 2
10.15	-	11.00	Lesson 3 including Breaks and PSD
11.00	-	12:00	Lesson 4 and 5
12.00	-	01:00	Lunch/Supervised Activities
01:00	-	01:05	Afternoon Registration
01.05	-	01.35	Lesson 6
01.35	-	02.10	Lesson 7
02.10	-	02.40	Lesson 8
02.40	-	02.45	Assembly/Dismissal

## **Attendance**

School Attendance Figure for the year 2015/2016 was 92.58%.

We very much appreciate the Parental Support which has been helpful in improving this figure steadily over the last few years.

To gain the maximum benefit from school it is important that students attend regularly and punctually. All absences must be explained either by letter or a telephone call from the parent/carer. School will contact the parent/carer by telephone on the first day of any unexplained absence. Unexplained absences may also be followed up by a letter from school or a visit from our Parental Support Advisers. Schools are required to keep exact records of all absences and your co-operation will be needed in this matter.

## **Holidays in Term Time**

Holidays in term time are discouraged as this can lead to discontinuity in students' learning.

However, in exceptional circumstances, school will consider parental requests for holidays which should be made in writing to the Head Teacher. This should be done at least one month before the departure date and will be considered on an individual needs basis.

## **School Leaving Date for 16 year olds**

All year 11 students who are leaving to attend college will stay at Highfield School until Friday of 14<sup>th</sup> July 2017. Those students who will be attending the post 16 provisions at either Highfield or Oakfield Park or starting the Bridge Programme the following year, will continue to stay on at Highfield and will be able to start some transition work during the week commencing Monday 17<sup>th</sup> July 2017, with the final day of term being Friday 21<sup>st</sup> July 2017.

## School Uniform

Highfield School has a compulsory school Uniform which should be worn throughout the year.

Girls: School Sweatshirt with logo/School Cardigan with logo  
White shirt/polo shirt  
Purple polo shirt  
Grey or black skirt/trousers

Boys: School Sweatshirt with logo  
White shirt/polo shirt  
Purple polo shirt  
Grey or black trousers

The Sweatshirts and Cardigans, provided by the school at cost price, are very hard wearing and wash well. We also carry a stock of white and purple polo shirts with the school logo from the same supplier. These polo shirts are not compulsory.

Costs for 2016/17:

Sweatshirts up to 34"	- £11.00	Polo Shirts up to 36"	- £8.50
36" to 44"	- £13.00	38" to 44"	- £10.50
46" and above	- £15.50	46" and above	- £11.50

Cardigans are £10 for all sizes  
These are available from the School Admin Office.

The playground areas are fairly exposed and so a warm jacket or coat is essential in the winter months.

All clothing should be safe and suited for particular purposes. This also applies to hairstyles and footwear. Any jewellery worn should be discreet and must not be considered dangerous. In the latter case, your child will be expected to remove the jewellery when requested. **The school cannot, and will not, be held responsible for the safe keeping of any jewellery, watches or indeed any items of value brought into school.**

## Mobile Phones

Mobile phones are not required in school and therefore should not be brought to school. If a parent feels that a student needs to bring a mobile phone to school, permission should be sought from the Headteacher by letter or telephone call before the phone comes to school. If permission is granted, the pupil will give the phone into the safe keeping of their teacher on arrival at school, to prevent loss, damage or theft. The phone will be returned to the student at the end of the day.

## Medication

Any prescribed medication may be sent to school and left in the care of the school medical staff, who will administer the medication as indicated. Parents should send an accompanying letter granting permission for the medication to be administered. Any medication sent into school for a specific student must be in the named packaging from the pharmacy. Students who make requests for non-prescription medication e.g. Paracetamol, must also have a letter from parents granting permission for this to be given by school staff.

## **School Council**

Highfield School has a representative School Council, which meets every week and makes decisions on how we organise what we do in school. This group has elected members from the students and nominated members from the staff group. The school council is held in high regard both in school and within the local authority for the work it does on disability respect.

## **Safeguarding Students Issues**

Highfield School follows Wakefield LA guidelines on Safeguarding Students Issues.

The designated Safeguarding Students' Officers in school are Miss J Kiernan (Senior Designated Safeguarding Lead), Mr D Dixon (Deputy Designated Safeguarding Lead) and Mrs R Thompson (SLT Designated Safeguarding Lead).

## **Behaviour and Discipline**

A good standard of behaviour is expected and actively encouraged. On the rare occasion that this is not achieved then there is a flexible but firm system of discipline, which will be enforced. Parental co-operation is encouraged and a partnership with home has been operating for some years. All Class Teachers have particular responsibilities for home/school liaison and are willing to discuss problems and possible solutions out of school time. The school has Parental Support Advisers who provide an excellent link between home and school.

The School's Parent Support Adviser for students in Years 7 to 11 is Mrs Lynn Catchpole who can be contacted directly on 0777 229 2488 and works on Wednesdays, Thursdays and Fridays.

Post 16 also has a Parental Support Adviser who provides an excellent link between home and Post 16. The Post 16 Parent Support Adviser is Miss Emma Sutherland who can be contacted directly on 07495539721.

We also have a dedicated Learner and Learning Support Team (LLS) who work with individual students and their families to remove barriers to learning. This Team includes a Higher Level Teaching Assistant, Off-site Tutors and Learning Mentors who support student engagement and learning both in school and off-site. From September 2016 the learning mentors will be:- Ms T Marsh, Mr D Brady, Mrs S Atherton & Mrs F McBride.

## **School Meals**

A two-course meal, which is prepared on site, is provided within a cafeteria system. There are two sittings, the first sitting from 12.00 to 12.30 and the second sitting from 12.30 to 1:00. Money for meals should be brought on a Monday, for the whole week. School meals cost £2.05 per day. Sandwiches can be brought and all students sit together to eat in their class groupings, as lunchtime is viewed as an important part of social development.

*Should anyone wish to change from school meals to sandwiches or vice versa, a week's notice in writing is required in order to change catering arrangements.*

## Highfield School Sex Education Policy

All young people, whatever their ability, develop physically and emotionally, and need to be helped to understand their bodies and their feelings. Sex education helps our students' overall development, confidence and self-esteem.

Legislation now says that a compulsory programme of Sex Education including teaching about HIV and AIDS and other STDs must be provided for all students of secondary age (11+), irrespective of the level of ability. This law also gives parents the right to withdraw their students from Sex Education at any age, except those parts that are in the National Curriculum Science syllabus.

The Sex Education programme we offer at Highfield School has been carefully planned to take account of students' age, maturity and physical development. It will develop slowly throughout the time young people are in school, using well-proven methods that allows time for repetition, practice of relevant skills, and reflection. It will be fully and consistently evaluated.

**For Key Stage 3 Students** it will be both integrated into the whole curriculum, and taught separately. Areas covered will be:

- self-awareness - who am I? what can I do?
- identifying and naming body parts;
- gender - I am a girl; I am a boy;
- family and friends - who do I know?
- skills; choosing, making decisions, saying yes and no;
- growing and changing - size, skills;
- preparation for puberty - periods (at appropriate age).

**For Key Stage 4 & 5 Students** age appropriate work will continue according to their needs and competencies.

- sexual intimacy;
- sexual relations;
- safer sex;
- sexually transmitted diseases, including AIDS;
- pregnancy, birth and contraception.

### **Who will teach it?**

The programme will be taught by class teachers, sometimes working together, and with support staff. Students will sometimes be taught in separate gender groups, or in small groups according to their maturity and understanding. The Community School Nurse Service also provides very valuable input to this area of work in school.

### **We shall work closely with parents**

- 1 We shall consult with you about the Sex Education programme your child will receive and whether you have any religious views you would like us to respect.
- 2 Once a year we shall invite all parents to a meeting where you can discuss together any anxieties you may have about your child's growth and physical development. This will be part of your child's Annual Review Meeting.

**Parents/Carers are welcome to come to school at any time to discuss any of these matters with the Headteacher. Appointments can be made via the School Office.**



Preparing planters in our rural area



A residential visit to the Calvert Trust Centre in Keswick

## **Drugs Education**

This area of the curriculum is taught within Personal and Social Development lessons in all Key stages.

## **Visiting Doctors, Dentists, etc.**

Doctors, Nurses, Dentists, Dental Hygienists, Physiotherapists, Occupational Therapists and Speech Therapists all visit school regularly.

## **Academic Organisation**

The National Curriculum is taught in all areas using the Key Stage Programmes of Study relevant for the age of the student, but subjects are taught to meet the individual needs and level of each student.

Individual subjects taught include English, Maths, Science, ICT, PSHE and Citizenship, Rural Dimensions, PE and Outdoor Pursuits, Art and Design, and the Creative Curriculum which includes RE, History, Geography, Technology and Art and MFL. Most of these subjects will be delivered in KS3 through a Project Based Approach of learning.

The first part of each morning is spent studying Literacy and Numeracy as great importance is attached to these areas. The subject of English includes language development, fluency in reading, spelling, handwriting, drama and the general skills of literacy. PSD relates to personal and social development and health education and is delivered in an age appropriate manner, both formally and informally. We also included aspects of the SEAL (social and emotional aspects of learning) Programme in this area of work. Maths includes the acquisition of numeracy skills and concepts and their use in practical situations, real life, and everyday situations.

Students in Years 7, 8 and 9 will be working at Key Stage 3. The majority of time will be spent with a class teacher who will take most of the basic subjects. In Key Stage 3 we also deliver cross curricular themes through the introduction of Project Based Learning. Those students in the Complex Needs classes spend the majority of time with their Class Teacher. An identified KS3 Gifted and Talented group is taught weekly by a specialist leader from English, Maths and Science. In addition to the usual timetabled lessons.

Students in Years 10 and 11, who are working in Key Stage 4, will also spend a core part of the week with a class teacher who will continue to extend the work in basic subjects. The remainder of the time will be spent with specialist teachers, following a range of examination courses.

The syllabus for older students is geared towards life when she/he leaves school and to this end Link courses are arranged with the Local FE Colleges. There are visits to places of employment and work related learning. We have three school minibuses, which are available for educational visits and are used by all our year groups.

It is important that students are encouraged by parents to take advantage of broad the programme offered, which aims to develop personal and social development and independence skills.

Students attending Highfield engage in a highly structured programme of personal and social development activities which take place during break times and lunch times. The students do not simply play at break time. They are all engaged in a wide range of indoor and outdoor activities designed to support their personal and social development.

Students are also supported to develop the skills required to be successful in the Cafeteria system we operate at lunch time.

In 2016/2017 we will continue to develop our extensive programme of lunchtime after school activities which are delivered by our teaching and non-teaching staff. These include Interactive games, Sewing, Textiles, ICT, Model Trains, Archery, Swimming, Dance, Music, Art, Yoga, Newspaper club, Basketball, Video Club and Gardening.

During 2015/2016 Highfield School took over 50 students away from home on a variety of residential visits to both the Lake District and North and South Yorkshire. These have proved to be both very successful and very popular. We have in place an annual joint residential with QEGS students to Ullswater. This is sponsored by the Outward Bound Trust and Horbury and Ossett Rotary Club, to whom we are very grateful.

In the Summer Holidays we deliver a Holiday Activity Programme. This takes place in late July and features a number of full days of exciting activities for the students, based in school but also around the Wakefield District.

### **Information, Advice and Guidance**

In year 7 and 8 parents/carers will be invited to attend an Annual Review of their child's EHCP/Statement and to monitor progress in learning.

From Year 9 onwards we deliver a comprehensive system of Person Centred Transition Reviews. Careers guidance begins in Key Stage 3 and the EHCP/Annual Review in Year 9 will include the commencement of a Transition Plan. There is a Leavers' Programme in Key Stage 4 where much emphasis is placed on careers guidance according to need and ability. The school works closely with a Personal Advisor from the Connexions Service who visits the school as appropriate and who interviews parents and students towards the end of Year 9 and in Years 10 and 11. Preparation for Life beyond school then forms a large part of Years 10 and 11.

Those students staying on in Post 16 continue to benefit from this process of Information and Guidance through Years 12, 13 and 14 as we support the planning process for their transition to adult life.

### **Routes of school leavers**

All of our school leavers in Summer 2016 progressed to either school based Post 16 provision or to a Local or Regional Further Education College. All our 2017 leavers are also progressing to Post 16 destinations in September 2017.

### **Work Experience**

Work experience opportunities are provided for all students according to their needs and abilities through the "Working at Highfield" initiative where every student is encouraged to take responsibility for a job either in the class room or the wider school community. Throughout Key Stage 4 students are given opportunities to develop these work related skills during Employability sessions in Year 10 and through the BTEC vocational courses in years 10 and 11. Students in Post 16 also follow a Work Related Learning Programme, including Vocational Skills and Courses and Work Placements.

## **Merit Award Scheme**

Standards are important to all the students' activities in school and there are four particular expectations.

1. Hard Work.
2. Good manners and courtesy.
3. A high standard of discipline.
4. A good attendance record.

In order to ensure that good work, effort and behaviour are rewarded, there is a Merit Award Scheme. Individual 'Star of the Week' awards are made for every class. These 'special mentions' gain individual rewards for the students. Students' positive behaviour for learning and attitudes and supported with the use of an online system called Class Dojo which can be accessed from home by parents to see how their young person is being praised for their attitude, responses and behaviour. Parents can engage in a dialogue about learning with the class teacher through this system.

Students can also earn nominations within the SEAL (Social and Emotional Aspects of Learning) Programme which can also earn merits and prizes.

## **Home/School Partnership**

A copy of the Home/School Partnership is attached as an appendix at the back of this handbook. We encourage all parents/carers to sign up to this agreement.

## **Transport**

Special transport is arranged by the Transport Department at County Hall for students attending the school. Buses, Mini buses and taxis pick up at given points and at specified times to arrive at school at around 8.40 am. Students will leave school for the homeward journey at 2.45 pm.

Some students who live nearby may have the opportunity to make their own way to school by arrangement. This is particularly encouraged with those students in Years 10 and 11, who can be given bus passes to use on Public Transport, as part of their preparation for adult life. This would only be considered once a student has undertaken a thorough programme of Independent travel training.

## **Equality, Diversity, Human Rights and Community Cohesion**

The school has adopted Wakefield MDC's policy model for Equality, Diversity, Human Rights and Community Cohesion. School receives excellent support from the staff who work in this team, who support parents at a range of meetings and with the completion of complex forms, as and when required.



## Examinations

Highfield School strives to maintain the development of an Examination System that acknowledges students' achievements and gives a flexible choice to ensure that success is recognised. We currently offer :-

### **B. Qualifications**

1	English	-	WJEC Entry Level Certificate, OCR Functional Skills at Entry Level and Level 1
2	Maths	-	AQA GCSE, WJEC Entry Level Certificate, OCR Functional Skills at Entry Level and Level1
3	Science	-	WJEC Entry Level
4	ICT	-	BTEC Level 1 Certificate, EDEXCEL Functional Skills at Entry Level and Level 1
5	P.E.	-	WJEC Entry Level Certificate
6	Art/Drama/Music	-	WJEC Entry Level Certificate in Creative Arts
7	Vocational	-	ASDAN Certificate in Employability at Entry Level and  IMI Entry Level in Motor Vehicle Care BTEC Level 1 in Construction BTEC Entry Level Certificate in Hair and Beauty BTEC Entry Level Certificate in Hospitality BTEC Entry Level Horticulture
8	PSD	-	ASDAN Certificate in PSD at Entry Level and Level 1. ASDAN Entry Level 1 Certificate in Personal Progress

### **B. Awards**

ASDAN	Horse Riding and Stable Management
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## POST 16

FUNCTIONAL SKILLS	English, Maths and ICT at Entry Level
CERTA	Independent Living – Entry Level Certificate Skills for Future Learning and Employment – Entry Level Certificate
CERTA	Maths

## **Homework**

Although the school does not have a fixed timetable for homework students are encouraged to do some homework in all Year Groups. Any work set will be related to their lessons and at an appropriate level for the individual students to complete successfully. Any homework set is always marked and monitoring takes place to ensure no student is placed under an inappropriate amount of stress as a result of homework being set. Often students will access online learning programmes such as Lexia, Dynamo Maths and Skoolbo as their homework.

Parents are encouraged to support the students' learning through the homework process.

## **Educational Visits and School Journeys**

The majority of outings from school will involve the use of a minibus. Our vehicles are fitted with seat belts for all passengers, who are required to wear them at all times. A rigorous process of Risk Assessment is carried out prior to all visits out of school. All staff who drive our minibuses are required to undertake annual Driver Assessments.

## **Pupil Premium**

Pupil Premium is paid to the school for every student who is entitled to free school meals, or is in Local Authority care or is the child of an Armed Forces parent, to ensure that none of these groups are disadvantaged. At Highfield none of these students are falling behind their peers in learning and academic success. We deploy these funds very effectively to employ a parent Support Adviser who works closely with these families to engage fully with school, we offer opportunities for after school clubs and support transport home to allow these students to attend, and we run an annual residential to Calvert Trust for these students.

## **Home/School Contact**

Should any problems occur or there is anything that you wish to discuss concerning your child, please do not hesitate to get in touch. Only by working together can we succeed in maximising your child's levels of achievement and success in learning.

## **A Summary of the Charges and Remissions Policy**

No charge will be made for the following activities:

Visiting theatre groups.

Normal educational trips i.e. cost of journeys.

Newspapers, magazines and comics bought for library or class use.

Concerts or other performances at school.

Public examinations.

Fares incurred during Link Courses with the College.

Fares and other expenses incurred as part of the Social Skills programme. Exceptions are noted below, under the Charges section.

Part payment may be requested for the following activities:

Trips to theatres, concerts, events:-

The School fund will subsidise according to price.

Educational visits/Residential Experiences

We aim to enable all students to access all of the exciting range of out of school activities on offer but on occasions we may turn to parents/carers to contribute to the costs.

## **SCHOOL STAFF**

### **Head Teacher**

Miss Joanne Kiernan

### **Deputy Headteacher**

Mrs Rebecca Thompson

### **Assistant Headteachers**

Mr D Dixon

Mr S Jones MA, PGCE

### **Teaching Staff**

Mr K Bould B.Ed. (Hons)

Miss S Chalkley B.A. (Hons)

Mrs L Grainger B.A. (Hons)

Mrs J Hickey B.Ed.

Miss P Hotchkiss BA (Hons) PGCE/SENCO

Ms J Craig B.A.(Hons) PG Dip.

Mr L McAvoy BSc and MSc

Mr M Warren BSc (Hons)

Mrs A Whitwood B.A. (Hons) PGCE

Mrs K Warren B.A. (Hons) PGCE

Mr G McBride B.Ed. (Hons)

Mrs R Garnett B.A. (Hons)

Mr S Nicholls MSc

Mrs C Randall B.A. (Hons)

Mrs S Stobbs B.A. (Hons)

Miss S Skidmore

Miss R Pickering

Mrs R Parkes

Mrs N Hurst

Miss R Beachill

### **Temporary and Part-time Teaching Staff/Tutors**

Mrs A Shepherd

Mrs A Hirst

Mr P Thwaites

Ms E Blake

Mrs M Whittell

Mr S Hinks

### **Higher Level Teaching Assistants**

Mrs L Child   Mrs S Sharma   Mr S Hoyle   Mrs T Warren  
Mrs K Kellett   Ms T Marsh   Mrs S Barker

### **Parental Support Advisers**

Mrs Lynn Catchpole   Miss Emma Sutherland

### **School Based Learning Mentors**

Ms T Marsh   Mrs S Atherton  
Mr D Brady   Mrs F McBride

### **Learning Assistants**

Mrs W Bowley	Mr M Hirst	Mr B Mitchell	Mr G Thwaites
Mrs P Clement	Miss A Jones	Mrs C Oldfield	Mrs K Treloar
Mrs E Duce	Mrs L Larkin (1)	Mrs J Bonson	Mrs S Ward
Mrs M Driver	Mrs L Larkin(2)	Mrs C Shaw	Mrs Y Wilson
Mrs M Burden	Miss N Lodge	Mrs D Steeples	Mrs S Wormald
Mrs J Empsall	Mrs L Fisher	Mr D Andersson	Mrs T Wilde
Ms J Goodridge	Mrs V Mangham	Mrs R Talbot	Mr R Godman Sharples
Mrs M Mitchell	Mrs Z Newbound		

### **Medical Staff**

Mrs S Wormald   Mrs J Bonson   Ms E Knight (OT & Physio)

### **School Business Director**

Mrs P Liley

### **Senior Admin Assistant/Finance Manager**

Mrs P Pickles

### **Admin Assistants**

Mrs S Bell   Mrs C Collins   Mrs D Gosnay   Miss F Jackson   Mrs P Mincher

### **Premises Staff**

Mr M Hudson   Mr A Scholey   Mr L Driver

## Members of the Governing Body

<b>Chair of Governors</b>	Mr W Taylor
<b>Vice Chair of Governors</b>	Dr J Crosse
<b>Local Authority Governor</b>	Mr W Taylor & Mrs S Sharp
<b>Headteacher</b>	Miss J Kiernan
<b>Staff Governor</b>	Miss S Chalkley
<b>Co-opted Governors</b>	Mr S Hoyle Mrs H Frizelle Mrs R De Csernatony
<b>Parent Governors</b>	Mrs M Rhodes Dr J Crosse Mrs L Austerfield
<b>Safeguarding Governor</b>	Mrs E Jenkins
<b>Foundation Governor</b>	Mrs E Jenkins Mrs S Stobbs

## **Concerns and Complaints**

### **It matters to us what you think**

Highfield School aims to do the best for all of our students. Any comments you have will be helpful to us to ensure that we achieve our aims. We all like to hear praise about our work and any compliments will be very welcome, but equally if you have a problem and want to complain, we want you to tell us about it.

There may be something that concerns you. If this is so, please do not hesitate to contact us. Sometimes a phone call or a visit to discuss your concerns will resolve the problem or put right something that has been bothering you. If you are dissatisfied about the way your child is being treated or any action, or lack of action, by us, please let us know your concerns.

### **What we will do if you do complain**

- We will deal with your complaint honestly, politely and in confidence.
- We will look into your complaint thoroughly and fairly.
- We will deal with your complaint more quickly if it is urgent.
- At each stage we will keep you up to date with progress.
- If we have made a mistake we will apologise.
- We will tell you what we are going to do to put things right.
- Our aim is to ensure that formal complaints will receive a full, clear, written reply within 20 working days.

### **How to make a complaint**

If you have a complaint you can do this by telephone, in person or in writing. We want to settle all complaints quickly and informally, either by putting things right or by explaining to you what has happened.

### **If there is something which concerns you about our school, we want to know about it so that we can explain it or put in right**

#### **Step One**

If you are not happy about something, or you do not understand why we are doing something in a particular way, please come into school and discuss it with an appropriate member of staff. It may be your child's class teacher or another appropriate member of staff. We have trained staff who will be happy to discuss issues with you in your own home if you would prefer.

If the person you speak to cannot help you, then you should speak to a member of the Leadership Group (Assistant Headteacher or Headteacher). It is best to make an appointment through the Admin Office in order to make sure the person you wish to speak to is available. It should be possible to sort out your concerns but sometimes this is not possible. In this case there is a next step.

## **Step Two**

If you are not happy with how your complaint has been dealt with informally, you can complain formally in writing. A form to help you do this is available from the school office. The form should be sent to the Chair of Governors. The School Business Director will tell you who this is. The Chair will arrange for your complaint to be investigated and within 10 working days you will be informed of the progress and what will happen next. You may be invited along to a sub-committee of the School Governors to present your case. When your complaint has been fully investigated, you will be told of the outcome in writing.

Most complaints are the responsibility of the Governing Body of the school and will be resolved by them. A small number of complaints cannot be resolved by this process. Some useful contacts are listed below

### **USEFUL CONTACTS**

Mr W Taylor  
Chair of Governors  
C/o Highfield School  
Gawthorpe Lane, Ossett, WF5 9BS  
01924 302980

Customer Relations Manager  
Wakefield MDC  
County Hall  
Wakefield  
WF1 2QW  
01924 302840



## Home/School Agreement

### 1. Parents/Carers

I/We will try to :-

- \* see that my child goes to school regularly, on time and properly equipped;
- \* provide a note of explanation if my child is absent;
- \* support the school's policies and guidelines for behaviour;
- \* support my child in homework;
- \* attend meetings and Annual Reviews concerning my child's progress;
- \* provide school with any information which might affect my child's work or behaviour.

### 2. School will

- \* set, monitor and evaluate Individual Learning Plans for all students;
- \* contact parent/carers if there is a problem with attendance, punctuality or equipment;
- \* let parents/carers know about any concerns or problems that affect their child's work or behaviour;
- \* send home an EHCP/ Annual Review and invite you to a meeting to discuss the Review Report;
- \* set, mark and monitor homework;
- \* respond to requests by parents/carers to discuss their child's progress;
- \* keep parents informed about school activities through letters home, newsletters and notices about special events.

### 3. Students will

- \* keep to the school rules;
- \* attend lessons and take part in learning;
- \* come to school regularly and be on time for lessons;

## Together

We will

- \* hold the highest expectations for all students
- \* address issues of work and behaviour
- \* encourage a high standard of work and behaviour
- \* celebrate our successes.

### **School Rules for all students**

1. I must come to school regularly.
2. I must be on time for lessons.
3. I must take part in lessons.
4. I must behave appropriately in all lessons.
5. I must uphold the school's Anti-Bullying Agreement.
6. I must not run inside the building.
7. I must respect books, other resources, furniture and the fabric of the building.
8. I must behave appropriately and follow instructions on the bus to and from school.
9. I must behave appropriately and follow instructions if I go off site during the school day.

### **Anti-Bullying Agreement for all students**

I have the right not to be verbally abused.

I have the right not to be physically abused.

I have the right to be myself.

I have the right to be in school.

I have the right to speak.

I have the right to be heard.

I have the right to be a student at Highfield School.

## **PRIVACY NOTICE - Data Protection Act 1998**

### To all Students

Highfield School is the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you, then please contact Mrs P Liley, School Business Director on 01924 302980.

If you require more information about how the LA and/or DfE store and use this data, please go to the following websites:

[www.wakefield.gov.uk](http://www.wakefield.gov.uk)

and

<http://www.teachernet.gov.uk>

If you are unable to access these websites, please contact the DfE as follows:

Public Communication Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Website: [www.dfe.gov.uk](http://www.dfe.gov.uk)

Email: [info@dfegsi.gov.uk](mailto:info@dfegsi.gov.uk)

Tel: 0870 000 2288

Connexions Services - Once you are aged 13 or over, we are required to pass on certain information to the Connexions Services. Connexions is the Government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s/carer/s' name/s and address/es, and any further information relevant to the Connexions Services' role.

However, you (if you are over 16) or your parent/s/carer/s can ask that no information beyond name and address be passed to Connexions. Please inform Mrs P Liley, School Business Director on 01924 302980 if you wish to opt-out of this arrangement. For more information about Connexions, please contact the Local Authority as shown above.