

Alsager Highfields Foundation Primary School

Hoppers Pre-school and out of school club.

01270 882472 (Main School)

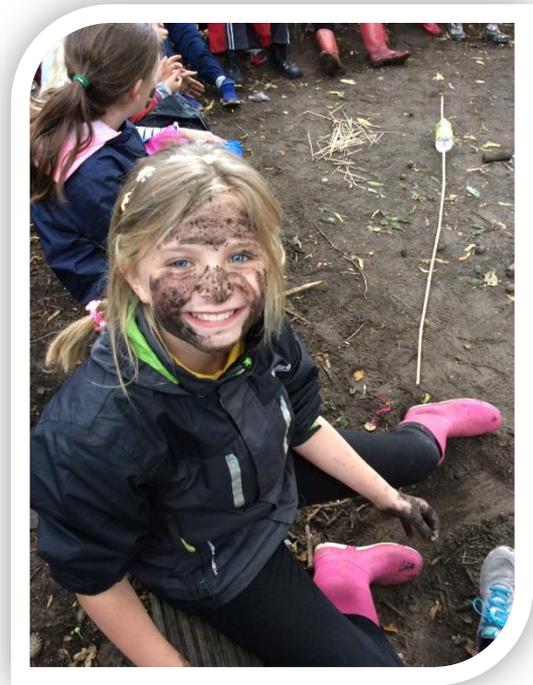
01270 878205 (Hoppers Pre-School,

Before/After School Club and Holiday Club)

www.alsagerhighfields.com



Sept'18 - July'19
YEAR BOOK



Parental interest, encouragement and support are vital to a child's success in school. Children benefit enormously from a strong home/school partnership. This "2018/19 Year Book" provides details for parents that will help develop this partnership. Please read the information, retain the book throughout the year and help the staff provide a safe, happy, challenging and successful educational experience for your child. Updates to the book are posted on the school website at:

www.alsagerhighfields.com

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THE ETHOS OF OUR SCHOOL

Aspirations - equipping children with a curiosity for life and learning, encouraging resilience, independence, confidence and pride within an ever-changing world.

Community spirit - we work alongside our wider school family to create a happy, safe and inclusive learning environment.

Opportunities for risk taking - encouraging problem solving; finding solutions.

Rich, broad and balanced learning opportunities across the curriculum; a holistic approach to children's education.

Nurture - a caring school where we strive to unlock the full potential of everyone; socially, emotionally and academically.

Homework

Children benefit enormously when their parents actively encourage them to undertake homework in partnership with the school. In order to support their children, parents need to know why homework is being given and exactly what is required of the child.

The Purpose of Homework

Homework is given to help the child:

- develop independent study skills
- develop a sense of responsibility
- reinforce basic skills in English, Maths and Information and Communications Technology

It is an important link that develops the home / school partnership.

Homework should be undertaken in a quiet, calm environment. Parental support and supervision is essential particularly for younger children. As children get older they should be able to complete homework independently.

READING - All children are expected to read daily at home.

For Reception children this will involve sharing a book with a parent for 10 to 15 minutes. For Year 6 children this will involve independent reading for 25 to 30 minutes. **It is important to encourage all children to read regularly at home, throughout their time at school. Parents have an important role in helping their child improve in this area.** Alongside reading, the following activities are given by teachers throughout the school.

Homework Timetable

Year	English	Maths	Days
EYFS	Sound Book Word Envelope 3 Spellings (when appropriate) Daily Reading		Weekly
Years 1 and 2	Weekly spellings. Tested week following. Grammar Workbook. Daily reading.	Online maths / worksheets	Friday - return following Wednesday.
Years 3 and 4	Weekly spellings. Tested week following Friday. Grammar Workbook. Daily reading.	Online maths / worksheets	Friday- return following Thursday.
Year 5 and 6	Weekly spellings. Tested week following Thursday/Friday. Grammar Workbook. Daily reading.	Online maths / worksheets	Friday - return following Thursday.

It is accepted that on occasions children will be unable to complete homework. Children should not feel upset when this happens. **Our aim is to develop both a sense of responsibility and personal study skills. Positive attitudes, praise and encouragement from parents and teachers will all help in meeting this aim.** Please have a word with your child's class teacher if you require any further information regarding your child's homework. Junior children who do not complete homework on a regular basis will undertake these tasks during Thursday lunchtime. A homework club is available in the ICT suite every Tuesday after school.

Children are given a **Reading Record diary** annually. A green reading wallet is provided by the Parents and Friends of the School Association (PFA) for each child new to the school - replacement wallets are available online from Stich designs, from the National Uniform Centre in Hanley as well as Badged in Sandbach and in Smart Choice Uniform in Alsager. Please encourage your child to read, complete the daily record and return the book(s) to school every day in the green reading wallet provided. Please do not use the reading wallet to carry drinks or food.

Code of Behaviour

All children need to know what is expected of them in terms of behaviour. Parents will be informed if any changes are made to the school's behaviour policy. It may become necessary for parents to be involved in helping your child to improve their behaviour.

The school has a Code of Behaviour ("**Golden Rules**") displayed in each classroom and regularly discussed by all.

These rules exist so that children can learn in a peaceful and safe environment. Our aim is to create a sense of community within our school in which everybody is committed to the school code of behaviour. We aim to develop in all our children a clear view of what is right and wrong and enable them to appreciate the needs of others. The Code of Behaviour or "**Golden Rules**" are:

We are friendly and helpful

We are kind and gentle

We use our manners

We listen

We are honest

We work hard

We look after property

There are consequences for children who do not adhere to our Golden Rules which include loss of playtime, contacting parents and as a last resort suspension from school. Good behaviour is rewarded and celebrated in many ways.

Golden Table

Each half term seven children, who have shown excellent behaviour and consistent good manners in the Main School dining room and on the playground, are chosen to sit at the special "Golden Table" for lunch as a reward.

House Points

Each child is in one of four houses: Maple, Ash, Elm or Beech. Younger classes refer to these houses by colour. By showing exceptional behaviour, effort or attitude to learning.

Celebration Assemblies

A celebration assembly is held weekly. One child from each class is chosen to be "Star of the Week."

Parents and Friends of the School Association (PFA)

Children at Highfields are very fortunate to have a variety of events to attend that are organised by the PFA Committee. This group also raises extra school funds that benefit all the children. Last year they raised over £9,000. Please support these events so that these important social activities and school resources can be maintained. All parents are members of the PFA and are welcome to any of the meetings. Your support is greatly appreciated.

Parents/Volunteers Helping in School

If any parent would like to help in school it would be greatly appreciated and help the children's progress enormously. Please contact your child's teacher so that sessions can be arranged. All parents/volunteers in school need to complete a DBS form (police check).

Medicines in School - safe procedures

Apart from medication for asthma, parents should take note of the following if their child requires medicine in school. **We can only administer medicine prescribed by a doctor.**

- a. Parents should deliver the medicine personally to the School Office so that it can be locked away. Medicines should **NOT** be brought into school by children.
- b. The quantity or volume of medication brought in to school should not exceed the child's requirements.
- c. When the medicine is first delivered to school, it should be accompanied by a completed "administration of medicine" form (available from the school office or website) signed by the parent indicating that the teacher is authorised to administer the medicine. It should also state the timings for medication, the dosage and any other helpful information.
- d. All medicine containers should have the prescribed label which must show:
 1. The child's name.
 2. The required dosage.
 3. The times of medication.
 4. Any other relevant information.

It is understood that whilst the school and its teachers will make every effort to adhere to a parent's request, no responsibility can be accepted for missed dosage.

It is Cheshire East Council policy for children to remain at home for 48 hours after they were last sick or had diarrhoea. This helps to prevent other children/staff becoming infected.

Checking children's hair for head lice

It is the responsibility of parents to check their children's hair regularly. The Local Health Authority no longer arranges hair screening checks in schools. Please consult your doctor, chemist or the clinic for further advice. Medication for children is available free on prescription. Please inform your class teacher if your child has head lice.

Class Assemblies for Parents

Each class will prepare an assembly for parents during the school year. These are held in the Main School hall starting at 9.10 am. Please attend if possible to share in the activities your child is undertaking within his/her class.

Mrs Millichap's and Mrs Henshall's class	14th March
Mrs Harry's class Class	2nd May
Mrs Windel's class	14th February
Mrs Lindblad's class	18th June
Mr Smith's class	24th January
Miss Keatman's class	23rd May
Mr Golds' class	17th May
Miss Crowther-Green's class	4th April
Mr Bailey's class	21st March
Y6 Leavers' Evening Assembly	18th July

Curriculum Information for Parents

All Staff will post a list of the planned areas of study for children on the first Friday of each term on the school website.

Change of Personal Details: Address, Work/Home Telephone Numbers and Medical Details

It is essential that you inform school if you change your address, change telephone numbers, or your child develops a medical condition. Medical cards for children with asthma should be updated annually. New cards are available at the school office or on the school website.

A Data Collection Sheet will be sent home in September so that parents can check that the information held on the school database for each child is correct. To comply with the Data Protection Act all sheets need to be returned even if there are no amendments.

Children Entering School in the Morning

The school grounds will be closed until 8:35am each morning. Reception children can be taken into class from 8.50 am onwards. All other children line up in class groups and are taken inside by their class teacher when the whistle is blown at 8.55 am. **Parents remain responsible for their children until this point.** Register is taken at 9.00 am; children arriving later than 9.00 am are recorded as late and must enter the school via the office so they are marked as in school. If they arrive after 9.20 am, their late mark counts as unauthorised absence.

Punctuality

Children arriving late disrupt the whole class during the most important part of the lesson. Please do everything possible to avoid this.

Electronic Gate

The main school building has an electronic gate at the entrance near the main Alsager car park. To improve children's safety **this gate is locked at 9.10 am and unlocked at 3.00 pm.** Please be prompt and drop off children for the Annexe first. If you have a child in the main school and they arrive late (after 9.10 am) you will need to register him/her at the main Reception office (accessed from the Asda car park) using the intercom to open the gate. Please ensure that the gate is closed firmly. Please do not allow children to enter school independently as they may not be able to operate the intercom successfully resulting in him/her being locked out of school! Hoppers operate an early morning drop off session to assist with this.

The school staff car park on Fairview Avenue is out of bounds to children as it is used by delivery vehicles that need to reverse out of the gate.

Collecting Children at 3.15 pm

School staff check that parents of **Infants** are on site before releasing them from class at 3.15 pm. **This, however, is not done for Junior children.** All children are told repeatedly that they are never to go outside the school gate without an adult and to return to their class teacher if a parent does not meet them.

Parents and children need to take the following steps to prevent any problems occurring:

1. Parents of Infants please wait inside the gate where your child and staff can see you.
2. If due to unforeseen circumstances you will be late collecting your child, ring the school to alert staff.

3. Reinforce our message to your child(ren) never to go outside the gate unattended and return to their teacher if nobody comes to meet them.
4. **School needs to be informed of the named responsible adult who will collect your child if you are unable to do so.**

To ease congestion children will leave school using the following doors:

- Mrs Lindblad children will use their class patio doors
- Mr Golds' children will use the side entrance
- Miss Keatman's and Mr Smith's children will leave by Mr Smith's patio door
- All upper junior children will leave by the upper junior cloakroom door
- Mrs Windel's children will leave by the white door
- Mrs Millichap's / Mrs Henshall's and Mrs Harry's children will leave by the red door

Children are expected to enter school in the morning and leave school at 3.15 pm independently and take responsibility for their own: coat, lunch box, reading/homework wallet, P.E. kit and water bottle. Please send your child back into school if he/she forgets! Unless it is an emergency please speak to teachers after school (from 3.15 pm) rather than in the morning when lessons are beginning. To help ensure children's safety and security all parents need to use the new Reception Office door in the Main School during school hours (8.55am until 3.15pm.)

'Meet and greet' meetings

Welcome meetings are held at the start of each academic year. The dates are as follows:

Class	Date
Year 1 and Year 2	12 th September
Year 3 and Year 4	19 th September
Year 5 children	18 th September
Year 6	25 th September

In addition, Parents' Evenings are held in the autumn and spring terms in order for staff to inform parents about children's progress. An open evening will be held in the summer term where you can see their work. The dates are given below:

Autumn 2018	Term	Wednesday 14 th November 2017 Thursday 15 th November 2017
Spring 2019	Term	Tuesday 5 th March 2018 Thursday 6 th March 2018
Summer 2019	Term	Monday 15 th July 2017

Residential Visits

All Junior children have the opportunity of undertaking a residential visit during this academic year. Residential visits are extremely valuable and accelerate children's personal, social and academic development.

Class	Date	Venue	Approx. Cost
Year 3 and 4 residential	Wednesday 20 th - Friday 22 nd March 2018	Laches Wood	£140
Year 5 and 6	Wednesday 22 nd - Friday 24 th May 2019	Menai Outdoor Education Centre on Anglesey (outdoor pursuit activities included)	£170

Children entitled to free school meals are entitled to free accommodation during residential visits. These children only pay for transport.

School Uniform

All children are expected to wear school uniform. Our uniform policy is available on our website. School Uniform can be purchased from Smart Choice Designs in Alsager, Badged in Sandbach, National Schoolwear in Hanley or from Stich Designs online. The addresses for all three are also available on our website. All Reception children will require a waterproof coat and wellies every day.

Indoor/Outdoor Shoes

When the field is muddy children need a pair of "outdoor" shoes to wear at playtimes. Please provide a named plastic bag for these shoes. Children wishing to play football on the field will also need to change into jogging bottoms and a sweatshirt.

PPA Activities Timetable:

All teaching staff are entitled to 10% non - contact time in order to **Plan, Prepare and Assess** children's work (**PPA time**).

During the time their teacher has PPA time children undertake a range of planned enrichment activities. This includes ICT, Forest schools, PE by AS sports.

Swimming for Infants Children in Years 1 and 2 will have daily swimming for one week in the summer term.

PE Kit.

We require that our pupils change for PE and Games activities. They need an appropriately labelled PE kit consisting of the following:

- Trainers
- Grey /white or black socks.
- Yellow t-shirt with the school logo.
- Black shorts
- Black tracksuit with the school logo for outdoor games in cold weather.
- **PE kit should remain in school and be taken home at the end of each half term to be washed.** If a child does not have their PE kit, parents will be phoned. Should this happen on more than one occasion, a letter will be sent home.

Lunch Time Activities beginning at 12pm

Monday	School council	Mr Whiston	1:00 - 1:30
Wednesday	Safeguarding council (Y1-Y6)	Mrs Henshall and Mrs Golding	1:00 - 1:30
Thursday	Recorders	Mrs Lindblad	12:00 - 12:30
	Beginners recorders	Mrs Millichap	12:00 - 12:30
	Homework club	Mrs Dyde	12:00 -12:30
Friday	Junior choir	Mrs Dyde	12:00 - 12:30

Recorder lessons are free. Recorders and books can be ordered from the school office.

Individual Instrument Tuition Timetable for Juniors

Monday

Woodwind / Brass

Mrs Puttick (Music for School Foundation)

After School Activities Timetable

Please note all the clubs taken by **teaching staff** are free and do not take place in the first week or last week of each term or when there is a parents' or open evening. Should a club need to be cancelled, then parents will be notified by parentmail.

Once children have opted for a club, they are expected to attend regularly and a register will be taken. Should your child be unable to attend a club then please notify the school office in writing so the register can be amended.

Unless stated above all clubs finish at 4.00 pm. Details and application forms for the clubs taken by A.S Sports are available from the office. If you have any further questions about the above activities, please contact the teacher or leader involved.

Year 6 Booster sessions, run by Mrs Walker will commence in the spring term. Day to be confirmed.

Clubs list

Tuesday	Football (Y1–Y6)	AS sports	3:15 – 4:30
	Homework club (Y3-Y6)	Mr Golds	3:15 – 4:00
	Hockey (Y3-Y6)	Miss Crowther-Green	3:15 – 4:00
	Forest Schools (EYFS, Y1 and Y2)	Miss Astbury	3:15 – 4:30
Wednesday	Multi-Sports: Including Cricket, dodgeball, soft archery, volleyball + more (Y1-Y6)	AS sports	3:15 – 4:30
	Netball club (Y4-Y6)	Mr Smith	3:15 – 4:00
	Hama beads and film club (Y2 – Y6)	Miss Keatman	3:15 – 4:00
	Cookery club (Y3-Y6)	Mrs Henshall	3:15 – 4:00
	Gardening club (Y3-Y6)	Mr Bundy	3:15 – 4:00
	Fun with Phonics (EYFS + Y1)	Mrs Harry	3:15 – 4:00
	Forest Schools (Y3-Y6)	Miss Astbury	3:15 – 4:30
Thursday	Gymnastics (Y1-Y6)	AS sports	3:15 – 4:30
	Mrs Lindblad’s choir (Y1-Y3)	Mrs Lindblad	3:15 – 4:00
	Art club (Y1-Y6)	Mrs Windel	3:15 – 4:00
	Forest Schools (EYFS, Y1 and Y2)	Miss Astbury	3:15 – 4:30



Pre-School and Out of School Clubs

www.highfieldshoppers.co.uk

highfieldshoppers@gmail.com

01270 878205

Highfields Hoppers Ltd.

We are a private childcare setting operating in the grounds of Alsager Highfields FP School. The Early Years Foundation Stage is enthusiastically delivered by our highly qualified staff, the majority of whom hold at least a Level Three qualification or above, the management team having a BA in Early Years Education as well as post-graduate Early Years Professional Status.

We encourage learning through play and make sure that the children have the opportunity to develop new friendships, independence and confidence, with the emphasis on having fun.

Our close relationship with Highfields, along with visits to and from the reception classes, help smooth the transition into school.

The Pre-School cares for children from 2 years and is open every weekday 7.45 am until 18:00 including lunchtime, with funded places available for 2, 3 and 4 year olds. It costs £16.95 per three hour session for 2 year olds and £13.95 per three hour session for all 3 & 4 year olds. For Breakfast and Tea Clubs it cost £5.65 per hour for 2 year olds and £4.65 per hour 3 & 4 year olds.

Our Out of School Clubs are mixed age groups and we offer a family environment. We have high expectations of manners and behaviour and encourage respect for each other whilst also have fun and relaxing.

Our clubs offer continuity of care throughout your child's time at primary school. Breakfast and tea are provided and our facilities include use of the school's outdoor space and equipment as well as our well-equipped rooms. We are also able to collect from Alsager Highfields School clubs and after school activities

Please contact us for any further information on highfieldshoppers@gmail.com or 01270 878205.

Prices (September 2018 - August 2019)

Pre-School - 2 yr olds and 3/4 Yr olds in Term Time*		
Breakfast	(07.45 - 09.00)	£5.81 (£7.06 - 2 yrs)
Morning	(09:00 - 12:00)	£13.95 (£16.95 - 2 yrs)
Afternoon	(12:00 - 15:00)	£13.95 (£16.95 - 2 yrs)
Tea	(15:00 - 18:00)	£4.65 (£5.65 - 2 yrs) per hour
Out of School - Holiday Time*		
Holiday Hour	(min. two hours)	£4.65
Pre-Schoolers	(min. two hours)	£4.65 (£5.65 - 2 Yrs)
Out of School - Term Time*		
Breakfast	(07:45 - 09:00)	£5.70
Tea	(15:15 - 18:00)	£9.50
Pick-up Only	(15:15 - 16:00)	£5.50
10% discount for two or more children		

Lost Property

Lost clothing is stored outside the Main School hall or Annexe. There is always an enormous amount of lost clothing in school. The reason for this is that clothes are not clearly labelled so staff and "playground friends" cannot return them. **If clothes are clearly labelled they can be returned to children immediately.** After each half term unclaimed clothes are forwarded to the charity shop.

School Library

All our children are taught to respect our library. If you take pre-school children into the library whilst waiting for a child to finish an after-school activity please make sure he/she is supervised. **There should be no food or drink consumed in the library area.**

Healthy Eating

Mrs King (School Cook) sells a variety of snacks in the Main School hall during the morning break.

All infants are given a free piece of fruit.

Reception children will be provided with milk during morning play and fruit during afternoon play. If parents would like them to have toast the cost will be £1 per week payable half termly by our online payment system on Parentmail.

School Dinners

All infant children are entitled to a free school dinner. School meals cost £2.30 per day (£11.50 per week) for Junior children. Menus for the upcoming week are listed in the hall and on the school website.

Monies in School

The school no longer accept cash and all payments must be paid through our online payment system on Parentmail.

The cook in the kitchen will take cash for payment of snacks from the main school children.

Water Bottles

All children new to the school are given a free plastic water bottle in order that they can drink water throughout the day. Please label these. Children can fill these bottles, from cooled water fountains available in both buildings. These bottles should be taken home each evening for cleaning.

Replacement bottles are available for £1.50 from the school office.

Holiday List 2018-19

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF RE-OPENING
SUMMER 2018	-	Teachers Mon 3rd Sept 2018 PUPILS: TUES 4TH SEPT 2018
AUTUMN HALF TERM 2018	<i>FRI 26TH OCT 2018</i>	TEACHERS: MON 5TH NOV 2018 PUPILS: TUES 6TH NOV 2018
CHRISTMAS 2018/19	<i>THURS 20TH DEC 2018</i>	MON 7TH JAN 2019
SPRING HALF TERM 2019	<i>FRI 15TH FEB 2019</i>	MON 25TH FEB 2019
EASTER 2019	<i>FRI 5TH APR 2019</i>	TUES 23RD APR 2019
SUMMER BANK HOLIDAY	<i>FRI 3RD MAY 2019</i>	TUES 7TH MAY 2019
SUMMER HALF TERM 2019	<i>FRI 24TH MAY 2019</i>	TEACHERS: MON 3RD JUN 2019 PUPILS: TUES 4TH JUN 2019
SUMMER 2019	<i>PUPILS: 19TH JUL 2019</i> <i>TEACHERS: TUES 23RD JUL 2019</i>	TEACHERS: MON 2ND SEPT 2019 PUPIL: TUES 3RD SEPT 2019

Security

All playground gates are locked at playtimes and lunch times. The gates in the Annexe play area are also locked from 9.10am until 3.15pm as Reception children are using the playground throughout the day. All parents and visitors to the School should use the main school office Reception door.

School Absence and Registration

Pupils are legally required to attend school every day. They are expected to register punctually each morning and afternoon. Parents have a legal duty to ensure regular attendance. All attendance is carefully recorded and staff note reasons for absence. **Please let the school know before 9.30am. If your child is too ill to attend** by phoning 01270 882472 (Main School) There is an answer phone available on 01270 882472 outside office hours. Only certain absences can be authorised by school. These absences include:

- Medical / sickness - verified by parental or doctor's note.

Attendance Policy

In response to the statutory changes by the Department for Education, introduced in April 2013, all Alsager Community Trust schools have had to amend their 'Attendance Policies' to reflect the changes in law. These are particularly applicable to holidays during term time.

A review has been commissioned by the Department for Education to consider the impact of school absence, especially holidays, on a child's education and achievement. Following the review, the DfE have changed the regulations allowing schools to only authorise holiday under '**exceptional circumstances**'. The government want to dispel the belief that there is an automatic entitlement to an annual two-week term time holiday. To illustrate the impact of taking holidays in term time it was noted that if children are taken away for a two-week holiday every year and have the average number of days off for sickness and appointments, then by the time they leave school at sixteen they will have missed a year of school!

If, despite this change in the law, you wish to request holiday leave, please complete a school Holiday Consent Form and outline the "*exceptional circumstances*" behind the reason for absence. We recommend that you do this before booking the holiday. Holiday Consent forms are available from the school office or the school website. With the achievement of our pupils of paramount importance and the regulations clear, unless there are exceptional circumstances Mr Whiston is unable to authorise any holiday leave for pupils. Children taking holidays in term time without school authorisation have their absence recorded as "*unauthorised*." In an effort to address poor attendance and unauthorised absences from schools Cheshire East Local Authority **may** decide to issue Fixed Penalty fine and/or prosecute parents under The Education Act 1996.

National Tests

Year 6 children

Mrs Dyde's and Mrs Walker's Year 6 children will be undertaking National Tests between Monday 14th May 2018 and Thursday 17th May 2018. Please ensure these children attend school during the whole of these national tests. Children are tested in English and mathematics. Tests missed cannot be re-taken, therefore children cannot be given a level of attainment in that subject if they do not attend.

Year 2 children

All Year 2 children will be undertaking National Tests throughout the month of May.

Year 1 children

All year 1 children will be undertaking the Phonics test during the week beginning Monday 10th June 2019.

Safe Parking

In the interests of all our children's safety, parents are requested to park on the main Alsager car park. **The Fairview Avenue car park has sufficient space for staff members only. This car park is also used by delivery vans and coaches and should not be used by children.** Our neighbours living on Fairview Avenue need access to their driveways at all times so please use the parking bays provided.

There is no footpath on School Lane (between the Annexe and Alsager Institute/bowling green.) School Lane is very narrow so **any car parked near the school gate or fence creates a hazard to pedestrians.** Please contact the school if you have a mobility problem and genuinely need to park so close.



***'Mighty oaks from small acorns
grow.'***