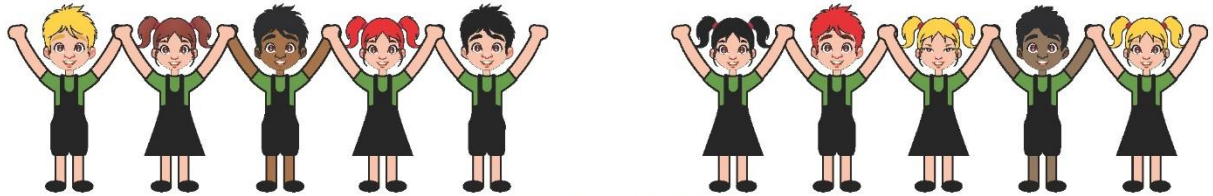


HIGHAM PRIMARY



SCHOOL

School Prospectus

2024 to 2025



Higham Primary School Prospectus

Introduction

Section 1 Information about the School

Section 2 Information about Admissions

Section 3 Ethos and Values of the School

Section 4 Curriculum Information

Section 5 Special Educational Needs

Section 6 Sex and Relationship Education

Section 7 Religious Education and Collective Worship

Section 8 Sport

Section 9 Arts

Section 10 Complaints

Section 11 Communication

Section 12 Miscellaneous Information

Section 13 National Curriculum Assessment Results

Section 14 Absence

Section 15 Transfer to Secondary School

Section 16 Conclusion



Higham Primary School
Grow, Learn, Believe, Achieve

INTRODUCTION

WELCOME TO HIGHAM PRIMARY SCHOOL

(Where the word 'parents' is used in this prospectus it should be taken to mean 'parents or other carer(s)').

Welcome to Higham Primary School – we hope your child will have many happy and productive years with us.

Higham Primary is a partnership school with Kent Local Authority. We have served the Higham village for over 150 years and we take an active part in village life. Although the school has no affiliation to a particular religious body, there is a tradition of links with St John's Church, Higham.

This prospectus provides you with information about the school including its aims and objectives and the way in which we cover the curriculum. Many questions can be answered by referring to the prospectus, but do check our website or contact us if you have any further queries.

Positive steps are taken to ensure that equal opportunities to engage in educational experiences are given to all children at Higham Primary School whatever their age, ability, background and gender.

Children flourish in an atmosphere of trust and respect. The staff and Governing Body actively foster this. Children achieve their highest standards when they know their parents and their teachers are working closely together. We are always pleased to discuss children's progress, through informal talks or at formally arranged consultation evenings. We welcome parents to help the Parent Teacher Association (PTA) as an integral part of the School. We have an active PTA who meet regularly and work hard to raise funds for additional resources in the school.

A home school agreement is sent out at the start of each new academic year. By sending your child to Higham Primary School, you agree to abide by the home/school agreement, which indicates our commitment and joint working relationship in this partnership.

The Governing Body commends this prospectus to you as an introduction to our school, our aims and aspirations, and what we seek to achieve.



SECTION 1 – INFORMATION ABOUT THE SCHOOL

ADDRESS	Higham Primary School School Lane Higham Rochester Kent ME3 7JL		
TELEPHONE	(01474) 822535		
HEADTEACHER	Mrs C Grattan		
CHAIR OF GOVERNORS	Mr B Maynard – LA Governor		
GOVERNING BODY	Mrs J Brown – Co-opted Governor		
	Mrs C Donnell – Co-opted Governor		
	Mrs V Levy – Staff Governor		
	Mr F Lloyd – Parent Governor		
	Ms S Knight – Parent Governor		
	Mr D Hickson – Co-opted Governor		
	Mrs F Shutt – Co-opted Governor		
	Mr S Walton – Co-opted Governor		
	Mr N Cook- Co-opted Governor		
	Mrs C Driscoll – Associate Member		
	Mrs R Resoda – Associate Member		
	Miss E Wright – Governance Professional		
DEPUTY HEADTEACHER	Mrs V Levy		
SENIOR LEADER	Mrs C Driscoll		
SENCO	Mrs A Dunn		
ASSISTANT SENCO	Mrs J Smith		
TEACHING STAFF	Mrs F Barkel	TEACHING ASSISTANTS	Miss G Colfer
	Mrs M Cousins		Mrs B Cook
	Miss E Davey		Mrs B Cousins (HLTA)
	Mrs C Donnell		Mrs N Defrates
	Mrs C Driscoll		Miss K Harmon
	Ms H Garrett		Miss A Harmon
	Mrs K Graham		Mrs L Munn
	Mrs S Lopes		Mrs K Paterson
	Miss N Hipkiss		Mrs L Sackley
	Mrs Levy		Mrs C Morton
			Mrs H Turner
			Miss J Foster
			Mrs B French
			Mrs J Reece



Higham Primary School

Grow, Learn, Believe, Achieve

OFFICE MANAGER	Miss E Wright
FINANCE OFFICER	Miss K Mills
ADMIN ASSISTANT	Miss G Colfer
ATTENDANCE OFFICER	Miss G Colfer
IT TECHNICIAN	Mr S Walton
SITE MANAGER	Mr S Walton
MIDDAY MEAL STAFF	Mrs B Thake Miss G Colfer Mrs B Cook Miss S Cousins Miss K Harmon Mrs G Knowles Mrs L Munn Mrs J Reece Mrs L Roberts
COOK	Mrs V Siggers
KITCHEN STAFF	Mrs L Henderson Mr K Souten Mrs J Taylor
CLEANING STAFF	Mrs L Roberts Mrs J Taylor Mrs G Knowles
BREAKFAST CLUB / ASP	Miss G Colfer Mrs B Cook Miss N Irvine Mrs L Munn Miss H Garrett



Dates for the School Year

Term Dates 2024-2025

Term 1:

Inset Days: Monday 2nd September 2024 & Friday 25th October 2024

Tuesday 3rd September 2024- Thursday 24th October 2024

Term 2:

Inset Day: Friday 20th December 2024

Monday 4th November 2024- Thursday 19th December 2024

Term 3:

Monday 6th January 2025- Friday 14th February 2025

Term 4:

Inset Day: Monday 24th February 2025

Tuesday 25th February 2025- Friday 4th April 2025

Term 5:

Tuesday 22nd April 2025- Friday 23rd May 2025

Term 6:

Inset Day: Monday 2nd June 2025

Tuesday 3rd June 2025- Tuesday 22nd July 2025



Session Times

(Normal times) The school gate opens at 8:40am and children go straight to their classroom where their teacher will greet them. The morning session starts and the school gate closes promptly at 8:50am. Parents are asked to say goodbye to children by the playground gates as part of the one-way system.

Parents may not bring cars into the car park at any time as this endangers the children passing the entrance. When parking in the road, please show consideration to others and remember children's safety. **Do not park on the yellow zigzag lines or turn around on the school forecourt.**

Please note, a child who arrives after 8:50am will incur a late mark which will be reported on their individual pupil file. Arriving late can unsettle a child and the rest of the class. Parents are therefore reminded to ensure that children arrive at school promptly between 8:40am and 8:50am.

Infants	Juniors
08:50am to 10:20am	08:50am to 10:20am
10.20am to 10.30am	10.20am to 10.30am BREAK
10:30am to 12:00pm	10:30am to 12:00pm
12.15pm to 1.15pm	12.15pm to 1.15pm LUNCH
1:15pm to 3:20pm	1:15pm to 3:30pm

Infants may also have a short break during the afternoon session.

Infants leave school at 3:20pm and Juniors at 3:30pm. Parents wait outside the school gates only at their allocated collection time for their child's year groups.

Parents collect their children from the allocated openings in the one-way barriers; the children line up on the playground adjacent to their class opening. Once parents are at the opening for their child's year group, pupils will be dismissed to join parents. Once you have collected your child, please continue along the one-way system to leave the school premises via the playground gates.

With prior written permission (at least one day notice to be given), pupils in Year 4, 5 & 6 may leave school at the end of the school day unaccompanied. However, written permission by letter or email must be received by the school office in advance (24 hours working day notice to be given). Only children in Year 6 are allowed to collect younger siblings and this must be pre-arranged via the school office.



Policy for Charging for School Activities and Remissions

The Governing Body has adopted the Local Authority's policy on charging for school activities as follows:

To make charges as allowed by the Education Reform Act (this includes any music tuition which does not constitute part of the syllabus for an examination).

To seek voluntary contributions from parents to pay for activities during school hours for which charges are not allowed. Some activities will only be possible if there is a voluntary contribution and where this is the case, parents will be informed at the outset.

At times, the school may run fundraising events to raise money for planned events that will involve all pupils or as many pupils as possible.

Higham Primary School PTA (A message from our active PTA)

As a parent/carer of a child attending Higham Primary School, you are automatically a member of the Parent Teacher Association (PTA). Everyone is welcome to get involved in helping the school to raise money and have fun in the process!

The PTA's main job is to organize events such as discos, film nights and other events for the children of Higham Primary School, raising funds in the process to put back into the school. The PTA is always open to new ideas for raising money. If you have an idea, please let us know!

The money we raise goes towards buying equipment for the children to use in school. For example, in the past, we have funded projects such as the interactive smart boards in every classroom, the outside play equipment, netball kits, tracksuits and football kits to ensure the children look the part when attending matches/tournaments, as well as contributions to trips and workshops.

We also regularly fund smaller items, such as providing each child with an Easter egg, purchasing a Christmas present for every class, Christmas arts and crafts items, and we provide tea and coffee at some school events. We also provide the children with squash and orange slices at Sports Day.

As school budgets are becoming tighter year on year and the impact of the Covid pandemic, the School is becoming more reliant on PTA support for additional resources, to support the extra events in school i.e. workshops, pantomimes etc. We are always looking for extra help so if you could offer the PTA some of your time, however big or small, please do contact us. You can leave your name and number in the school office and a member of the PTA will contact you or come and join in one of our monthly meetings where we discuss forthcoming events and what to fund next. Meeting times vary between after school and evening to do our best to accommodate everyone. New faces and ideas are always warmly welcomed and we hope to see some of you soon!



SECTION 2 – INFORMATION ABOUT ADMISSIONS

Arrangements for Visits from Prospective Parents

Parents of prospective pupils are always welcome to visit the school. Please contact Miss Wright, the Office Manager, for an appointment.

Admission Dates

Children generally start school prior to their fifth birthday. At Higham Primary School, all children are admitted into the reception class in September – e.g. children who will be four between 1st September 2019 and 31st August 2020 will be admitted into school in September 2024. There is a careful induction programme to help children settle in as quickly as possible and as part of this, children may attend shorter sessions or half days only for the first few weeks.

We also work closely with nurseries and pre-schools to ensure as smooth a transition as possible. For children who attend Higham Pre-School, we provide additional transition story times, working closely with the pre-school staff. The children visit the school for a story with some of our staff in term 6.

Over Subscription

The planned admission number for Higham Primary School is 30. Should there be more than 30 applications for places in the reception class, Kent County Council will apply the admission criteria and notify parents. Applications for places in other year groups, or for the reception class after the close date for applications set by KCC, will be considered using the agreed county policy in the following order of priority:

- Children in local authority care
- EHCP
- Current family association (a brother or sister in the same school at the time of entry, where the family continue to live at the same address as when the sibling was admitted. Or, if they have moved, live within 2 miles of the school or have moved to a new property that is nearer to the school than the previous property)
- Health and special access reasons (children who for reasons of health or physical impairment need to attend a particular school)
- Nearness of children's homes to school

Any parent is entitled to appeal about a decision over admission. Such an appeal should be sent to Admissions, West Kent Area Education Office, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ.



Timetable for Admissions

Please contact Miss Colfer for exact details of the admission timetable each year.

Preparing Your Child for School

Starting school can be a time of excitement and anxiety for both children and their parents. Do remember that we are there to help and will be only too pleased to answer any queries that you may have.

We aim to make the transition to school as smooth as possible for children. Where possible, there will be opportunities for children to spend time with their new teacher in the classroom at the start of their school year. A parent/teacher meeting will be arranged during the first few days of term in September. This is an opportunity for the child, parents and teacher to ask questions and get to know one another a little better. Children will attend for small sessions and half days prior to commencing full time.

As part of the induction programme, parents are invited to discuss their child with the reception teacher. This meeting also provides the opportunity to establish the crucial partnership between parents and school that we hope will flourish through the following years.

Early Years Foundation Stage profiles will be completed within the first year via the online learning journey 'Tapestry'.

Every parent will be asked to sign up for a Tapestry account shortly before their child starts school. The child's progress along their learning journey will be discussed with parents at appropriate times throughout the year.

Please try to help your child be as independent as possible. Things that will help them include being able to:

- Fasten their own shoes and coat
- Change their own clothes if needed
- Manage their own personal hygiene (including toileting, children will need to be self-sufficient in their toileting needs unless there is a medical issue which can be discussed as part of the induction process).
- Open packets etc which they may have in packed lunch boxes
- Recognise their own name



SECTION 3 – ETHOS AND VALUES OF THE SCHOOL

School Vision

Our vision is that Higham will be a school where all children make good progress and become confident, caring, responsible individuals.

We aim to provide a safe, caring, well-ordered environment in which learning can take place and where each child is valued as an individual. To achieve this, the school aims to help pupils:

- Develop lively, enquiring minds
- Acquire knowledge and skills relevant to adult life
- Use language and mathematical concepts effectively
- Develop a sense of awe and wonder for their spiritual world
- Understand that people come from different backgrounds and cultures, and respect the fact that they may hold different views
- Show respect for others and demonstrate good manners
- Understand the world in which they live
- Be proud of their own achievements and appreciate the achievements of others
- Form strong, supportive relationships with other children and adults, both in school and the wider world
- Know the difference between right and wrong and make the right choices



Higham Primary School

Our School Values

Grow	We will grow in character, confidence and knowledge as we progress through the school.
Learn	We embrace new challenges and are eager to learn to the best of our ability.
Achieve	We use and build upon our skills to achieve our academic and personal goals.
Believe	We believe in ourselves and encourage and support each other.



Children's Behaviour

We have high expectations of behaviour which are shared with the children. Children and staff are aware of and (where changes are made) are involved in agreeing whole school rules, which everyone is expected to follow at all times of the day. We want children to feel safe and secure in a caring and well-structured environment. If any child experiences problems with their own behaviour or the behaviour of others, they are encouraged to talk with an adult who will help them. Our policy is to listen and to help children develop strategies for resolving problems.

The school uses the traffic light system to support behaviour. We reward good behaviour and there are sanctions in place for children who break the rules. In more serious cases, parents will be informed and may be required to attend a meeting with a member of the Senior Leadership Team. Our aim is always to work together to improve matters.

Where school premises or equipment are damaged by a child through misbehaviour, the Governing Body would expect parents to pay reasonable costs of repair or replacement.

Bullying and Racial Incidents

Any incident of bullying, or an incident that a child perceives as bullying, is taken seriously and is investigated fully by teachers and/or the Senior Leadership Team. Parents are contacted at an early stage. Racism is not tolerated and any occurrence is investigated and dealt with. The School's policies on behaviour, anti-bullying and racial incidents can be found on the school website or requested from the school office.

Child Protection

Schools are particularly well placed to recognise signs that a child may be suffering from abuse or neglect. We are committed to safeguarding children and work with families and other agencies for the best interest and well-being of each child. Mrs Grattan is the Designated Child Protection Coordinator for Higham Primary School, with Mrs Levy, Mrs Driscoll or Mrs Dunn taking the role in her absence. There is a child protection policy in place, a copy of which is on the website or available from the office.



Uniform

We expect all children to wear school uniform. It provides an appropriate and relatively inexpensive outfit, encourages a sense of belonging to our school and a sense of identity within our community. By accepting a place at our school, you agree to send your child in wearing appropriate uniform.

School sweatshirts, school T-shirts and polo shirts are available from School Time, Chatham. Otherwise, items can be easily obtained from high street shops. Coloured school PE T-shirts and fleeces can be acquired from School Time in Chatham. Please mark all clothes with your child's name.

Girls	Boys
<ul style="list-style-type: none"> ➤ Grey skirt / pinafore dress / trousers ➤ School sweatshirt ➤ Fleece (dark green) ➤ School polo shirt (white or dark green) ➤ White shirt ➤ Dark green jumper / cardigan ➤ Black school shoes (flat heels, not trainers or sandals) ➤ Black, grey or white un-patterned tights or socks ➤ Summer dress - white/green check 	<ul style="list-style-type: none"> ➤ Grey trousers / shorts ➤ School sweatshirt ➤ Fleece (dark green) ➤ School polo shirt (white or dark green) ➤ White shirt ➤ Dark green jumper / cardigan ➤ Black school shoes (flat heels, not trainers or sandals) ➤ Black or grey socks

Physical Education

Black shorts/jogging bottoms (no logo), coloured PE T-shirt and coloured fleece (in the house colour of purple, red, green or blue – parents will be notified in advance of their child's house colour) or plain black hoody and plimsolls (Year R and Year 1), Plimsolls or trainers (Year 2 to Year 6) for outdoor PE. Gymnastics is carried out in bare feet (unless there are medical reasons). Children will need to wear their PE uniform into school on their class PE day, which you can check via the school office.

Art

A shirt to protect their clothes. An adult's shirt fastened down the back, with the sleeves cut and elasticated, is ideal. This is recommended but not required. We have a supply in most classes.

Jewellery

Children are not permitted to wear jewellery in school apart from wearing small stud earrings. This includes jewellery of religious significance. Studs need to be of a simple nature and small in size. Earrings must be removed on PE days, prior to arriving to school. Staff will not be able to safely store, remove or put earrings back in for any pupil even at particular request from parents. If a child comes into school on PE days wearing earrings and is unable to remove them, they will not be able to do sport or PE activities. If your child removes their earrings for PE, we cannot be held responsible for their safe storage or if lost.



Earring tape is not permitted and all earrings must be removed for PE. If your child is unable to take part in PE on more than one occasion due to not being able to remove their earrings, we will request that earrings are no longer worn at school.

Pupils can wear a watch if it is for the purpose of them telling the time or learning to tell the time. Apple watches or any other smart watch or tracking device are not permitted to be worn in school. Watches must be removed when taking part in PE and are brought in at the pupils' own risk and the pupil is wholly responsible for the care of their watch.

No responsibility is accepted for loss or damage to personal property of pupils and staff will not take responsibility for 'looking after' items.

Make-up & Hair

Children are not permitted to wear make-up or nail polish in school. Clear lip balm may be taken to school in cases where a child has chapped lips but must remain in your child's bag. Children are not permitted to come to school with dyed hair, extreme hairstyles or excessively large hair accessories. Any hair accessories should be in school colours (grey, green, white or black).



SECTION 4 - CURRICULUM INFORMATION

The Governors' Statement of Curricular Aims

The Governing Body have agreed a curriculum that aims to raise educational standards by setting challenging but achievable targets for children's learning.

The Curriculum:

- Is balanced and broadly based
- Promotes the children's spiritual, moral, cultural, mental and physical development
- Includes opportunities for creativity, problem solving and independent enquiry
- Prepares the children for the opportunities, responsibilities and experiences of adult life
- Complies with the requirements of the National Curriculum

Foundation Stage Curriculum:

This consists of three prime areas of learning and four specific areas of learning. Prime areas of learning:

- Personal, social and emotional development
- Communication and language
- Physical development

Specific areas of learning:

- Literacy
- Maths
- Understanding the world
- Expressive arts and design

The National Curriculum:

The National Curriculum consists of:

- English (Reading; writing; punctuation, grammar and spelling; and speaking & listening)
- Mathematics
- Science
- Design Technology
- Art & Design
- Music
- Computing
- Physical Education
- History
- Geography
- Modern Foreign Language (For KS2 only - at Higham this is French)

RHE (Relationships and Health Education), Personal, Social and Health Education, and Religious



Education are also taught.

Organisation

Children progress from Foundation Stage (FS – age 4-5), through Key Stage 1 (KS1 – age 5-7) and onto Key Stage 2 (KS2 – age 7-11). There are seven classes in the school – all are single year group classes.

Matching Work to Children’s Abilities

Staff are very experienced at ensuring children are set work which is at the right level to ensure all children make progress. Within any class, there will be some variation in the level that children are working at and we are committed to ensuring all children are suitably challenged and receive the right support so that they move forward with their learning.

Assessment

Children are assessed regularly to ensure they are making progress. This will take the form of informal assessments throughout the year or more formal tests and tasks. Ongoing assessments tell teachers about the progress the children are making day-to-day and week-to-week and help them plan accordingly, while formal assessments show progress made over a longer period of time.

Statutory teacher assessments are carried out in Year 2 and SATs tests take place in Year 6. In Year 1 pupils undertake the Phonics Screening Check. The school sets optional tests in Year 3, 4 and 5 in order to identify the attainment levels of each child. In Year 4, the children will take part in the Year 4 end of year multiplication check. Children are also assessed at the end of the Foundation Stage.

Parents have the opportunity to meet their child’s teacher three times per year to discuss progress, attainment and other matters however, this will take place face-to-face. During the summer term, all parents receive a written report summarising their child’s achievements for the year. However, at any time parents are welcome to discuss their child’s progress or any other matter – please arrange via the school office. Open afternoons each term allow parents the opportunity to view pupils work and see examples of work on display in their child’s classroom. Parents will be given notice of dates in advance.

Teaching Styles

Children learn in different ways and it is important for teachers to be flexible in how they teach. Within any class there will be a mix of teaching styles, adapted to suit the particular lesson or group of children. The youngest children will have much of their learning organised through practical and play based activities. As children progress through the school, there will be a greater emphasis on recorded work. Throughout the school we try to make children’s learning purposeful and to make links between subjects and to their own experiences and interests.



Availability of Information

The Department for Education regulations require the school to make certain items of information available to parents for perusal at the school. Information is held on the following:

- The LA's statement of curriculum policy.
- Statutory instruments for the National Curriculum subjects, circulars and administrative memoranda relating to powers and duties under the 'Curriculum' section Education Reform Act.
- The LA's agreed syllabus for religious education.
- A copy of the arrangements made by the LA for the consideration of complaints about the school curriculum.
- Any published OFSTED/HMI reports on the school.
- Minutes of the meetings of the Governing Body, except confidential items.
- School Improvement Plan.

Pupil curriculum overview are available for each class on the school website.

Other policies are also available on the school website or on request from the school office.



SECTION 5 – SPECIAL EDUCATIONAL NEEDS

The Code of Practice on the identification and assessment of Special Educational Needs gives practical advice and guidance on the education and well-being of pupils with special educational needs. This is the reference used at Higham Primary School to help children who are experiencing difficulties.

Teachers know the importance of early identification and assessment of SEND and consultation with parents and the school's Special Educational Needs Co-ordinator / Assistant SENCO take place as soon as a concern is identified. Mrs Dunn is the school's SENCO (Special Educational Needs Co-ordinator), supported by Mrs Smith (Assistant SENCO).

The school's Inclusion Policy outlines the stages of assessment and provision according to the Code of Practice. At all stages, discussion takes place with the parents and a Personalised Provision Plan (PPP) is devised to support the child and address the difficulties. We also have access to a specialist teaching service whose role is to advise teachers about adapting the curriculum as necessary. Whole school provision mapping is used to plan and implement a range of intervention and support programmes to remove the barriers to learning, where necessary, for all pupils. Teaching assistants are employed to give additional help, under the guidance of the class teacher or the SENCO, to children identified as having additional needs. This may be in small groups or individually, inside or outside the classroom.

SECTION 6 – RELATIONSHIPS and HEALTH EDUCATION (RHE)

Relationships Education is compulsory in all primary schools. As a school we use the 'Jigsaw' PSHE programme to teach PSHE and to support the teaching of Relationships Education. To embrace the challenge of creating a happy and successful adult life, pupils need knowledge that will enable them to make informed decisions about their wellbeing, health and relationships and become self-efficient. Pupils can use this knowledge to as they build their capacity to make decisions when facing risks and challenges in life. By teaching Relationships and Health Education (RHE) we can support our young people to develop resilience, to know how and when to ask for help and to know where to access support.

RHE is accessible for all pupils including pupils with special educational needs and disabilities. High quality teaching that is differentiated and personalised is used as a starting point to ensure accessibility for all pupils.

Teaching of Relationships and Health Education (RHE) will focus on teaching the fundamental building blocks and characteristics of positive relationships, with particular reference to friendships, family relationships and relationships with other children and adults.

There is no right to withdraw a pupil from Relationships Education or Health Education.



Higham Primary School
Grow, Learn, Believe, Achieve

SECTION 7 - RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

The school's religious education curriculum is in accordance with the Local Authority's non-denominational agreed syllabus. It is important that children gain an awareness and understanding of world religions to prepare them for life in today's society. Therefore, knowledge of Christianity and other faiths are included in the Religious Education curriculum. Collective worship is largely Christian based and non-denominational. Visiting speakers sometimes lead the children in an assembly. On Fridays, a celebration assembly takes place.

Under the provisions of the Education Reform Act 1988 all parents have a right to withdraw their child from the school's daily act of collective worship, and/ or from religious education. Any parent wishing to do this, should make a written request through the Headteacher.



SECTION 8 – SPORT

We aim:

- To provide both physical well-being and an enjoyment of sport that will contribute to healthy life styles for our children.
- To ensure that all the children are constantly mindful of safe practice.
- To provide a variety of activities in accordance with the requirements of the National Curriculum, including gymnastics, dance, games, swimming, outdoor and adventurous activities and athletics.
- To offer voluntary clubs for both infant and junior classes. Activities out of school may include friendly matches against neighbouring schools, and the school field is used by a football club at weekends for practice and matches.

In Key Stage One, competition is encouraged to improve 'personal best' performance. In Key Stage Two competition between teams is appropriate, but striving for 'personal best' performance also encourages children to set their own standards even higher.

In the summer term, children take part in their Sports Day. Children are able to demonstrate various skills they have practiced during their sports curriculum.

At some point during their time in Key Stage 2, all pupils will take part in swimming lessons at a local pool for a period of 6 weeks in order to work towards the National Curriculum Swimming targets.

During the one-hour lunch break, we have employed two active play Midday Meal Supervisors (MMS). The two MMS work with children across the school to encourage active play using a range of equipment. This develops pupils active play, socialisation and their individual skills with a range of equipment.

At all times, we encourage positive attitudes, fair play and honest competition. We place high expectation on good sporting behaviour as individuals, team members and spectators.

SECTION 9 – ARTS

We aim to provide access to a wide range of arts activities to give children the opportunity for development across all areas of the curriculum. Children have the opportunity to develop music skills both within taught hours and as extra-curricular activities.



SECTION 10 - COMPLAINTS

We hope that any complaints parents may have can be dealt with satisfactorily by the staff at school. We believe that the responsibility for the education of young children is shared between the parents and the school, and it is important to work together to resolve any problems. We are always willing to discuss any difficulties. Day to day issues or matters concerning teaching and learning should in the first instance, be discussed with the class teacher. Usually these issues can be resolved at this level. Should this not be the case, the Governing Body has an agreed complaints procedure which is in line with that recommended by the Local Authority.

In the first instance, there must be discussion with the class teacher.

If this does not resolve the matter, then they must be discussion with the Headteacher.

If the problems cannot be resolved, the parent should then submit their complaint in writing to Miss Wright, Clerk of the Governors.

The Clerk will acknowledge receipt of the complaint.

The Governing Body will undertake an investigation. If the matter cannot be resolved by the Governing Body, then a written complaint can be made to the Local Authority who will then arrange for an investigation to take place.

Details of the Formal Complaints Procedure is available on the school website or by request from the school office.

SECTION 11 – COMMUNICATION

Bromcom- MCAS App

Higham Primary School uses the mobile app 'My Child at School' as the main form of communication with parents/carers. This system will automatically have parents as contacts and school will send a registration link to parents in order for them to join the system. You can find this app via your phone play app store.

Please provide Miss Colfer in the school office with your up-to-date contact details, including telephone number, address and main email address so that we can ensure you are registered. Please contact Miss Colfer if you have any issues with your MCAS app so this can be quickly fixed. This will ensure that you never miss anything important!

If your contact details ever change during the school academic year, please ensure you make the school office aware. Please note, changes on MCAS must be accepted on your account within 7 days. If you do not accept them, information will not be updated.



MCAS App

For parents evening consultations, we will also be using the MCAS app. Bookings will be made using this system for face-to-face appointments with the class teacher and SENCO team. To book an appointment you need to visit the 'Parents Evening' tab where you will be able to secure an appointment. Once successfully logged in, you should be able to book an appointment with the desired person for your child.

Please contact Miss Colfer via admin@higham.kent.sch.uk if you have any difficulties or queries regarding booking your parent consultation appointment. Please be sure to look out for information sent out prior to parent consultation evenings, as this will make you aware of any potential changes to Parents Evening if required. Please do not hesitate to contact us if you require any assistance.

SECTION 12 - MISCELLANEOUS INFORMATION

Money

All payments due to the school should be made using the MCAS app; payments due can be found under the 'Outstanding Payments' tab. Cash payments are not an option and we are no longer using the previous NatWest account for parent payments. Please contact the school office if you have any difficulties making payments via MCAS.

School Meals

Meals are cooked on the premises and the menu is posted on the notice board outside the school, added to weekly newsletters and on the school website. A daily choice of two hot meals (vegetarian and meat) along with a pasta option or baguette / jacket potato option are available. Children having a school meal are provided with milk or water to drink. Payment is expected in advance weekly (on Mondays) or termly. Payment can be made online via the MCAS app at a cost of £2.75 per day, £13.75 per week (**as of Sept 2024**). All infant children are currently entitled to universal free school meals (Year R, 1 & 2). Once children enter into Year 3, payments for school meals are required until Year 6 unless entitled to free school meals. Parents of children who may be entitled to free school meals because they are in receipt of certain benefits should apply for this online – please ask the school office for details.

Packed Lunches

Food should be securely packed, and containers clearly marked with the child's name. As we encourage healthy eating at the school, please ensure your child is provided with a balanced lunch. Sweets, chocolate bars, fizzy and highly coloured food and drinks are not permitted. We operate as a nut free school in all year groups therefore all foods sent into school must not contain nuts.

Snacks

Children may bring a healthy snack to have at break time. Children in years R, 1 & 2 receive an additional piece of fruit or vegetable daily through the free Fruit and Vegetable Scheme. Snacks need to



be in a suitable reusable named container which pupils will take home at the end of each day. Any snacks not following our school policy will be sent home with your child.

The snacks allowed in school are as follows:

Fresh fruit – prepared and ready to eat and in a named snack pot.

Fresh vegetables – prepared and ready to eat in a named snack pot.

Plain breadsticks (nut / sesame seed free) – out of their wrapper and in a named snack pot.

Pitta bread or other bread – out of their wrapper and in a named snack pot.

Drinks

Children are encouraged to bring a water bottle into school to drink from during the school day. This must be named and contain only water. Water fountains are available at school for the children to drink from and to refill water bottles.

Personal Items

Children may bring in their own pencil cases etc. however this is at the discretion of the child's class teacher at that time. On no account should children bring toys or other items into school unless specifically permitted by the class teacher, and no high value items should be brought into school. No responsibility is accepted for loss or damage to personal property of pupils, and staff will not take responsibility for 'looking after' items.

Mobile Phones

Only children in Year 5 and Year 6 are permitted to bring mobile phones to school. If a child needs to bring a mobile phone for use after school and has no way of obtaining it at this time, permission must be sought first and it must be handed in to the office on arrival and collected at the end of the day.

Absence during Term Time

Absence during term time is never authorised for family holidays, and other absences are only authorised under exceptional, unavoidable circumstances such as illness. We expect children to attend school every day it is open to them, and so absence during term time can only be approved in 'exceptional circumstances'- circumstances which we define as 'rare, significant, unavoidable and short'. It is extremely unlikely that a family holiday would be considered exceptional circumstances under this definition. It is important to note that parents may incur a fixed penalty if children are kept off school without authorisation. Full details can be found in the School's Attendance Policy on the website. For any attendance/absence queries, please do not hesitate to contact Mrs Grattan or Miss Colfer. Parents must now complete the school absence form for **ALL** school absence including holidays which can be located under the 'Key Information' tab, named 'Attendance'.

After School Provision (ASP)/ Breakfast Club

We currently have Breakfast Club and After School Club provision running in school 5 days per week.



The Breakfast Club runs from 8:00am and the After-School Provision is open until 5:45pm. The provision offers a wide range of activities for example, arts and crafts, outdoor activities, computer games, Lego, just to mention a few. All pupils are welcome and bookings need to be made on MCAS. Booking closes the day before but it is best to book as far in advance as you can, to ensure there are spaces.

Charges for these provisions are as follows:

Breakfast Club from 8:00am - £6

ASP (After School Provision) for 1 hour (3:20pm – 4:20pm for Key Stage 1, 3:30pm – 4:30pm for Key Stage 2) £7 or more than 1 hour (3:20pm/3:30pm – 5:45pm) £12. Prices are from September 2023. If you are booking for siblings, there is a sibling discount so please look out for this when you book.

For more information, please contact the school office (office@higham.kent.sch.uk).

Accidents/Illness at School

It is essential that the school is provided with two emergency telephone numbers. If your child is taken ill at school or has an accident, you can then be contacted quickly. Careful records are kept of injuries that happen at school and a note is sent home. Parents will be notified by phone if the injury is more serious. Please always ensure your contact details are up to date in the event of an emergency.

Administration of Medicine

Prescription medicines will only be administered in school where it would be detrimental to a child's health or attendance not to do so. The school will only administer non-prescription medicines in exceptional circumstances, this is by pre-agreement with the office. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Higham Primary School will only accept prescribed medicines, with written permission from the parent/carer on the schools set form, that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

There are restrictions placed upon schools both by the EU Health & Safety Regulations and by the Children Act, with reference to administering medicines. No medicine will be accepted in school unless a parent hands it, in person, to either the Office Manager, the Senior Leadership Team or a member of the office staff. Under no circumstances should medicines be sent via a child, taken into class, given to the class teacher or left at the office reception hatch. Should this happen, the medicine will not be administered.

It is the parent's responsibility to check that the medication is in date. We ask that all medication is taken home and checked at the end of each term. Each year at the end of Term 6, any medication still



in school will be disposed of appropriately (excludes Epi-pens and inhalers which will remain in school until checked by the parent).

Should you have any queries about medicines, please contact the Headteacher.

Home Learning

All children are actively encouraged to read regularly at home, preferably in a relaxed manner with an adult. This is of crucial importance for primary age children. Children will also be encouraged to learn basic maths (e.g. tables) and spellings, to practice their handwriting or to engage on a piece of work set by the teacher. Specific homework requirements for individual year groups is outlined in the school's home learning policy which can be found on the school website.

Copyright Licensing Agency - Copying Agreement

In line with the requirements of the CLA licence it is necessary to inform parents that books borrowed from the school may not be copied by outside bodies.



SECTION 13- NATIONAL CURRICULUM RESULTS

Available to view on the school website www.higham.kent.sch.uk

SECTION 14 -ABSENCE

When your child is absent from school, please ring and inform the office, providing a reason for absence, by no later than 10:00am on the first day of sickness providing the full reason for absence. If we have not heard from you, the absence will be recorded as unauthorised until a reason has been received. For safeguarding purposes, it is important we know the whereabouts of all children.

SECTION 15 - TRANSFER TO SECONDARY SCHOOL

From Year 6, children from Higham Primary School transfer to secondary schools, usually in North West Kent or Medway. The admission arrangements for different secondary schools vary and arrangements are published annually. During the autumn term, secondary school's arrange meetings for parents of Year 6 children to help them with the process.

It should be noted that pupils at Higham are taught at an appropriate, challenging level throughout their time at school. Kent County Council do not permit schools to coach or give extra tuition for pupils wishing to take selection tests.

For pupils in Year 5, it is our intention each year to hold an informative meeting for parents in Term 5 to share the secondary application process. This meeting will give key dates and information to ensure parents are prepared and know the process prior to application.

SECTION 16 - IN CONCLUSION

We hope this prospectus contains the basis for a strong partnership between you as parents and us as staff and Governors, for the benefit of your child. If you have any queries, please do contact the school.

These details were correct at the time of publication, but minor changes may be made during the year. Parents will be notified by newsletter if necessary.

Mrs Grattan
Headteacher

Updated June 2023