

Highlands School

# Parent/Carer Handbook

2019-20

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## Introduction to Highlands

Highlands School is a high-performing, mixed comprehensive school serving the western side of Enfield. The school opened in 2000 in brand new buildings surrounded by landscaped outdoor spaces and playing fields. We are proud to serve our local community and, with more than 1500 preferences to join year 7 in 2019, we are extremely popular. The sixth form is also thriving, with nearly 200 students starting year 12, joining us both from Highlands and from other secondary schools across north London. Highlands has twice been judged 'Outstanding' by OFSTED and students at the school outperform students nationally both in terms of attainment and progress.

Our success is built upon our values: determination, aspiration, respect and equality (DARE).

Our curriculum is broad and academically challenging in order to prepare students for the rigours of further study or work. We are not, however, a school that thinks only of results; Highlands promotes the performing arts, sports and extra-curricular activities. We also support learning and raise aspiration outside the school setting through our promotion of programmes such as the Duke of Edinburgh Award and through our fantastic range of visits.

We are an inclusive school. We welcome students from a range of backgrounds, and we have a commitment to nurturing and supporting each student that joins us. We chose 'equality' as one of our core values because we are a school that celebrates diversity.

At Highlands we also place emphasis on good behaviour and character. Excellent learning is underpinned by excellent behaviour. We expect our students to show respect when interacting with other members of our school community and to uphold the reputation of the school in the local area. By helping our students develop a calm, hard-working and determined approach to learning, they will be well placed to achieve highly when they leave our school

## Facilities and Resources



The school has a range of specialist resources and facilities, including:

Sports facilities	Sports Hall, all weather pitch, 6 tennis courts, rugby and football pitches, cricket wicket and practice nets and athletics facilities.
Arts facilities	Dance Studio, 2 Drama Studios, music suite with practice rooms, sound studios, art rooms for 2D, 3D, ceramics and printing.
Technology	State of the art CAD/CAM equipment and specialist areas for resistant materials, electronics, systems and control, graphics and design. 2 food technology rooms and 2 textiles rooms offering wet and dry facilities.
ICT	The school is completely cabled for ICT with computers used all over the school. We have specialist rooms for large groups and 'drop in' open access computers in some areas. Considerable use is made of electronic whiteboards, overhead projectors, digital and video cameras and TV in teaching and learning.
Learning Resource Centre (LRC)	Our LRC is at the heart of Highlands School and has a large selection of resources for all students during their journey here. We believe reading is a huge part of their educational and emotional development and we are passionate about the LRC being a place that all students are welcome to visit as regularly and as often as possible. Permanently staffed by our Learning Resource Manager, LRC opening Hours are Monday to Friday 9am – 3pm.
Printing facilities	Students can use the printers in the school once they have topped up their ParentPay account. Please note that this account is separate to the main lunch money account.
Homework Club	Monday to Thursday after school (subject to availability).

## Joining the School

Highlands will be a much larger school than the primary school your child is leaving. It is organised in a very different way. Your child will now have several teachers and will encounter many other adults, for example our technicians, site management staff, administration staff, Matron, Counsellor, Librarian and Support Assistants.

We are aware that this is probably the area which causes most anxiety to our new students. The school will appear very large and may be rather daunting on first encounter. We tackle this anxiety in a variety of ways and much of this booklet is devoted to reassuring you that your child is thought of and catered for *as an individual* in this large and complex organisation.

## The School Day

For safety and security, students are not allowed on site before 8am and not allowed to go to their form rooms before 8.30am.

Monday, Tuesday, Thursday, Friday			Wednesday		
	Years 8-13	Year 7		Years 8-13	Year 7
AM Registration	8:40	8:40	AM Registration	8:40	8:40
P1	8:50	8:50	tutor time & assemblies	8:50	8:50
P2	9:55	9:55	P2	9:55	9:55
Break	11:00	11:00	Break	11:00	11:00
P3	11:25	11:25	P3	11:25	11:25
P4	12:30	Lunch - 12:30	P4	12:30	Lunch - 12:30
Lunch	1:35	P4 - 1:10	Lunch	1:35	P4 - 1:10
P5	2:15	2:15	End of day / start activities	2:15	2:15
End of day	3:20	3:20	Staff CPD	2:30	2:30
			End of staff CPD	4:30	4:30

## Lunch Arrangements

Students are required to eat lunch in school, either their own packed lunch or food purchased at the Cafeteria. If parents wish to meet their child at lunchtime or wish the child to go home for lunch, we ask for confirmation of that arrangement in writing.

Year 7 students have an earlier lunch than other year groups.

All students have to eat in the cafeteria which offers a wide choice of food each day, main meals snacks, salad bar, sandwiches, fresh fruit etc. Vegetarian options are always available and if a child suffers with an allergy, we have a company allergy policy in place.

We operate a biometric finger recognition system that all students and staff use this to purchase food. Parents are encouraged to top up their child's lunch account using the online ParentPay account. The school also has a machine into which students can put money, this is then automatically transferred onto their account.

The cafeteria is open at break time for snacks and drinks and at lunchtimes for snacks and hot meals. Some children prefer to bring their own packed lunch, and these are also eaten in the cafeteria. Eating is only permitted in this area on grounds of hygiene and litter.

Free school meals are available to children whose families are in receipt of Income Support. Please contact The Local Education Authority at the Civic Centre. Details on free school meals and other financial help can be found on the following website:

<https://new.enfield.gov.uk/services/children-and-education/school-welfare-and-information/school-meals>

## The School Year and Holidays

See our website for the latest list of term dates and school event. Early in the autumn term, a calendar of the main events of the school year including parents' meetings, performing arts productions, issuing of reports and other occasions will be available on the school website.

Inevitably, in the course of the year, additional events are planned or opportunities for visits become available. Regular newsletters will be issued listing all the events for the forthcoming term. The events are deliberately planned across the school year to 'spread the load' for staff and parents and to take account of the seasons. Parents are advised to check the school website regularly.

## Start of the New School Year

On the first day of term in September, Year 7 students will begin school before other year groups. This will allow them time to become familiar with the building and school routines.

## Student Behaviour and Discipline

Discipline at Highlands is friendly but firm. It is not oppressive or overly punitive and is designed to emphasise self-control and personal responsibility. We insist on good manners, respect and consideration for others and their property, punctuality, regular attendance and focus on learning.

We place considerable emphasis on positive encouragement, consistent boundaries, safe and responsible behaviour, trust and co-operation and a commitment to meeting classwork and homework deadlines. The rules we have are based on common sense and are primarily focused on safety and security. For more detailed information, please read the Positive Behaviour Policy from the school website.

Students are required to follow the rule and code of conduct set out in the student planner and home school agreement.

## Rewards & Sanctions

All students can collect house points for work and conduct in lessons and around school. These points contribute to the house competitions and towards a reward for the student.

It is sometimes necessary to reinforce our rules and code of conduct with sanctions for students that behaviour contrary to our agreed policy. Detentions are given at subject or year level or by senior staff for more serious matters. We also hold a Saturday morning detention. Parents are always notified in advance if a student is required to attend a detention.

Rewards and sanction can be monitored through the INSIGHT web site (see details later in this handbook).

## Reporting on Progress

During the academic year teachers will assess student progress in the curriculum and in the development of effective learning habits through on-going assessments and end of year exams. After a routine assessment students will typically be set 'next step feedback' prompts or tasks and will be given time to respond to these within lessons or at home. Many teacher ask for these improvements to be made in green pen.

From September we are introducing a new reporting system which both students and parents/carers will access online. The Dynamic Progress Reporting (DPR) tool will enable students to see progress against a set of Key Objectives (KOs) that are planned for the year. Students will be able to link evidence that they meet the KOs and use the list to revisit work and even get ahead if they wish. Many teacher will update the DPR regularly and all teachers will do so at three key points during the year.

## Student Planners

These are supplied to all students, but we expect your support in recovering the cost of them through a contribution to the School Fund. *Student Planners are useful as they:*

- Shorten lines of communication between parents and teachers - parents are encouraged to use these rather than send in notes
- Enable parents to oversee their child's personal organisation by ensuring that independent learning/homework set is being recorded
- Enable parents to see what work is set and supervise its completion
- Provide a section in which both parents and teachers can correspond briefly and informally



Form tutors are expected to sign the planner regularly, usually each week. Parents are asked to sign them weekly and are encouraged to use the diaries positively to raise queries and sort out possible misunderstandings about work set. We would be grateful if Parent/Carers could use the Student Planner for all messages for the school, such as medical appointments, rather than send in notes.

Keeping a regular diary to note work set, important messages, deadline and future dates is an important part of your child's personal organisation and a first step towards taking responsibility for their own learning. We hope and expect that parents will support their child in keeping their diary accurately.

## Personal Appearance and School Uniform

All students attending Highlands are required to wear uniform. A full list of uniform and information from suppliers are in the New Parent Pack and on our website.

Whilst fully appreciating the initial cost of school uniform, we feel that it solves several problems. It provides a smart outfit for five days of the week and helps ensure that no child need look richer, poorer, smarter or shabbier than another. It also helps avoid the distraction of a 'fashion parade' in school.

<b>GIRLS</b>	<b>BOYS</b>
Black shoes (not canvas, trainers or boots)	Black shoes (not canvas, trainers or boots)
Black socks or plain black tights	Black socks
Plain green skirt or black trousers (no jean style trousers)	Plain black trousers (no jean style trousers)
White school shirt or blouse (long or short sleeves)	White school shirt (with collar, long or short sleeves)
	School tie (with house colour).
Green blazer (with school badge)	Green blazer (with school badge)
V-necked green jumper (optional)	V-necked green jumper (optional)
Subtle makeup	
Single ear stud. No piercings other than ear.	
Religious symbols (if required) must be worn inside blouse/shirt.	
Headscarves worn for religious reasons should be black / green.	
Blazers must always be worn when moving around the school building unless otherwise advised by the Headteacher.	

### PE Kit List

- Highlands black/green Sports Top – Compulsory item
- Black Shorts or Skirt - Compulsory item
- Highlands Rugby shirt – Optional
- Highlands black tracksuit bottoms – Optional
- Highlands black/green hoodie – Optional

### You will also need:

- Black football socks / white sports socks
- Football Boots for use on the grass
- Trainers suitable for sporting activities that can be laced up tightly
- Gum shield, Shin pads
- A waterproof jacket is strongly recommended

### Students are required to follow these uniform rules:

- Blazer and shirt sleeves unrolled
- Skirts worn full length, modestly, just above the knee
- Shirts fully buttoned up and tucked in
- Ties worn down to the waist
- White t-shirts (if required) not visible. No other coloured t-shirts
- Black coloured belts only and black shoelaces
- No trainers or plimsolls of any kind
- No extreme hair styles, hair colours, shavings or tracks (including eyebrows)
- No piercings other than a single ear stud
- No nail extensions or coloured nail varnish
- No inappropriate trousers – they must be a traditional tailored style

### Valuables

Please make sure that all valuables are handed into the P.E Teachers and not left in the changing rooms. Items must be placed in a Valuable Bag, available from the school office for £2.00.

## Books and Equipment

It is most important for each student to have a suitable bag for their personal property and which ensures that text books, paper and files are securely carried and protected from the weather. This should not be so large that students are tempted to carry all worldly possessions with them at all times! Students should be encouraged to use their school locker sensibly for secure storage of books and equipment. All items of clothing and personal belongings must be clearly marked with the owner's name.

## Essential Equipment

Students will be expected to have some specialist items for use in particular lessons, such as mathematical instruments/calculators. These will be specified by their subject teacher.

For daily general use, your child will need:

- Pen for written work, BLUE or BLACK, and a spare (Fountain pen/ballpoints/rollerballs are all acceptable)
- Green Pen for improvement and corrections
- HB pencils or automatic (propelling) pencil
- Pencil sharpener
- Pencil eraser
- Ruler
- Calculator (Casio recommended)
- Set of basic coloured PENCILS for map work and diagrams
- Writing pad/notebook for rough work and notes

NB *'Tippex'* and alternatives are not allowed in school.

Aerosol deodorants and perfume sprays are not allowed in school.

## Personal Property

Given the large number of students in school, we have a remarkably honest community and permanent theft and loss is a rare occurrence. Losing any belongings is, however, upsetting for the student and expensive for parents. Consequently, we ask all parents to clearly mark all property which students bring into school. Parents are strongly urged not to allow children to bring valuable possessions into school unless absolutely necessary or unavoidable. This includes money. If students need to have valuables and money in school, they should ask the school office to keep it securely for them until they can collect it on the way home. Neither Pinnacle PSG, nor the LEA's insurance covers loss of valuables by students on school premises. If children are regularly bringing their own valuable equipment to school, e.g. a musical instrument, it would be wise to be insured privately against loss or damage.

## Lost Property

It is in the nature of children to lose things and leave things! This is a minor problem if all possessions are named or marked. We return named property directly to its rightful owner as soon as possible. Regrettably, we continue to have unmarked property handed in and reported missing. The Matron keeps all lost property. The school makes every effort to trace lost and missing items of clothing and personal property, but we cannot accept ultimate responsibility for such items. If you are concerned about lost articles, please contact the Matron direct. Unclaimed lost property is disposed of at the end of every term.

## Mobile Phones

Mobiles phones are not to be seen or used from the time students arrive at school in the morning until the time they leave the school site at the end of the day. This includes break and lunchtime.

Please note that the school accepts no responsibility for loss or damage.

For further information please see the Mobile Phone Policy on the policies page of the school website.

## Lockers

All students are given the opportunity to have a locker in which to keep books and equipment. The current models have school supplied padlocks and students will be expected to be responsible for their own locker key and keep the spare key at home.

Students are not allowed to share lockers, nor to allow others to use their key. If they lose both keys the school will break the padlock to access the contents and a new padlock would need to be purchased from the school.

We would ask parents to encourage their child to keep books in their locker, until they are needed for a lesson, rather than carry heavy loads of books and equipment round school all day. Students are not allowed to store food in their locker, nor keep unwashed PE kit in them for reasons of health and hygiene! Lockers are managed by the School Office.

## Illness, Accidents and Medical Problems

### Matron

The school has a full-time Matron who is able to treat the minor cuts and injuries, which happen from time to time. If your child becomes unwell at school and needs to go home, the Matron will contact you, using the emergency contact number. He/she cannot prescribe medicines but keeps children's spare inhalers or prescribed medicines needed during the day.

If a student has a clothing emergency, Matron can supply a change of clothes on most occasions. Also, if emergency sanitary wear is required, this can be provided.

### Medical Problems

Please let the Matron know if your child has any medical ailment or chronic condition which requires medication, special care or consideration. He/she will keep any drugs or treatments which a child must have during the day and will administer or assist in administering as necessary.

### Medical Consent Form

The Matron cannot dispense any medication without a signed Medical Consent Form. The form can be obtained from Reception or downloaded from our website.

### Accidents

If an accident occurs, we have a clear emergency procedure which operates to provide immediate medical attention. If the accident is possibly serious, an ambulance will be called immediately, then parents will be contacted on the emergency contact number. A member of staff will accompany the child to hospital if a parent is unable to arrive at school before the ambulance leaves. We expect parents to arrive at the hospital as soon as possible to relieve the member of staff. All but the most trivial of 'cuts and scratches' accidents are fully investigated, and a report is sent to the Borough Health and Safety department within the requirements of the Health and Safety Acts.

If we are in any doubt, we will seek medical advice or send to hospital. Although we are experienced, we are not infallible, and every parent must make their own judgement when a child arrives home after a minor accident or feeling unwell in school whether to seek the advice of their GP.

## Encouraging Responsibility

From the time students arrive in Highlands, we encourage and guide them to develop a sense of responsibility for themselves, others and their environment. We also start to give leadership opportunities to students, encouraging them to show initiative, be proactive and represent others. These opportunities will increase as students develop and move up through the school.

## School Societies

The School Societies enable students to participate in school planning and organisation, provides a forum in which students can air their views – critical or supportive, make suggestions, give advice and seek explanations and information. All form groups elect a representative and a deputy to attend the Council Meetings. The meetings are chaired by representatives from the most senior year group. General oversight of the meetings is provided by Miss Brown. Agenda items are raised by students through their form groups and representatives. Representatives provide feedback to form groups.

## To and From School

The access road and roundabout between Highlands School and Grange Park School is a local authority road, and therefore parking enforcement and restrictions are in place. There is no stopping permitted, and penalty notices are issued by the borough. Please do not make arrangements to drop off or collect from this area.

Please note, 6th formers are not permitted to drive in or park in the car park.

## Cycling to School

We wish to encourage children to cycle. Free training is available in a variety of formats for London Borough of Enfield Residents.

## Vehicle Access

Access to the school is controlled using an electronically operated traffic barrier. Visitors can access the site via the top entrance gate using the intercom system. Disabled students who require access to the car park should complete an application form, which can be collected from the main office or downloaded from our website homepage.

Please note that parents are asked not to bring their car into the car park or stop near the school entrances.

## Student Records

In order to ensure that our understanding and knowledge of our students is as comprehensive as possible and that we have a clear picture of each student's progress through the school, we keep records for each student. We record different sorts of information, and for different purposes. Although the Head of Year keep 'back-up' hard copies of some essential data and we keep written documents we receive relating to individuals, all of our records are electronic, held on the school's administrative system.

<i>Factual Information</i>	Each student's name, address, date of birth, photograph, family details, previous primary school etc. is entered onto an electronic database maintained in the school office.
<i>Attendance Data</i>	The registration of students is electronic. The attendance data enables us to follow patterns and trends in absence and to work more effectively in preventing truancy and casual absence.
<i>Medical Information</i>	We keep a separate, confidential and restricted, electronic file of medical information parents have given to us. This record is maintained and updated by the Matron who is also able to record the visits and requests made to her by students.
<i>SEND Information</i>	Where students have a statement of Special Educational Need or an Education, Health or Care plan (EHCP), it will be recorded on the SEN register and teachers will be made aware of recommended learning strategies.
<i>Event Logs</i>	Whenever the Head of Year, Head of Faculty or a senior member of staff has to see a student - for reasons good and not so good- that meeting is recorded with a brief note made of the circumstances and outcome.
<i>Assessments</i>	The school has a common marking and assessment policy. Assessments for each student are formally recorded either at the end of the half-term or the end of a specific module of work.
<i>Reports to Parents</i>	Both our 'interim' reports and our final reports are produced and filed electronically.
<i>Other Records</i>	In addition to the electronic record, the school retains in a more traditional file, other information relating to a student, e.g. primary school records sent to us on entry, letters from home and responses, absence notes etc.

## Access to Records

With the exception of information sent to us in confidence from external agencies, e.g. Social Services reports, parents are entitled to view their child's school records. We extend this right to the child also. When a child leaves school after age 16, they are entitled to take their school record away with them. Any parent objecting to information held on record should write directly to the Headteacher stating the nature of their objection.



## Keeping in Touch

Please help us in our genuine concern for the individual child by drawing our early attention to special problems, anxieties or upsets. We need to know if your child is short-sighted, should wear spectacles, is hearing impaired, has asthma, has any other medical condition, however minor, or is especially shy, worried about friendships or unwilling to come to school.

We would also ask you to tell us of emotional upsets which could seriously affect your child. Problems such as sudden loss of employment, serious financial disasters, bereavement or illness of a family member can all disturb a child both immediately and sometime later. Family breakdown always causes serious anxiety and worry for children and we would ask you to let us know as soon as possible. This is a very distressing and difficult time for parents, of course. Children often hide their own anxiety and distress in order to support parents, but we can offer the child reassurance and a 'neutral' and sympathetic ear.

Please believe us when we tell you that we have no wish to pry into any family's private affairs nor do we make judgements. We are all human and the staff here have all the same anxieties, difficulties and disasters which befall other people! Our sole concern is to support the child, offering stability, reassurance and sympathy so that the child's education and learning are as unaffected as possible. We are also delighted, of course, to hear of student's achievements outside of school.

## How We Keep in Touch with You

We will contact you at least once each term regarding your child's academic progress by means of one or more of:

- Interim report every term
- Parents' evening to meet subject teachers
- Consultation meeting with Form Tutor

If we are at all concerned about your child's attitude to work, lack of homework, timekeeping, attendance or behaviour we will contact you by telephone or letter.

## Emails

Highlands operates an electronic school to home communication system. It will automatically alert you by text message if your child is not marked present at morning registration at 8.45am, helping us to keep you informed if they are absent. With your support and help, we can quickly contact you if we have to.

We will also use email to contact you about important forthcoming events, such as tutor consultations, examinations, reminders for coursework deadlines and homework. We will notify you of school events and alert you to important literature sent home with your child. We will notify all parents of emergency school closures or delays occurring on school trips.

For this system to be a success, please ensure that the school always has accurate contact details

## Insight

Insight is the school's parent portal (sometimes known as a Parent Gateway) which provides you with a secure and easy to understand way to access the information that we store about your child. The data available includes attendance, behaviour, reports and timetables.

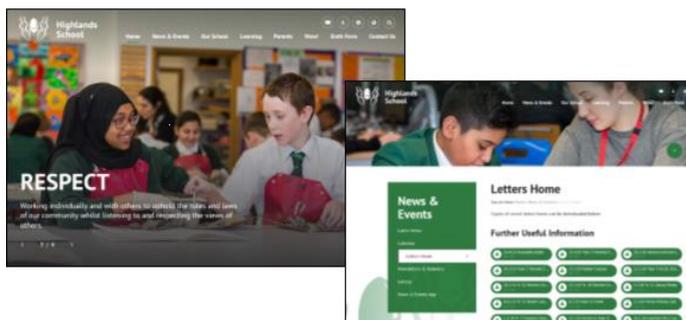
Access to Insight is available 24 hours a day via the internet. The data is "real-time" which means that as we enter it you can see it! By giving you access to this data we can include you more in your child's school life. Access Insight via the link on the school webpage.

## School Website and Newsletters

[www.highlands.enfield.sch.uk](http://www.highlands.enfield.sch.uk)

The school website includes recent news items, letters home, newsletters and the school calendar.

Letters and circulars will be sent via your child or email. We also send home a weekly newsletter. If you do not receive these, please contact the school office with your email address. If you do not have an email address, please let us know.



## Contacting Us

### Absence from School

If your child is to be absent from school, it is important that you let us know as soon as possible and before 9am each day. Call the student absence line on 020 8370 1191 at any time.

You will be required to call for each day of absence unless you can clearly state the length of time your child is unfit to attend school. Please note medical evidence may be required for persistent absences.

Holidays should not be taken in term time; if this is unavoidable, requests should be made in writing addressed to the Headteacher. Permission will only be granted in exceptional circumstances.

### Medical/Dental Appointment

Please let us know in advance, through any of the methods above or via a written note in your child's Student Planner. Your child may then leave school early to meet you or to attend the appointment by 'signing out' at reception. When arriving late at school because of a medical appointment, your child 'signs in' in the same way.

### Child Unable to Complete Homework

Please contact the subject teacher by a written note, an e-mail or a written note in the Student Planner.

### Concern Regarding a Health Issue

Please contact the Matron. Information is confidential if that is advisable or preferred. Contact by note, e-mail, and phone call or in person.

### Concern Regarding Friendship or Relationships

Contact the Form Tutor by confidential note or e-mail. If you phone the school, it is unlikely that the Form Tutor will be immediately available, but they will return your call as soon as they are able. If the problem persists - contact the Head of Year.

### Concern Regarding the Curriculum or Teaching & Learning

Please contact the Head of Faculty who will then be able to investigate and discuss your concerns with the appropriate subject teachers.

## Parent Pay

Highlands is a "cashless" school. All payments for lunches, visits, resources, etc., are made via parentpay.com. You will be provided with a username and password to enable you to use this method of payment. The school is no longer accepting cash or cheques for trips or visits. Below are some of the answers to questions you may have about the online payment system.

What does ParentPay do?

- enables you to pay for dinner money, visit and trips and other items quickly and easily
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows the merging of accounts if you have more than one child at school
- offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- gives you the freedom to make payments for lunches or trips whenever you prefer
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- allow payment by instalments up to the due date and you can view your "balance owing" at any time
- you never need miss a payment or have insufficient credit with automated email/SMS alerts

How does ParentPay help the school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises

### What if I don't wish to use the internet?

That's fine, you can ask the school office to issue you with a barcoded letter, which you can take to any shop with a Paypoint facility and you can then pay using cash. A list of local paypoint shops can be found at [www.paypoint.co.uk/locator](http://www.paypoint.co.uk/locator).

If you have any queries, or need help using Parentpay, please contact Mrs Czupich, School Manager.

## Delegation of Responsibilities

Highlands is a large school with many more staff and students than a primary school. It is in everyone's best interests that staff should be used effectively. The days in which it was possible, or desirable, for the Headteacher to become involved in every incident are gone.

To make the most of a highly qualified and experienced staff and make our systems more efficient and effective, the Headteacher has delegated many of the major responsibilities which may still reside within the scope of the Headteacher of a smaller school. Naturally, the Headteacher takes final responsibility for all that happens in school and will certainly be kept informed where appropriate, but parents will receive a speedier response by directly contacting appropriate members of staff by telephone, letter, or via the school website. The Head is happy for your letters to be directed to him but may then re-direct the query to another colleague more immediately concerned or more fully informed. If a parents' letter to a member of staff involves a more serious matter or a complaint about a member of staff, it will be passed on within the school to the Headteacher to deal with personally.

To help you decide who to contact, a summary of the responsibilities of senior members of staff and key support staff is listed below. A full list of contact points can be found on our website.

## Roles and Responsibilities

Headteacher	Mr V McInerney	Strategic Leadership
Deputy Heads	Mr D Feldman	Curriculum
	Ms M Philips	Safeguarding, Teaching & Learning
Assistant Heads	Mr K Tuton	Intervention, Assessment & Reporting
	Mr M Couzin	Staff Development & Teaching School
	Ms C Fitzgerald	Inclusion
	Mr T Hurst	Teaching & Learning, Quality Assurance
	Ms A Husseyin	Sixth Form
	Mr A Smith	Student data and target setting
	Ms A Stothers	Intervention, Pupil Premium
	Mr M Whelan	Enrichment
School Manager	Ms S Czupich	Headteacher's PA / School Manager
	Ms C Jesuthasan	Deputy School Manager

### Pastoral Leadership

	Head of Year	Linked Senior Leader
Head of Year 7	Mr J Larter	Mr T Hurst
Head of Year 8	Ms V Berrill	Mr M Couzin
Head of Year 9	Ms L Exley	Mr M Whelan
Head of Year 10	Ms V Murdock	Ms A Stothers
Head of Year 11	Ms S Hutchinson	Mr A Smith
Head of 12/13	Ms D Norton	Ms A Husseyin
	Ms D Kidd	Pastoral Admin Manager
	Ms S Ray	Parent Support Assistant
	Ms T Cawte-Davey	Matron
	Ms L Charles	School Counsellor
	Ms S Adu	SENCO
	Ms S Laurenzi	Work Related Learning

## Keeping Children Safe

Keeping children safe is the foremost priority at Highlands School and we are committed to embedding a culture of vigilance in everything we do.

Designated Safeguarding Practitioners' names and photographs are displayed around the school and any child or parent/carer can make contact through them directly or through any member of staff they feel more able to approach in the first instance.

### **The Form Tutor**

The Form Tutor is the first point of contact in the school for both student and parent. The Form Tutor sees his/her form twice a day for registration.

Absence notes should be addressed to the Form Tutor, as should queries regarding school events. The Form Tutor is the teacher who has a personal and direct responsibility for all members of his/her form and will be the teacher who knows your child best.

### **The Head of Year**

Each Head of Year has oversight of the form groups in their year and for their form tutors. The Head of Year has time allocated within the school week in which they can talk to parents, students and staff. The Heads of Year organise events for their Year group and liaise with Heads of Faculty regarding such things as the homework timetable and, in Key Stage 4, deadlines for controlled assessment, preparation and revision programmes for examinations, etc. The Head of Year acts in a supporting and 'back-up' role to Form Tutors and to individual students who are referred to them or who wish to consult them. He/she is also responsible for ensuring that all relevant information about students is communicated to staff. The Head of Year maintains the student's school record and ensures that confidentiality is maintained, where appropriate.

### **The Head of Department**

The Head of Department is the leader of a team of teachers and has oversight of the curriculum, assessment and teaching and learning strategies of a curriculum area. He/she is responsible to the Headteacher for: the work of the teachers of the department; forward planning and curriculum development, the monitoring of teaching and learning in their area, the planning and implementation of homework.

The Head of Department is responsible for the preparation of students for public examinations, for the allocation of students into learning groups and for keeping the staff and the school informed of the latest developments and research in educational and curriculum thinking in their own areas.

### **Behaviour Mentor Team**

To support students in removing barriers to learning giving them a better opportunity for success and integration into school. Focus is given to those students with disadvantages covering issues such as punctuality, poor attendance, bullying, peer conflicts, challenging behaviour and for those who may experience any variety of social issues which can prevent them from making excellent progress. The Behaviour Mentors also work to bridge the gap between the pupil and teachers aiming for more positive outcomes where there can sometimes be conflict.

### **School Counsellor**

The Counsellor's role is to offer all students the professional support of an adult in coping with the difficulties they encounter in life, whether at home or in school, which are affecting their ability to focus on learning. The Counsellor offers confidential discussion and a sympathetic ear. Her role is not to provide ready-made solutions but to help young people develop their own strategies and coping mechanisms.

### **Parent Support Assistant**

The Parent Support Assistant closely with the Heads of Years and provides support, information and advice to families on a wide spectrum of topics. He/she is also able to offer support to parents and carers who experience parenting difficulties.

### **The Work-Related Learning Manager and Careers Advisor**

These colleagues support students by offering advice and guidance regarding the future career choices students will need to make. They have an input into the Citizenship curriculum from Year 7 and as students move through the school offer individual and group advice sessions, arrange visits to universities and colleges, organise careers activities and work experience. They also help students to explore their own strengths, the widest range of careers available and the future routes through education and training.

### **The School Office**

The School Office is the hub and heart of the school's administrative system. The administrative staff serve the needs of the whole staff in terms of taking and relaying messages, liaising with a variety of external agencies, constant liaison with the Enfield Education department staff, keeping all school records, typing and sending letters, producing booklets and brochures, running school reprographics, etc. The staff also have responsibilities for different areas of administration. Between these various duties and responsibilities, running reception and sorting out a myriad of different student enquiries, the admin staff are kept very busy indeed.

We do, therefore, ask for your patience if your telephone call is not answered immediately, particularly at our busiest times at the start and end of the school day! The School Office/Reception is now open 7:45am - 4.45pm Monday to Friday.

We are always happy to relay urgent messages to students from parents but ask that you only ask us to do this when urgent and necessary. The school is large, it can take 10-15 minutes to physically find a student to relay the message.

## The Curriculum

The great majority of the students coming to us in Year 7 will be with us for seven crucial years, passing through a hugely important phase of their education before continuing in higher or further education or going into direct work training and employment. We are keenly aware that it is up to us to build on the solid foundation of their first seven years, providing them with the knowledge, skills, understanding and positive attitudes to learning which will continue to make them flexible, adaptable and confident lifetime learners.

Our aim is to provide for all students (whatever their background, abilities, aptitudes, talents or interests) a broad and balanced curriculum which explores the range of human experiences and prepares students both for immediate vocational or academic opportunities, but also provides them with a sufficient foundation to cope with major change and challenge in their future lives. Our concern with our students' individual development and their preparation to meet society's demands is largely expressed through the curriculum.

### Key Stage 3 (Years 7, 8 & 9)

All students study the compulsory National Curriculum:

- English - Language, Literature, Media
- Mathematics
- Science
- History
- Geography
- Religious Education
- Languages - French or Spanish
- Computing
- Technology (on a carousel for both years)
- Citizenship and Life Skills

This language depends on the house your child goes into: students in Oak and Rowan Houses will learn Spanish and those in Willow and Beech will learn French in Years 7 & 8. In Year 9, students will be able to continue with their first foreign language and may be able to opt to start a new one or take two languages but may have to change tutor group and house to do so.

*If you have an exceptional reason and wish to state a preference for the language your child should study in Year 7 and 8, then write to the Head of Year 7 so it can be considered.*

Please note our students all embark on the majority of KS4 courses at the start of Year 9. The subjects are chosen in Year 8 with two starting in Year 9 and are completed in Year 10. The final option is started and finished in Year 11. Students are expected to take one from each of the three option groups of Humanities, Arts and Technology and the vast majority do so. A minority of students have very good reasons for not doing so, and this is negotiated at the time of the option choice. Students are also given the chance to amend their final choice before the start of Year 11.

### Key Stage 4

Compulsory for all students

- English Language and Literature
- Mathematics
- Science: Either the 3 separate Sciences: Biology, Chemistry and Physics; or double award Science
- Languages: Spanish or French
- Citizenship or Religious Studies (full GCSE) (all students study the required elements of these subjects in Key Stage 4)

3 options, currently chosen from:

Humanities: History, Geography, Business Studies and Psychology AS level (Year 11 only)

Technology: Resistant Materials, Graphics, Food and Nutrition, Food and Cookery, Textiles and Child Development (Year 11 only)

Arts Plus: Art, Computing, Drama, Dance, Music, GCSE PE, GCSE Media Studies, BTEC Creative Media

Computing

Non-exam 'Core'

PE

### The Sixth Form – Years 12 and 13

The sixth form offers Level 3 courses which lead to A Level or BTEC qualifications. The progress of students is regularly judged as outstanding and most progress to university courses at a range of institutions including the most competitive. There are entry requirements that all students must meet to demonstrate that they are ready to access these demanding sixth form courses and details of these can be found in the annual sixth form guide and on the school website.

## Meeting Individual Needs

At Highlands, students are welcomed and valued equally whatever their strengths, interests or difficulties. The school is a caring community, fostering tolerance and mutual respect, celebrating achievement and applauding progress.

When students arrive, the school takes steps to establish each individual's particular areas of strength and weakness. We identify the most able and talented and provide an appropriate programme of enrichment and support.

Where a student's progress is hindered by lack of competence in basic skills, an intervention programme of intensive support and specialist teaching is provided to boost self-esteem and to establish such students as effective independent learners as soon as possible.

If students have medical or other difficulties, a support programme is provided, tailored to meet individual need.

The local authority resourced provision for students with Hearing Impairments/Deaf students is a department within the Learning Support Faculty at Highlands School. The Department works to ensure full access to the curriculum for Deaf and Hearing-Impaired students at the school. The Department also runs British Sign Language (BSL) and Deaf Awareness Classes for staff, students and parents.

Students who have an interest in, or aptitude for, the arts subjects, languages or ICT are strongly encouraged to attend our 'Education Extra' clubs and activities at the end of the formal school day.

## Education Extra

At Highlands are very pleased to offer a wealth of activities under our Education Extra programme. There are a growing number of lunch-time, after school and even offsite activities which have proved very popular with all year groups.

We have managed to secure a great rate for our students to take horse riding sessions at Trent Park Stables for £18 a session, which is over 50% off the going rate. The PE Department do a fantastic job in holding a variety of clubs from football and netball to trampolining and rounders and they often compete in competitions on a borough and even national level. There is a free club for everyone, from chess club and dance club to reptile and gardening club, as well as opportunities to make suggestions for future clubs. We look forward to your child's participation.

Follow our Instagram page for Education Extra updates 'Highlandsextra'. You can also get up-to-date information through our Instagram (pehighlands) and twitter (highlandspe) accounts.

## Wednesday Afternoon

A programme of extra curricula enrichment will be introduced for the first time in September 2019. All Year 7 students will take part in a range of activities such as sports, arts, debating, journalism, cookery and chess. Most of these are free but some may have a small charge to cover additional resources. Further details will be published late in the summer term.

