



Highlands
School & Sixth Form

Year 7 Transition

September 2023

Welcome to Highlands

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Welcome to Highlands School

Dear parents and carers

Thank you for your involvement in the transition process so far. We hope your children are as excited to join our school in September as we are to get to know them.

Please find information regarding joining our school below and please read it carefully as this will help us work together to support your child.

If you would like to stay up to date with the latest news and events, please follow our social media accounts.

- [Twitter](#)
- [Instagram](#)
- [YouTube](#)

Updates and news stories will also be shared in our weekly newsletter and special feature newsletters, sent out every Friday to all parents, carers and students.

Student medical needs

If your child needs to take regular medication in school, please fill out the following [Medicines Consent Form](#) to give the school consent to administer medication to your child. All medications that are kept in school must be stored in the medical room.

School sports fixtures

As a school, we make tremendous efforts to organise fixtures with other schools to give our students the opportunity to participate at school, area, county and national level. Consequently, if students are selected to represent the school, they are expected to give total loyalty to the team. The policy of 'school first' is supported by all the national sporting bodies in the UK, including rugby, football, netball, badminton, basketball, athletics and cricket.

Most of these fixtures/tournaments take place at the end of the school day, either at home or at other schools for "away" fixtures.

Information about forthcoming fixtures will normally be made available for students during the preceding week and students are expected to write the details in their planners. It is important to discuss any transport and arrangements with your son/daughter so that they know how they are getting home after the match.

If you are able to give your approval to your son/daughter representing the school, please fill out the following [form](#). Without your consent, we cannot accept responsibility for him/her.

If you have any queries, please contact the PE department. Should you wish to change this consent at any time please email postbox@highlearn.uk

Free School Meals (FSM)

If your child is eligible for 'free school meals' and you register them for this, we'll receive extra funding called 'pupil premium'. We use this extra money to improve the educational provision and resources at the school.

What is pupil premium funding?

Pupil premium funding from the government is given to schools to help pupils reach their full potential, regardless of their background or financial situation.

Your child might be eligible if you access:

- Income Support
- Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

Your child might also be eligible if you're in a household with no recourse to public funds (NRPF), subject to a maximum income threshold.

Does my child have to eat the free school meals?

No. Pupils who are registered for free school meals don't have to eat them. If you're eligible but you want your child to have packed lunches you should still register because the school will receive the funding which can support your child in other ways.

How do I register?

To register, please apply via the Enfield Council website or complete this application form [Free School Meals application](#) and return it to nortond@highlearn.uk

School uniform

School uniform is an important part of our high standards and expectations. Please can parents and carers ensure that their children have the appropriate uniform ready for the start of school in September.

- Plain black skirt/kilt or plain black trousers (no jeans style trousers, no jeggings, no tight trousers, no chinos).
- White buttoned up school shirt or open neck blouse (long or short sleeved). A tie must be worn with a buttoned up shirt.
- Green blazer (with school badge).
- V-neck green jumper (optional).
- School tie (if wearing a buttoned up school shirt).
- Summer polo shirt (optional - only to be worn during the summer term).
- Black socks or plain black tights.
- Black smart school shoes. No trainers, no pumps, no canvas shoes, no boots, no high tops.
The only kickers that can be worn are the shoe style kickers shown in the acceptable section below:



Students are also expected to follow these uniform rules:

- Trousers must be a traditional tailored style. Tight/stretch style trousers or jeans-related are not permitted.
- Skirts must be worn of modest length, just above the knee.
- Blazer sleeves must not be rolled up.
- Shirts should be fully buttoned and tucked into trousers

- Ties must be neatly knotted and worn to the waist.
- Visible t-shirts under the white school shirt are not permitted (a white non visible t-shirt is permitted).
- Hats and caps should not be worn, unless for religious purposes.
- Headscarves worn for religious reasons should be black or green.
- Only playing black trouser belts are permitted.
- Hats, hoodies and any other non-uniform items or outdoor garments must not be worn in the building at any time.
- Blazers must always be worn when moving around the school building unless otherwise advised by the headteacher.
- Shoes with brightly/different coloured laces are not permitted (only black permitted).

Hair, make-up and jewellery

- Subtle make-up may be worn. Subtle make-up means foundation or face powder.
- Eye make-up, fake eyelashes, lipstick and lip gloss are not permitted.
- Jewellery is not permitted apart from one stud earring in each ear. Religious symbols (if required) can be worn on a chain inside a blouse/shirt. No rings, bracelets or non-religious chains are permitted.
- Nose studs or nose rings are not permitted.
- Extreme hair styles, brightly coloured hair (e.g. pink, blue, green), shavings, and tracks (including eyebrows) are not permitted. Dyed hair should be a natural colour and style.
- Nail extensions or coloured nail varnish are not permitted.

PE kit

Students in years 7-10 should wear their PE kit to schools on the days that they have PE.

Students in year 11 should bring their PE kit to school in a bag, on PE days. They will change into their PE kit in the changing rooms.

Students who arrive at school without the proper uniform will be offered a spare uniform or parents and carers will be contacted to request that they bring the correct uniform to school for their child.

Students in incorrect uniform will receive a detention, unless the parent or carer has notified the pastoral team in advance of any unavoidable issues with their child's uniform.

Students in incorrect uniform may also not be allowed in circulation until they are in the correct uniform. All PE kit items must be Highlands School specific items and not branded or generic sportswear. Students are expected to only wear a full PE kit that has been purchased from our suppliers Lyons or Smiths schoolwear shops.

- Highlands school PE hoodie.
- Highlands school PE t-shirt.
- Highlands rugby shirt (optional).
- Highlands school black tracksuit bottoms.
- Highlands black shorts/black skirt/skort.

- Highlands black sports leggings.
- Highlands school black rugby socks outdoor lessons or plain white socks for indoor lessons.
- Shin pads - optional for girls.
- Non-marking trainers.
- Football boots for lessons on the field (winter period only) - optional for girls.

Any requests for reasonable adjustments to our uniform policy should be put in writing to the headteacher.

Please read our [School uniform Policy](#) for more information.

Uniform suppliers

Smiths Schoolwear

Website: [Smiths Schoolwear](#)

Address: Cockfosters: 25 Station Parade, Cockfosters Road, Barnet, EN4 0DW, Tel: 020 8363 2424

[Smiths Schoolwear uniform price list](#)

Uniform4Kids (Lyons School Shop)

Website: [Uniform4kids \(Lyons School Shop\)](#)

Address: 242 Hertford Road, Enfield, EN3 5BL, Tel: 020 8804 3627

[Uniform4kids uniform price list](#)

ParentPay

All new year 7 parents/carers will be sent their logins in August 2023. Please check your junk folder.

What does ParentPay do?

- enables you to pay for your child's school meals and other items such as school trips
- 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
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- 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
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use

How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- 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
- helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

We will send you an activation email containing your temporary username and password to enable you to set up your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at Highlands.

ParentPay Frequently Asked Questions

When can I log in to my account ?

Once you have received your activation letter from the school. Login details and passwords will be issued in August and you will be able to activate your account and start making payments.

Which cards can I use ?

ParentPay accepts Mastercard and Visa credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards.

Is it safe to make payments on the internet?

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

How can I check it's secure?

Standard website addresses begin with http: the address for a secure site will always begin with https:. You will also see a padlock at the bottom/top right of the screen on our login page, and after logging in. You should not enter card details or personal data on any web page that doesn't start with https:

What about our personal information ?

Please refer to [ParentPay's privacy policy](#) available on their website.

More information

More information can be found on the ParentPay website, alternatively contact the school on 0208 370 1100.

Voluntary financial contribution

We would like to invite you to make a voluntary financial contribution to the school to assist us with the funding of extra resources, which enable our students to have opportunities that go above and beyond the everyday curriculum.

We have had a fantastic response in previous years which has been greatly appreciated. This year, as before, we are requesting that you make a contribution to '**Highlands Charitable Trust**' - you can now make donations straight from your mobile via ParentPay using the QR code below. If you prefer to pay a regular amount by standing order, please contact Mrs Czupich, School manager for more information.

If you are a UK taxpayer, please ensure you tick the section that allows us to claim 'Gift Aid', which will add a further 25% to your donation to us at no extra cost to yourself.

Many thanks again for your donation; any amount you can give will be greatly appreciated.



Design and technology voluntary donation

Students will be participating in Design and Technology as part of their year 7 and 8 curriculum. This will involve designing and making projects with woods, metals, plastics, graphics, electronic components and textiles which, invariably the students would want to take home.

Due to the massive increase in the cost of materials, especially wood, we are requesting a voluntary contribution of £10. Although this represents only part of the cost of the materials used, it does allow our students to work with good quality materials and components. During the rotations of technology in both year 7 and 8, students will study three different areas. They will complete theory, design and practical work in each area of technology.

Resistant Materials

The practical work will include: wooden puzzle, pewter casted keyring with packaging and L.E.D lamp.

Textiles

The practical work will include: a tie dyed, patchwork cushion and bag.

Food Technology

When in food technology lessons, students will be required to bring in ingredients/items when instructed by their teacher.

If this is something you would be able to support us with, please add a voluntary contribution via our ParentPay page.

DARE Days

DARE Days are a programme of whole school trips and activities designed to enhance and enrich the experiences our students have at Highlands and demonstrate the true ethos of our school, determination, aspiration, respect and equality.

At Highlands we are committed to providing students with an exceptional standard of education. Part of that education is the learning that takes place in lessons, but also the experiences that take place outside the classroom. DARE days will take place four times a year, twice in October and twice in June/July. All lessons and teaching will be suspended and all students and staff will take part in trips or enrichment activities. The activities will be chosen carefully to support the learning in curriculum areas or to support the development of character, teamwork and confidence. We also want them to be fun! All of the days will allow our students to demonstrate the values that underpin all our work.




Some of the exciting trips and activities we have planned in the past include Go Ape, London Zoo, The Chicken Shed, Bletchley Park, The Mariners and so much more. To see the latest DARE Days activities, view our [DARE Days video](#) on our YouTube channel.

In September you will receive communication giving details on what trips or activities your child will be participating in.

English reading list

The English Faculty are looking forward to welcoming your child to Highlands School in September and in order to assist this preparation, could we request you purchase the following texts that are going to be covered across the year, beginning in September with *Beowulf*.

With the attempt to prioritise independent bookshops, please find details below of several options for where you can purchase the text. If you are unsuccessful in purchasing from these suggestions, any other local bookshop / website will also be acceptable. Please double check the isbn numbers to ensure that the texts match the ones specified below. All pupil premium students will have their texts supplied by the school.

<p>Unit 1</p> 	<p><i>Beowulf</i> by Seamus Heaney</p> <p>ISBN:9780571203765</p> <p><i>Needed by 5 September</i></p>	<p>https://www.hive.co.uk/Product/Seamus-Heaney/Beowulf/1514825</p> <p>https://www.waterstones.com/book/beowulf/seamus-heaney/9780571203765</p>
<p>Unit 2</p>	<p>Selected extracts from '<i>The Canterbury Tales</i>' by Geoffrey Chaucer</p>	<p>This will be supplied by Highlands School</p>
<p>Unit 3</p> 	<p><i>Romeo and Juliet</i>' by William Shakespeare</p> <p>ISBN:9780198321668</p> <p>Needed in January</p>	<p>https://www.hive.co.uk/Product/William-Shakespeare/Oxford-School-Shakespeare-Romeo-and-Juliet/421007</p> <p>https://uk.bookshop.org/books/oxford-school-shakespeare-romeo-and-juliet/9780198321668</p>
<p>Unit 4</p> 	<p><i>Noughts and Crosses</i> by Malorie Blackman</p> <p>ISBN:9780198328612</p> <p><i>Needed in February</i></p>	<p>https://www.hive.co.uk/Product/Malorie-Blackman/Rollercoasters-Noughts-and-Crosses/421202</p> <p>https://uk.bookshop.org/books/rollercoasters-noughts-and-crosses/9780198328612</p>

Reading for pleasure at KS3

The English faculty have organised a reading list so that students can select a reading book which compliments the text they are reading in class. If they prefer to select their own book, they should check the text title with their English teacher.

Please ensure your child has a reading book with them at all times. If you would like financial support please contact: get.reading.books@highlearn.uk for more information.

Set text	Complimentary reading	Further reading suggestions
Beowulf	<p><u>Quick Reads:</u></p> <p>-<i>The Incomplete Book of Dragons</i> by Cressida Cowell</p> <p>- <i>The Dark is Rising</i> by Susan Cooper</p> <p>-<i>How To Be A Hero: Land Of Lost Things</i> by Cat Weldon</p> <p>-<i>The Silk Roads</i> by Peter Frankopan (illustrated version)</p> <p><u>Challenge Reads:</u></p> <p>- <i>My Swordhand is Singing</i> by Marcus Segdewick</p> <p>-<i>Grendel's Wife</i> by Susan Signe Morrison</p> <p>- <i>The Short Knife</i> by Elen Caldecott</p> <p>-<i>Robin Hood: Jet skis, swamps and smugglers</i> by Robert Muchamore</p>	<p><i>The Silk Road</i> by Peter Frankopan</p> <p>- <i>Grendel</i> by John Gardener</p> <p>- <i>Gone</i> by Micheal Grant</p> <p>- <i>Dark Peak</i> by Marcus Segdewick</p> <p>-<i>The Last Hours: Chain of Iron</i> by Cassandra Clare.</p> <p>-<i>A Heart So Fierce And Broken</i> by Brigid Kemmerer</p> <p>-<i>Arthur - High King of Britain</i> by Michael Morpurgo</p> <p><u>Canon Reads:</u></p> <p>-<i>Paradise Lost</i> by John Milton</p>
Chaucer	<p><u>Quick Reads:</u></p> <p>-<i>King Arthur And The Knights Of The Round Table</i> by Marcia Williams</p>	<p>-<i>The Outlaws Scarlett and Browne</i> by <u>Jonathan Stroud</u></p>

	<p>-<i>Sir Gawain + The Green Knight (illustrated)</i> by Michael Morpurgo</p> <p>-<i>Caddy Ever After</i> by Hilary McKay</p> <p><u>Challenge Reads:</u></p> <p>- <i>The Princess Bride</i> by William Goldman</p> <p>-<i>SkyWake: Invasion</i> by Jamie Russell</p> <p>-<i>The Seeing Stone</i> by Kevin Crossley-Holland</p> <p>- <i>Here Lies Arthur</i> by Phillip Reeves</p> <p>-<i>The Explorer</i> by Katherine Rundell</p>	<p>-<i>Northern Lights</i> by Philip Pullman</p> <p>-<i>Welcome to Nowhere</i> by Elizabeth Laird</p> <p>-<i>Wheel of Surya</i> by Jamila Gavin</p> <p>-<i>The Sword In The Stone</i> by T.H.White</p> <p><u>Canon Reads:</u></p> <p>-<i>Gulliver's travels</i> by Jonathan Swift</p>
<p>Romeo and Juliet</p>	<p><u>Quick Reads:</u></p> <p>-<i>The Humiliations of Welton Belt</i> by Alex Wheatle</p> <p>-<i>The Tulip Touch</i> by Anne Fine</p> <p><u>Challenge Reads:</u></p> <p>-<i>Shakespeare</i> by Bill Bryson</p> <p>-<i>Waiting For Eden</i> by Elliot Ackerman</p> <p>-<i>Twilight</i> by Stephenie Meyer</p> <p>-<i>Rani and Sukh</i> by Bali Rai</p> <p>-<i>Across The Barricades</i> by Joan Lingard</p> <p>-<i>They Both Die in the End</i> by Adam Silvera</p>	<p>-<i>Furious Thing</i> by Jenny Downham</p> <p>-<i>One</i> by Sarah Crossan</p> <p>-<i>A Whole New World: Twisted Tale</i> by Elizabeth J. Braswell</p> <p>-<i>Beautiful Broken Things</i> by Sara Barnard</p> <p>-<i>A Quiet Kind of Thunder</i> by Sara Barnard</p> <p><u>Canon Reads:</u></p> <p>-<i>Little House On The Prairie</i> by Laura Ingalls Wilder</p> <p>-<i>Emma</i> by Jane Austen</p>
<p>Noughts and crosses</p>	<p><u>Quick Reads:</u></p> <p>-<i>Silence is Not An Option</i> by Stuart Lawrence</p>	<p>-<i>How I Live Now</i> by Meg Rosoff</p>

	<p>-<i>Noughts and crosses: graphic novel</i> by Malorie Blackman</p> <p>-<i>The House of Light</i> by Julia Green</p> <p>-<i>The Middler</i> by Kirsty Applebaum</p> <p><u>Challenge Reads:</u></p> <p>-<i>Our Beautiful Game</i> by Lou Kuenzier</p> <p>-<i>The Crossing</i> by Manjeet Mann</p> <p>-<i>The Hate You Give</i> by Angie Thomas</p> <p>-<i>Roll of Thunder, Hear my Cry</i> by Mildred Taylor</p> <p>-<i>The Outsiders</i> by S.E. Hinton</p>	<p>-<i>The Sound Of Everything</i> by Rebecca Henry</p> <p>- <i>Run, Rebel</i> by Manjeet Mann</p> <p>-<i>Nightjohn</i> by Gary Paulsen</p> <p>- <i>Knife Edge / Checkmate / Double cross / Crossfire</i> by Malorie Blackman</p> <p>-<i>Divided City</i> by Theresa Breslin</p> <p><u>Canon Reads:</u></p> <p>-<i>Pride and Prejudice</i> by Jane Austen</p> <p>- <i>Alice’s Adventures In Wonderland</i> by Lewis Carroll</p>
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Note for parents:

Some of these books are written for young adult readers, so may contain challenging content. Please check online reviews if you have any queries about suitability.

Here are some other great books your child/ward may want to try:

'Ghost Boys' by <u>Jewell Parker Rhodes</u>	'Long Way Down' by Jason Reynolds	'One' by Sarah Crossan
'The Inheritance Games' by Jenifer Lynn Barnes	'The Sacrifice' by Charlie Higson	'And The Stars Were Burning Brightly' by Danielle Jawando

'Escape Room' by Christopher Edge	'We Were Liars' by E.Lockhart	'Witch Child' by Celia Rees
'Orangeboy' by Patrice Lawrence	'The Upper World' by Femi Fadugba	'As Long As The Lemon Trees Grow' by Zoulfa Katouh
'One of us is Lying' by Karen M. McManus	'Frozen Charlotte' by Alex Bell	'Half Bad' by Sally Green
'Girl in Pieces' by Kathleen Glasgow	'The Breadwinner' by Deborah Ellis	'There's a Boy in the Girl's Bathroom' by Louis Sachar
Skulduggery Pleasant Series by Derek Landy	'Boy Everywhere' by A.M Dassu	'If You Still Recognise Me' by Cynthia So
'The Cruel Prince' by Holly Black	'I Am Malala' by Malala Yousafzai	'After Tomorrow' by Gillian Cross
'Everything Everything' by Nicola Yoon	'Boys Don't Cry' by Malorie Blackman	'Alone' by D.J Braizer
'The Supreme Lie' by Geraldine McCaughrean	'Out of Shadows' by Jason Wallace	'The Fault in our Stars' by John Green
'What's a Girl Gotta Do?' by Holly Bourne	'The One Memory of Flora Banks' by Emily Barr	'Nemesis' by Brendan Reichs

'The Crossing' by Manjeet Mann	'The Gilded Ones' by Namina Forna	'Buffalo Soldier' by Tanya Landman
<u>'Becoming': Adapted for Younger Readers</u> by <u>Michelle Obama</u>	'Needle' by Patrice Lawrence	'The Lie Tree' by Frances Hardinge
'Things a Bright Girl Can Do' by Sally Nicholls	'One Wish' by Michelle Harrison	'The Pact' by Jodi Picoult

LAMDA exams and qualifications

LAMDA examinations in Speech and Drama are offered as an optional part of the extended Drama curriculum at Highlands School.

LAMDA exams are internationally recognised qualifications. They are graded according to age and experience. The highest grades (Level 3) carry UCAS points.



Classes at Highlands are run by an external provider on a peripatetic basis and usually take place on **Wednesday afternoons** from 2:25 to 3:25 for years 8 and 9 and 3:30 - 4:30 for years 7, 10, 11, and sixth form*. Highlands School students benefit from a discounted rate of £12 per week for group classes, payable termly or monthly**. Students are taught in small groups in preparation for solo or combined examinations in Acting. Tuition in other modules such as Speaking in Public and Speaking Verse and Prose are also available***. Exams take place once a year, usually in the summer term****.

We are proud of the fact that in the last three years, since LAMDA has been offered at Highlands School, over 90% of students have attained the highest grade of Distinction with the remaining students achieving high Merit.

There is now limited availability for new starters for the new academic year (23/24).

Trial lessons are available on request. To access the LAMDA brochure for more information, please click [here](#).

To register your interest or request a trial lesson, please email enquiries@weproductions.co.uk. Please include your child's name, year group and tutor group (e.g. *John Smith 7ABC*).

* Class times may be subject to change.

** Monthly payments of £34 per calendar month by direct debit. An online booking fee is applicable to monthly and termly payments.

***Classes for Speaking in Public and Speaking Verse and Prose are subject to uptake and may take place on different days from other classes.

****Please be aware that an additional exam entry fee is applicable

Music lessons

Parents are now able to renew and book music lessons and activities for autumn 2023 from the [Music Store](#).

Please do not miss the booking window. The deadline for bookings is 9th July 2023, this will give parents just over 6 weeks to consider and book their autumn term music options.

Important information regarding School Funded Pupils (FSM, Pupil Premium) and LAC and Adopted Pupils subsidised payments for lessons - [click here](#) for the 2023/24 school funding/FSM form. Please note new forms for all existing funded pupils who wish to continue funding in the new academic year as well as any new pupils who wish to start funding, need to have the form completed and returned to [Ms D Maple](#) for signature and school stamp of approval. All forms are then sent back to parents to upload onto the EMS portal.

For the process to run smoothly, need parents/carers need to submit the following information:

- Child's full name
- Year group
- Instrument to be taken

[Click here](#) to view the LAC and Adopted Pupils form.

Parents/carers of any new students who require funding will need to send a completed form to [Ms D Maple](#) to have signed, filed and stamped to then forward to EMS. Parents will receive the right discount code before making a booking.

For the process to run smoothly, need parents/carers need to submit the following information:

- Child's full name
- Year group
- Instrument to be taken

Please note if the school does not hear from parents renewing their school support for lessons or parents requiring forms, EMS will be informed to stop funding any existing/ potential pupils in this category.

You can find more information and guidance in their FAQs and other guidance and information for schools on The Hub, but please don't hesitate to contact them at enfieldmusicservice@enfield.gov.uk if you have any questions.

Autumn term in-school lessons will start week commencing 18th September and will include 11 lessons throughout the term.

School privacy notice

Please read our school's [Privacy notice](#) that is available on our website.