



Highlands
School & Sixth Form

Year 7 Transition

September 2023

Welcome to Highland

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Welcome to Highlands School



My role is to work with the head of year 7, our wider pastoral team and our feeder primary schools to make sure that your child has a smooth transition to secondary school. I also work closely with all staff to make sure that our children feel safe, settled and ready to take on the many opportunities that await them.

A great deal goes on behind the scenes between March and September to prepare for our new students' arrival. Following the SAT assessments, the year 7 pastoral team meets with year 6 teachers to find out more about our new intake to ensure we have comprehensive information about each child, to support the transition. A number of events are held to ease any anxieties for both parents/carers and students and to support students in feeling they are a part of the Highlands School community early on. Further information and details will be shared directly with the parents/carers of children who will be joining the school in September.

The year 7 pastoral team work tirelessly to make sure that all children feel welcome, safe and secure.

Transition events

Virtual parent/carer information evening - We host an online information evening for parents and carers to inform them of the transition process and what life is like at Highlands School.

Transition day - All new students are invited in to attend a taster day at Highlands School. This is chance for students to experience secondary school lessons, ease any anxieties

Solo student event - Highlands School offers a special event for students who may be the only one from their primary school joining Highlands School. This is to allow them to establish friendships early on before the academic year begins.

Year 7 admission form 2023/2024

Please fill out the following [Year 7 admission form 2023/24](#) to enrol your child to Highlands School for September 2023.

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.

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:

<https://www.parentpay.com/privacy-policy/>

More information

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

School privacy notice

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