



Information for Parents of New Pupils

*Heighington Millfield Primary Academy
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Welcome to Heighington Millfield Primary Academy!



We encourage our children to endeavour, excel and enjoy their learning potential through a stimulating, imaginative, fun curriculum. A positive attitude is promoted by active involvement throughout the whole school and in partnership with parents and the local community. Together we respect and celebrate our individual differences. We trust each other and have confidence to meet high personal expectations in a safe and happy learning environment. Limitless learning is encouraged for all our children and staff, ensuring outstanding individual achievement through caring, supportive and creative leadership. New technologies are continually embraced across the whole curriculum to ensure our children develop the essential life skills required for this modern, rapidly changing world.

We share the core values of The Priory Federation of Academies Trust - Wisdom, Curiosity, Generosity, Courage and Passion.

Parents and the School

We actively encourage parents to be involved in the life of the school in a variety of ways. This can include volunteering to help with reading, baking, sewing etc. or to accompany children on school visits and extra-curricular activities.

We encourage open communication and adopt an open door policy but please consider that asking to see a teacher at before school when they are getting ready for the day ahead



can be tricky! If you need to see a teacher for more than a few moments, please ring the School Office for an appointment. Staff will be happy to see you and answer any queries you may have.

For safeguarding issues, access to the school after 9:00 is through the main office only. All other doors are locked to ensure the safety of the children and staff.

Safeguarding

All staff undergo stringent safeguarding training in accordance with the statutory requirements and The Priory Federation of Academies policy.

Absence from School

The school must account for all absences. Please ring the office if your child is absent. This is important for your child's safety. While we will make every effort to contact you if your child does not arrive, be aware that it is your responsibility to ensure that your child arrives at school on time and properly equipped for the day. We will attempt to phone our contact number if no message is received by 9.30 a.m. Please confirm, in writing, the reason for the absence on your child's return.

The school can authorise absences for medical and other reasons, however these are strictly controlled.

Parking

We have also had a request from our neighbours that parents do not park in the area next to the Mill, in front of Mill Cottages, as this is the driveway to the rear of the properties. Parking is also prohibited within the "School Safety Zones".

Holidays

In the interests of your child receiving a full experience at school, it is best to avoid them being away during term time. The Government has advised that schools do not authorise holidays during term time. Therefore, leave of absence for holidays will not be authorised and fines will be issued.

Absence Appointments during the day

If your child needs to leave school during the day to attend, for example medical appointments, they must be collected by a responsible adult. We would encourage that any medical appointments take place outside the school day, where at all possible.

Illness

Please do not send sick children to school. If your child has been sick, we recommend they stay at home for 48 hours to prevent the spread of infection. Some illnesses are notifiable, e.g. measles, and there is an exclusion period, please consult your family



doctor. For more information please visit - <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child is poorly and not fit to continue with their lessons, or if they have an accident requiring your attention, we will ring you. Please make sure your emergency numbers are up to date so that we can contact you quickly. Staff are fully trained in First Aid.

Permission to Administer Medicine Forms

Please note that, whenever possible, we would appreciate you coming into school to administer your child's medicine yourself. If you wish staff to give your child medicine during the school day, you should complete a permission form and hand it into the school office with the medicine. These forms are available from the school office. The medicine needs to be clearly marked with your child's name, date of birth and in its original box. Older children should be encouraged to ask their class teacher for permission to go and take their medicine. In the case of younger children (particularly Reception and Year 1) staff will do their best to ensure medicine is taken at the appropriate time, although, we hope you will appreciate, this cannot be guaranteed.

All medicines should be collected from the office by an adult at the end of the day.



'Bumped Head' Notes

If your child bumps their head at school, we will send home a note so that you can be alert. Bumped heads are treated with utmost importance as symptoms can develop some time after the actual incident. You would be informed by telephone if we felt the injury required your immediate attention.

Home Learning

The school provides each child with a book bag when they join the school in Reception. This bag is the property of the school and parents must replace any losses. It is expected that parents actively involve themselves in their child's home learning. This will be directed by class teachers and should include -

- EYFS (Barley) – Weekly phonics/reading home-learning tasks
- Year 1 (Wheat) – Weekly reading, phonics and vocabulary with some maths
- Year 2 to 6 (Rye, Poplar, Willow, Typhoon and Vulcan) – Spelling could be a spelling pattern, could be high frequency words
- Vocab – set at 5 words for year 2, 7 words for year 3 & 4 and 10 words for year 5 & 6 per week.
- Reading



- English – English work based on piece of work linked to previous learning
- Maths – differentiated sheet based on previous learning
- A creative topic based homework maybe given when appropriate.

All homework and knowledge organisers will be shared in a paper form (unless your child is in Barley and it will be shared on tapestry). Marked home learning will be returned to parents with the following week's homework.

We would love it if your child could read four times a week. If your child is an Early Reader, then listening to you read stories is included in this, four times a week.

Your child will receive 1 merit for four reading sessions, 1 merit for each piece of homework e.g. phonics, maths or English.

Progress Information

We also provide termly progress checks for years 1 to 6, Reception parents can access their child's learning through Tapestry whenever they like. Your child's class teacher will discuss their progress with you at the parents' meetings in the Autumn and Spring Terms and at any other time if you have concerns.

Visits

Regular outside visits are essential to our wonderful creative curriculum. We conform to Government Policy to reserve the right to make a small request for contribution for these visits. However, most of our visits are subsidised by school finance or the PTA, which cuts the cost considerably.

School Uniform

The school operates a uniform policy as follows:

- Dark grey or black trousers, shorts, dress or skirt - should be tailored
- White Shirt or Polo Shirt
- Navy Sweatshirt, sweater/jumper or cardigan
- Black shoes
- School ties for year 6

Summer

- If shorts are worn, they should be tailored; the school does not accept beach shorts for everyday wear.
- Lightweight blue checked summer dresses or skirt/blouse may be worn with white socks only and not dark thick tights.

Children can wear boots in the cold winter weather. Children are not permitted to wear



wellington boots in school, they must bring other shoes to change into.

P.E. Kit

Infants

- Plimsolls, plain shorts (navy or black), white t-shirt/polo shirt.
- Outdoor Games - trainers suitable for outdoor use, white t-shirt/polo shirt, dark coloured or navy jogging bottoms and fleece top.

Juniors

- Indoor PE/Athletics – plimsolls, white t-shirt/polo shirt, plain shorts (navy or black).
- Outdoor Games – football boots/trainers, shorts/netball skirt, white t-shirt/polo shirt, dark coloured or navy jogging bottoms and fleece top.

NB. Children selected for the school teams are loaned kit for these matches. Footballers must have shin guards (F.A. regulation). A drawstring bag to keep kit in.

PE kits should be brought in to school at the beginning of the week and taken home on a Friday.

Lost Property

If your child has lost anything, please call in to collect it from the lost property box located in the library area. Unclaimed items will be disposed of on a termly basis. Please could parents ensure that all items of uniform, bags and equipment are clearly named.

Additional Guidelines

We do not allow fashion jewellery. If a child has a pierced ear a simple stud may be worn. Studs **MUST** be removed for PE and swimming. If this is not possible – due to ears being newly pierced – parents must provide plasters for covering them. Watches may be worn by children but the school accepts no responsibility for loss or damage.

All clothing is obtainable from chain stores. Uniform Direct also sells a variety of school clothing displaying the school logo.

Please note: children must **NOT** wear tattoos or nail varnish for school.

School Hours

Infants	8.45 a.m. to 12.00 p.m. 1.00 p.m. to 3.20 p.m.
Lower Juniors	8.45 a.m. to 12.00 p.m. 1.00 p.m. to 3.20 p.m.
Upper Juniors	8.45 a.m. to 12.30 p.m. 1.30 p.m. to 3.20 p.m.





Collection of Children

We make the assumption that all of our children will be collected or go to after school club. There is a form that needs completing if you wish them to walk home on their own. If you know you are unable to collect your child from school on time, please inform the office. If you are going to be late, please contact the office. Any children who have not been collected at the end of the day will be taken to the office.



Equality of Opportunity

Heighington Millfield Primary Academy is an equal opportunities school and all staff are committed to providing equal opportunities for all children.

Award Scheme

Children will be awarded merits for super learning, attitude, effort and behaviour. Merits are given by all staff and are collected on merit cards.

Each week, class value achievers are chosen by the teaching team and the children. These children are presented with a certificate in Achievers' Assembly which takes place every Friday morning. Parents of these children are invited to the assembly.

We also celebrate those children who have gone Over & Above and those who have Endeavoured to do their best all week.

Travelling to School

Children should arrive at school between 8.45 a.m. and 8.50 a.m., during which time there will be staff on duty.

To promote a healthier lifestyle in school, we encourage children to walk or cycle to school when they can.

We actively encourage children to cycle to school. Children holding the Bikeability certificate, which is undertaken by children in Year 5, may ride their bikes to school unaccompanied; helmets are essential. Other children who live outside the immediate area of the village may be allowed to ride to school if accompanied, with the permission of the





Head Teacher. Children who are seen to ride their bicycles in contravention of the Highway Code by a member of staff or the police, will have this privilege withdrawn.

Parking outside school is very restricted and there are often congestion issues on Mill Lane. For the safety of the children, please **do not park** in the staff car park or the access road off Mill Lane when delivering or collecting your child from school. If the access road is blocked, entry of emergency vehicles is prevented.

School Meals

We strongly encourage healthy packed lunches, which may be brought from home. Our school meals are provided by Good Lookin' Cookin' and they provide a nutritious and tasty meal for our children. Parents can order online by visiting www.goodlookincookin.co.uk.

We recommend you take up the opportunity for Free School Meals. If you think that you are eligible to apply, please pop in to the school office.

Mid-morning Snack

If you wish, your child may bring a healthy snack and a carton of drink to have at mid-morning break. Fizzy drinks, nuts, nut products and unhealthy snacks are **not** to be brought into school. The school also participates in the Lincoln School Milk scheme and the 'healthy schools' fruit initiative.

Year 6 children run a healthy tuck shop at break times for children to buy healthy snacks and drinks. The cost of snacks ranges from 30p to 50p.

PTA

Millfield has a thriving and active PTA, who work very hard to raise funds which help enhance and support our children's education. They welcome new members and if you are able to help support any of the events they organise or would like further information please contact the school office on 01522 872625.

Special Educational Needs and Disability

SEND (Special Educational Needs) is the acronym for additional help or guidance required by a child in addition to/or replacing their normal curriculum entitlement. It is estimated that 20% of the children require additional resources or help at some time during their school career.

Some children will require additional support and if this is the case your child's class teacher will work closely with you to discuss options available to ensure your child receives maximum support with their learning.

With your permission we can involve outside agencies such as the educational psychologist,



learning support and behavioural support if required.

The Curriculum

Our whole school curriculum is carefully planned to ensure progression of skills and knowledge acquired in the previous year group. This enables all pupils to reach their full potential and become active, responsible, positive members of society. Cross-curricular links are well thought out to provide



further purpose and understanding of main themes explored around the class novel. The children investigate 'big questions' that extend their thinking, allowing for application of a variety of skills across all curriculum areas. These whole school questions for exploration are

- Who shaped the world we live in today?
- Where could we go?
- Has our world always looked this way?



Mathematics

Using the Power Maths scheme of work, Maths is taught each day for up to an hour. A variety of resources are used to support our children's thinking, allowing them to use and apply a range of mathematical skills on a daily basis. Our lessons provide children with the challenge and problem solving skills they need to prepare them for the future.

English

Reading is at the heart of the termly topics, with a class novel being the main driver of the learning within each year group. Daily English sessions, and regular guided reading and phonics sessions provide the children with learning opportunities to use and apply various reading and writing skills. Reading skills and phonics are essential in the early years of school, and children are encouraged to share books at home. Our school library has lots of books to suit all ages and interests and the





children are encouraged to read for pleasure. Children are given opportunities to write from an early age, and our many visits and visitors inspire and encourage them to write for a purpose.

Information Communication Technology (ICT)

It is vital that our children learn how to use the latest technologies and understand how to stay safe online. We have two ICT suites which are fully equipped with the latest educational software and resources for learning about different elements of the ICT curriculum and online safety. The children are encouraged to develop their research and enquiry skills through the use of the Internet across the whole curriculum.



Foundation subjects

Using our 'big questions' as a basis, alongside our class novel, we study a broad range of foundation subjects. These include History, Geography, Science, Music, Art and DT. French is taught across KS2. We take part in many educational visits throughout the year which enhance our children's learning.

Health and Wellbeing

We are a 'Healthy School'. All children are required to take part in physical education activities throughout their school career. We make our P.E. lessons as varied as possible and introduce children to a wide range of sports. Team games are played on a friendly and league basis against neighbouring schools. Children in Years 3 to 6 take part in swimming lessons at Branston Community Academy. In addition, we run a wide range of after school sports clubs.

The children take part in regular Personal, Social, Health Education & Citizenship sessions, giving them the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to prepare them for their role as active, responsible citizens. Through our various child led groups including School Council, ECO group, Online Safety group and Wellbeing group, the children actively participate in improving the school environment and become involved in making major school decisions.

Religious Education

The school follows an agreed syllabus as advised by the Local Education Authority (LEA) and tries to give a wide experience of RE. Parents are reminded of their right to ask for a child to be withdrawn from these lessons. Please contact the Head Teacher to





discuss the matter, should you wish to exercise your rights.

Please see the 'Curriculum Overview' section of our website: www.heighingtonmillfield.co.uk for further Year group curriculum information.

Breakfast Club

Our Breakfast Club is open between 7.50 am and 8.50 am. If you wish to book a place for your child at our Breakfast Club, a booking form and procedures can be found on the school website.

Afterschool Club

The afterschool care at Millfield is run by Mill Lane Childcare, and is available to all age groups, Monday to Friday, from 3.20 pm to 6.00pm. Children are offered a snack tea and there are lots of fun activities after a busy day at school. Places are limited and must be booked in advance. Please call 07902 745779 or email mill.lane.childcare@gmail.com for more information.



Applying for a Place

Lincolnshire County Council deals with all of our admissions and information can be found at - www.lincolnshire.gov.uk/schooladmissions or by calling Admissions on 01522 782030.